

The Bader International Study Centre Policy

Safeguarding Policy

Date created: 26/06/2018

Date revised: N/A

POLICY

Category:	Administrative Policy	
Name:	Safeguarding Policy	
Approval:	Senior Management Team	
Responsibility:	Vice – Provost and Executive Director, Bader International Study Centre	
Dates:	Approved:	Click to select the date that the policy was first approved.
	Last Revised:	Click to select the date the policy was last revised.

Definitions:	
Bader International Study Centre (BISC)	The United Kingdom (UK) campus of Queen’s University Kingston, based at Herstmonceux Castle, East Sussex.
Child	A person who is under the age of 18 years.
Herstmonceux Castle Enterprises (HCE)	The company that oversees the BISC’s commercial activities.
Regulated Activity	Jobs or activities that involve frequent or intensive contact with children or vulnerable adults such as unsupervised teaching, training, coaching or driving a vehicle only for children.
Safeguarding	The protection of children and/or vulnerable adults from maltreatment, harm or exploitation
Safeguarding Concern	A reasonable belief that a child, or a vulnerable adult is experiencing, or is at risk of, abuse or neglect.
Safeguarding Officer	The first point of contact for safeguarding concerns and the person who has primary responsibility for ensuring the safeguarding policy is adhered to.
Student	A person enrolled at the BISC in a programme of study defined by Queen’s University Academic Regulations.
Vulnerable Adult	A person aged 18 or over who is, or may be, unable to take care themselves against significant harm, abuse or exploitation.

Purpose:
<p>The BISC is committed to supporting and prioritizing the welfare of its students and staff and to the promotion of a positive student experience. The BISC is also committed to ensuring, so far as reasonable possible, a safe environment for all BISC and HCE staff, students, volunteers, and visitors to the University.</p> <p>The BISC and all its services and facilities constitute an open and predominantly adult environment. As such the BISC treats all students as independent, mature individuals and does not act in loco parentis in relation to students who are under the age of 18 years. Staff members are not routinely</p>



screened unless their work warrants it by involvement in a Regulated Activity. However, as BISC admits some students each year who are under 18 years of age on entry, and recognizes that some members of the campus community and/or visitors to the BISC may be defined as vulnerable adult's additional safeguards are necessary to ensure the welfare of all.

Scope:

This policy applies to all BISC and HCE staff, students, volunteers, and visitors to the BISC. It applies to all activities involving contact with children or vulnerable adults, including where those activities are delivered virtually via an online environment.

In the management of its community, the discharge of its functions, and in implementing this Policy and accompanying Procedure, the BISC will remain mindful of its duty of care and other legal obligations such as those it owes under the:

- Children Act 1989
- General Data Protection Regulation 2018
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Health and Safety at Work Act 1974
- Safeguarding Vulnerable Groups Act 2006
- Rehabilitation of Offenders Act 1974
- Equality Act 2010

Policy:

The health, wellbeing and safety of all BISC students, staff, volunteers and visitors is of primary concern to the university. To this end, and to safeguards children and vulnerable adults, the BISC is committed to:

- Maintaining the highest possible standards to meet its social, moral and legal responsibilities to protect and safeguard the welfare of children and vulnerable adults with whom the BISC's work brings it into contact;
- Promoting good practice in relation to safeguarding; and
- Providing clear guidelines and procedures for identifying risk, reporting concerns and ensuring that appropriate action is taken.

Responsibilities:

Contact Officer(s):	Responsible for:
Vice-Provost and Executive Director of the BISC	Principal Safeguarding Officer



POLICY

Student and Enrolment Services Manager	DSO for student related issues
Director of Finance and Assets	DSO for staff related issues

Date for Next Review:	30/06/2021
Related Documents:	<i>Students at Risk/Fitness to Study Policy and Procedures, Procedures Under the Queen's Code of Conduct and BISC General Rules and Regulations, Policy on Violence Involving Queen's University Students Employee Handbook.</i>
Superseded by:	N/A.

