

Safeguarding Policy and Procedures: Children and Adults at Risk

Policy Name:	Safeguarding Policy and Procedure		Version 2.0
Approval Authority:	Academic Registrar LCA-E Academic Board	Original Adoption:	January 2026
Responsible Person:	Wellbeing Advisor	Responsible Business Area:	Student Services
Contact:	Wellbeing@manchester.ugm.ac.uk		
Review Frequency:	Every 3 years	Next Review Due:	July 2029
Revision History:			
Date	Summary of Changes		Version
01/07/2026	Reviewed to reflect partner policy		v1

Introduction

The Executive Leadership Team at UGM Manchester has overall responsibility for safeguarding children and adults at risk and for ensuring compliance with all relevant legislation and statutory guidance. The Executive Leadership Team is responsible for ensuring that this policy is implemented effectively and that all staff, students, contractors, volunteers and visitors comply with its requirements.

To support these responsibilities, UGM Manchester has appointed a Designated Safeguarding Lead (DSL) and a Deputy Designated Safeguarding Lead (DDSL). They are responsible for overseeing safeguarding arrangements, providing advice and guidance, managing safeguarding concerns and ensuring appropriate action is taken where required.

This policy should be read alongside the Harassment and Sexual Misconduct Policy, the Prevent Policy, and all other relevant student and staff welfare policies.

UGM Manchester is committed to maintaining effective safeguarding arrangements that are reviewed annually and updated in response to changes in legislation, statutory guidance or organisational requirements. Where concerns arise regarding the welfare of a child or an adult at risk, the institution will ensure they are responded to promptly, appropriately and in accordance with this policy.

2. Safeguarding and Protecting People

Safeguarding is the process of protecting people from abuse, neglect, exploitation and harm. It includes promoting the welfare of children and adults at risk and preventing unsuitable individuals from working with them.

UGM Manchester is committed to creating a safe, inclusive and supportive environment for all members of its community. The institution will take all reasonable steps to protect

students, staff, visitors, children and adults at risk from harm whilst engaged in activities connected with UGM Manchester.

Although UGM Manchester is primarily a higher education institution and does not routinely provide services directly to children, it recognises that safeguarding responsibilities extend to all activities involving children and adults at risk.

UGM Manchester operates a zero-tolerance approach to abuse, exploitation, neglect, discrimination and any behaviour that may place another individual at risk.

Statutory Responsibilities

UGM Manchester recognises its safeguarding responsibilities under relevant legislation including the Children Act 1989 and 2004, the Care Act 2014, the Safeguarding Vulnerable Groups Act 2006, the Counter-Terrorism and Security Act 2015 (Prevent Duty), the Data Protection Act 2018, and the UK General Data Protection Regulation (UK GDPR).

In relation to adults at risk, safeguarding includes:

- protecting adults with care and support needs from abuse and neglect;
- promoting their wellbeing and independence;
- ensuring they can live safely and free from harm where they are unable to protect themselves.
- In relation to children (any person under 18 years of age), safeguarding includes:
- protecting children from abuse and maltreatment;
- preventing impairment of health or development;
- ensuring children grow up in circumstances that provide safe and effective care; and
- enabling children to achieve the best possible outcomes.

3. Purpose of this Policy

This policy aims to:

- safeguard children and adults at risk who engage with UGM Manchester;
- establish clear responsibilities for staff and students;
- provide guidance for recognising and responding to safeguarding concerns;
- promote a culture of safeguarding awareness throughout the institution;
- ensure concerns are managed promptly, consistently and appropriately;
- ensure compliance with statutory safeguarding obligations.

4. Roles and Responsibilities

Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL)

The Designated Safeguarding Lead and Deputy Designated Safeguarding Lead are responsible for:

- acting as the first point of contact for all safeguarding concerns;
- monitoring the wellbeing@manchester.ugm.ac.uk mailbox daily;
- implementing, promoting and monitoring compliance with this policy;
- ensuring this policy is available to staff, students and external stakeholders via the UGM Manchester website and Virtual Learning Environment (VLE);
- reporting safeguarding activity to the Academic Registrar;
- reviewing this policy annually and recommending amendments following legislative or regulatory changes;
- providing safeguarding advice and guidance to staff and students;

- making referrals to Children's Social Care, Adult Social Care, safeguarding partnerships and the Police where appropriate;
- maintaining effective relationships with external safeguarding agencies;
- ensuring safeguarding records are securely maintained and managed confidentially;
- supporting managers with referrals to the Disclosure and Barring Service (DBS), where appropriate under the Safeguarding Vulnerable Groups Act 2006.

The Designated Safeguarding Leads do not investigate allegations of abuse or determine whether abuse has occurred. Their role is to receive concerns, assess immediate risk, make appropriate referrals and coordinate safeguarding responses with the relevant statutory agencies.

5. Training

The DSL and DDSL must maintain, as a minimum:

- Level 3 Safeguarding Children Training;
- Level 3 Safeguarding Adults Training;
- Prevent Duty Training.

Safeguarding awareness training is mandatory for all employees. All new members of staff must complete safeguarding awareness training as part of their induction programme.

Refresher safeguarding training must be completed every three years or sooner where required by legislation or organisational policy.

The Human Resources Department is responsible for:

- coordinating safeguarding and Prevent training;
- monitoring completion rates;
- maintaining accurate training records;
- producing compliance reports to support audits and inspections.

Staff will be informed annually of any updates to safeguarding legislation, guidance or institutional procedures.

6. Reporting Safeguarding Concerns

All safeguarding concerns must be reported immediately.

Staff should report safeguarding concerns directly to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead or via the Raise + Resolve system.

Students should report safeguarding concerns using the Raise + Resolve system.

Where concerns relate to a lower-level safeguarding issue affecting a student, staff should contact: wellbeing@manchester.ugm.ac.uk

UGM Manchester aims to assess safeguarding concerns on the day they are received wherever possible and, where this is not achievable, within two working days.

All safeguarding concerns, discussions, decisions and actions must be documented accurately and stored securely in accordance with the Data Protection Act 2018 and UK GDPR.

7. Managing Low-Level Concerns

UGM Manchester recognises that early intervention is essential in preventing escalation.

When a low-level safeguarding concern is raised, UGM Manchester will:

- respond sensitively, proportionately and confidentially;
- acknowledge concerns promptly and normally within two working days;
- assess whether the matter constitutes a low-level concern or requires escalation under the Safeguarding Policy and Procedures;
- maintain confidential records of all concerns and actions taken.

8. Student Pastoral Support and Welfare

UGM Manchester recognises its duty of care to support students' academic success, health, safety and wellbeing.

Where staff become aware that a student is experiencing welfare or pastoral difficulties, they should provide appropriate support within their professional boundaries and refer or signpost students to specialist services where necessary.

Appropriate records of advice, support and referrals should be retained in accordance with institutional procedures.

Every student is allocated a Personal Tutor (PT), whose role is to support academic progress and personal development. Students may also seek pastoral support from other members of academic or professional services staff with whom they have developed trusted relationships.

Personal Tutors should record pastoral interactions on the Personal Tutor Dashboard. Where discussions involve highly sensitive personal information, only a summary should be recorded, indicating that confidential support has been provided and identifying the appropriate contact for further information on a strict need-to-know basis.

Academic staff may refer students to specialist support services where appropriate.

Students have access to a range of professional support services, including:

- Life and Progress (wellbeing, counselling, legal and financial advice);
- Disability and Wellbeing Team;
- Director of Studies Office;
- Student Finance Advice;
- iCentre and Learning Resource Centre;
- Employability Services.

Designated Safeguarding Lead

Lindsay Steele

Academic Registrar

Lindsay.Steele@manchester.ugm.ac.uk

0161 388 5534

Deputy Designated Safeguarding Lead

Morven Dunn

Wellbeing Advisor

Morven.Dunn@manchester.ugm.ac.uk