

Safeguarding Policy

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0.0 Reporting Safeguarding and Prevent Concerns

If there is an immediate risk to life or serious harm, do not delay — call 999 immediately.

This includes situations where:

- Someone is in immediate danger
- A serious crime is in progress or has just occurred
- Urgent medical attention is needed

If you cannot speak or answer questions, press 55 or tap when prompted and your call will be transferred to the Police.

Safeguarding and Prevent concerns or disclosures must otherwise be reported **as soon as possible** via one of the following routes:

- **Email:** Safeguarding@leedstrinity.ac.uk
- **Local Safeguarding Lead (LSL):** [Local Safeguarding Leads](#)

Out of Hours Support

For urgent safeguarding concerns **that do not require emergency services** and occur outside normal working hours, contact the **Student Support Out of Hours phone on 07458 109288**.

1.0 Introduction

- 1.1 **Safeguarding** is the action taken to protect people's health, wellbeing and human rights, ensuring they are free from harm, abuse and neglect.
- 1.2 **Prevent** is part of the UK's counter-terrorism strategy and refers to the duty to identify and respond to concerns about individuals who may be at risk of being drawn into terrorism or extremism.
- 1.3 Safeguarding is **everyone's responsibility**. Leeds Trinity University (the University) takes a whole-community approach, embedding safeguarding into everyday practice and ensuring there are clear and effective ways to identify, report and respond to concerns, disclosures and allegations, including those relating to the Prevent duty.

- 1.4 The University is committed to fostering a culture of care and protecting the safety and wellbeing of all members of its community, including children, young people and adults at risk. This includes students, staff, visitors, governors and members of the public.
- 1.5 We are guided by our [values](#) of **Dignity and Care** and **Respect and Inclusivity**, and recognise both our legal and moral responsibility to provide a safe, supportive and inclusive environment for everyone who engages with the University.

Prevent Duty

- 1.6 Leeds Trinity University recognises that concerns relating to radicalisation and vulnerability to being drawn into terrorism are safeguarding concerns.
- 1.7 The University therefore addresses Prevent within its wider safeguarding framework and seeks to respond to concerns relating to radicalisation in a proportionate, evidence-based and supportive manner.
- 1.8 The University will fulfil its responsibilities under the Prevent Duty while also protecting lawful freedom of speech, academic freedom, and freedom of expression.

2.0 Purpose

2.1 This Policy outlines how the University:

- Protects individuals from harm, abuse and exploitation
- Responds to safeguarding concerns appropriately and promptly
- Identifies and responds to concerns related to radicalisation and the Prevent duty
- Works with internal and external partners to provide appropriate support and intervention
- Creates and maintains a safe, inclusive and supportive environment for all individuals engaging with its activities.

2.2 As a Higher Education provider, the University:

- Complies with its duties under relevant safeguarding legislation as defined in Section 11 of the [Higher Education Act 2004](#)
- Meets its obligations under **Section 26 of [Counter-Terrorism and Security Act 2015](#)** having due regard to preventing people from being drawn into terrorism

- Is aligned with [Prevent duty guidance](#)
- Recognises its wider public protection responsibilities, including:
 - Working with individuals under the age of 18
 - Supporting students (including apprentices) in placements where statutory safeguarding duties apply.

3.0 Safeguarding Thresholds

3.1 Student wellbeing

Not all concerns relating to student wellbeing, mental health, behaviour, welfare or academic engagement constitute safeguarding concerns.

Examples of Safeguarding concerns include:

- Domestic abuse
- Coercive control
- Stalking
- Honour-based abuse
- Forced marriage
- Female genital mutilation
- Criminal exploitation
- Modern slavery
- Financial abuse
- Hate crime
- Online abuse
- Online exploitation
- Hate incidents and hate crime

Concerns that do not meet safeguarding thresholds may be managed through other University processes including Student Support, Students of Concern, Support to Study, Student Conduct, Fitness to Practise or wellbeing services.

3.2 Mental Health & Safeguarding

- 3.2.1 Leeds Trinity University recognises that mental health concerns and safeguarding concerns may overlap but are not synonymous.
- 3.2.2 Mental health concerns will normally be managed through appropriate wellbeing, support and academic support processes.
- 3.2.3 Safeguarding procedures may also be applied where mental ill-health contributes to significant vulnerability, exploitation, abuse, neglect, serious self-neglect or significant risk of harm to self or others.
- 3.2.4 Decisions regarding the most appropriate route for managing concerns will be made on a case-by-case basis.

3.3 Trauma Informed Practice

- 3.3.1 The University seeks to respond to safeguarding disclosures and concerns in a trauma-informed manner.
- 3.3.2 Staff managing safeguarding concerns will seek to recognise the potential impact of trauma on behaviour, communication, memory, engagement and wellbeing.
- 3.3.3 Safeguarding responses will aim to minimise unnecessary distress, avoid re-traumatisation where possible, and ensure that individuals are treated with dignity, compassion and respect.

4.0 Scope

- 4.1 This Policy applies to safeguarding and Prevent-related concerns that are raised by or about a Leeds Trinity University student, staff member, or visitor, irrespective of where and how the incident(s) occurred or the medium used, including on or off-campus, or via IT systems.
 - 4.1.2 This Policy applies to every member of the University community, regardless of whether they have regular contact with children or adults at risk. This includes (but is not limited to) all University staff and students; all external contractors and agency staff; all members of the Board of Governors; all prospective students engaged in university activities; and all other visitors to the University.
 - 4.1.3 Students enrolled at a franchise partner organisation or validated partnership arrangement are subject to the Safeguarding and Prevent policies and procedures set out by the relevant provider. These can be found in Appendix 3.

- 4.1.4 The University recognises that some safeguarding or Prevent-related concerns that are reported may also constitute a criminal offence under English law if proven. It is not within the University's remit to prove beyond reasonable doubt that the incident giving rise to the report forms a breach of law; rather, its role is to decide whether, on the evidence available, the alleged behaviour meets the threshold for external referral to the relevant agency.
- 4.1.5 Incidents or behaviour which may constitute a criminal offence may be addressed through criminal proceedings following external referral, internal disciplinary proceedings, in some cases, both criminal and internal processes. Further guidance on University action in these circumstances can be found in Section 5 of the Student Conduct Policy and Section 6 of the [Staff Disciplinary Policy and Procedure](#).
- 4.1.6 Actions taken under this Policy will take precedence over any action taken under all other University and Leeds Trinity Students' Union policies and procedures as the need to protect the health and safety of our community is paramount. This Policy has been designed to intersect with the policies and procedures set out in Section 9.

4.2 University environment and adult education

- 4.2.1 The University recognises that the majority of members of its community are adults with the right to make informed decisions about their lives and personal circumstances.
- 4.2.2 The University seeks to balance individual autonomy, confidentiality, wellbeing and community protection responsibilities when responding to safeguarding concerns.
- 4.2.3 Safeguarding responses involving adults will therefore be person-centred, proportionate and based on the individual circumstances of each case. Wherever possible, safeguarding actions will be undertaken with the knowledge and involvement of the individual concerned.
- 4.2.4 In responding to safeguarding concerns involving adults, the University will be guided by the principles of:
- Empowerment
 - Prevention
 - Proportionality

- Protection
- Partnership
- Accountability

4.3 Freedom of Speech and Academic Freedom

- 4.3.1 Leeds Trinity University is committed to protecting lawful freedom of speech, academic freedom and freedom of expression.
- 4.3.2 The University will fulfil its safeguarding and Prevent responsibilities in a manner that is proportionate, evidence-based and consistent with its legal obligations relating to freedom of speech and academic freedom.
- 4.3.3 Holding lawful views, expressing controversial opinions, participating in lawful debate or engaging in legitimate academic enquiry will not in itself constitute a safeguarding concern.
- 4.3.4 Prevent-related concerns will be considered on the basis of vulnerability to radicalisation, risk of harm, and relevant statutory guidance.

5.0 Roles and Responsibilities

5.1 All Staff

- 5.1.2 All staff must report any Safeguarding concerns promptly, in line with Section 0.0. This includes concerns about potential radicalisation or suspected involvement in terrorist activity involving any individual connected to the University.
- 5.1.3 All staff must complete mandatory Safeguarding and Prevent training on joining the University and undertake refresher training every two years.
- 5.1.4 Local Safeguarding Leads, the Designated Safeguarding Lead, Deputy Designated Safeguarding Lead and Safeguarding Manager undertake specific training provided by the Safeguarding Society before commencing their roles. See 5.22 – 5.25 below.
- 5.1.5 Where roles involve any regulated activity with children, and/or with adults at risk, staff must obtain an enhanced Disclosure and Barring Service (DBS) check prior

to commencing such activity. Any additional safeguarding requirements set by relevant professional bodies must also be observed.

- 5.1.6 Staff organising University-approved activities involving children or adults at risk (e.g. campus visits, summer schools) must ensure appropriate risk assessments are completed and necessary safeguarding arrangements are in place.

5.2 Safeguarding roles

For definitions and further detail please see Appendix 1: Definitions.

5.2.1 Local Safeguarding Leads (LSLs)

Local Safeguarding Leads (LSLs) are the first point of contact for staff in their School or service, supporting the identification, reporting, and timely escalation of concerns in line with this policy. LSLs ensure that safeguarding and Prevent policies and procedures are applied effectively in day-to-day operations. They must complete role-specific training on safeguarding and the Prevent duty.

A full list of LSLs can be found here: [Local Safeguarding Leads](#)

5.2.2 Safeguarding Manager

The Safeguarding Manager coordinates and oversees safeguarding activity across the University on a day-to-day basis and is the main point of contact for the LSLs. They also provide advice and guidance to staff, support risk assessment and decision-making, and liaise with internal services and external agencies as required. They must complete role-specific training on safeguarding and the Prevent duty. At Leeds Trinity University, this role is held by the **Head of Student Support and Wellbeing**.

5.2.3 Deputy Designated Safeguarding Lead (DDSL)

The Deputy Designated Safeguarding Lead provides strategic oversight of safeguarding and Prevent activity. They line manage the Safeguarding Manager, ensure effective support for students through the Students of Concern process, and deputise for the Designated Safeguarding Lead (DSL). They must complete role-specific training on safeguarding and the Prevent duty. At Leeds Trinity University, this role is held by the **Director of Student Support and Engagement**.

5.2.4 Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead has overall strategic responsibility for safeguarding and Prevent. They ensure compliance with statutory and regulatory requirements and maintain appropriate links with external agencies. They must complete role-specific

training on safeguarding and the Prevent duty. At Leeds Trinity University, this role is held by the **University Secretary and Registrar**.

5.2.5 Safeguarding roles in practice

Local Safeguarding Lead receives initial report or identifies a concern

↓

LSL submits report to safeguarding inbox
(safeguarding@leedstrinity.ac.uk)

↓

Safeguarding Manager triages concern

↓

Decision: Does the concern meet any Safeguarding threshold?

Yes ↓

Case added to Safeguarding/Prevent log

↓

Safeguarding Manager escalates to Deputy DSL or DSL

↓

Decision: Is the subject a student? *If staff, see relevant action below*

Yes ↓

Student wellbeing is managed through Students of Concern meeting alongside any action related to external support agencies

↓

Actions related to referrals recorded in Safeguarding/Prevent log (restricted access to DSL, Deputy DSL and Safeguarding Manager) including outcome of local authority/ Prevent referrals, which cases are active and which are closed.

↓

Decision: is the subject a staff member?

Refer the concern to the LSL from People and Culture for further appropriate action

5.3 ALL Students

5.3.1 All students are provided with accessible information about safeguarding and Prevent, including any training or specific vetting requirements relevant to their programme and placements.

5.3.2 Students who may come into contact with children and/or adults at risk, either on University premises or through University-related activities, must follow this Policy at all times.

5.3.3 Some students may have additional safeguarding responsibilities required by their professional body. These must also be followed where applicable.

5.3.4 While on placement, students must follow the safeguarding policies of their placement provider.

5.4 Apprenticeships and Degree Holder Entry Programmes (“DHEP”)

5.4.1 All apprentices and DHEP students receive a detailed safeguarding and Prevent induction, delivered by a Local Safeguarding Lead, to ensure they understand their responsibilities in these areas.

5.4.2 The University provides further information on safeguarding and Prevent support for apprentices through the [Keeping Apprentices Safe](#) presentation, delivered during programme induction. This resource is also available on the Work Based Learning VLE for future reference.

5.4.3 Safeguarding concerns arising in the workplace may be managed under the employer’s policies. This will be determined on a case-by-case basis by the Safeguarding Manager and relevant LSL in consultation with the employer.

5.5 Contractors

5.5.1 All contractors working for or on behalf of the University must behave in a way that safeguards children and adults at risk and does not expose them to harm. Contractors are expected to comply at all times with this Policy and the University’s [values](#).

5.5.2 Where contractors are required to undertake regulated activity, they must meet any relevant vetting requirements (e.g. an appropriate DBS check). The relevant Head of School or Director is responsible for ensuring that such checks are completed and verified before the work commences.

5.6 Employers of Apprentices on University programmes

5.6.1 The University works with employers to ensure the safety and wellbeing of apprentices throughout their programmes. We are committed to working with employers and sub-contractors to ensure that they are aware of their obligations in relation to safeguarding and Prevent.

5.6.2 Employers are expected to:

- Understand and meet their safeguarding and Prevent duties.
- Follow University policies and procedures.
- Raise and escalate any concerns promptly.

5.7 Placement Providers and Host Organisations

5.7.1 The University partners with a wide range of organisations to provide placements, internships, study exchanges, and volunteering opportunities.

5.7.2 Providers are expected to:

- Understand and meet their safeguarding and Prevent duties
- Follow University policies and procedures
- Raise and escalate any concerns promptly.

5.8 Visitors and External Speakers

5.8.1 All staff, students, and external parties organising events on, by, or on behalf of the University must ensure that appropriate consideration is given to safeguarding risks, particularly where events involve children and/or adults at risk.

5.8.2 All events must be subject to a proportionate risk assessment to identify and mitigate any safeguarding risks. This applies to events held on campus, off campus, or virtually.

5.8.3 Any safeguarding concerns arising before, during, or after an event must be reported in line with the University's safeguarding procedures.

5.9 External Organisations using Leeds Trinity Facilities

5.9.1 Before using the facilities, a relevant postholder at the external organisation must sign a declaration confirming that their staff and volunteers have undergone the appropriate disclosure checks and that they have an adequate safeguarding policy in place.

5.9.2 All external events (whether organised by an external organisation or by or on behalf of the University that is aimed, whether wholly or in part, at external guests) must have a risk assessment in place before they are permitted to take place.

5.9.3 Any concerns about children and/or adults at risk reported by, or about, external organisations must be immediately escalated to a DSL. If appropriate, the University will assess whether the external organisation in question may continue using its facilities during or after any investigation.

5.9.4 The University reserves the right to deny access to any organisation that does not meet these requirements.

5.10 Franchise partner institutions

5.10.1 Franchise partners must meet safeguarding and Prevent requirements in line with partnership agreements, including contract terms and service level agreements relating to student welfare and safety. Students enrolled at a franchise partner organisation or validated partnership arrangement are subject to the Safeguarding and Prevent policies and procedures set out by their organisation. See 4.1.3 above.

5.11 Leeds Trinity Students' Union (LTSU)

5.11.1 The University recognises the important role of Leeds Trinity Students' Union (LTSU) in supporting student safety and wellbeing, including contributing to the prevention of harm and radicalisation.

5.11.2 LTSU, including its clubs and societies, is responsible for ensuring that appropriate safeguarding measures are in place within its activities, in line with its own governance arrangements as a registered charity.

5.11.3 LTSU will:

- Work in partnership with the University to promote a safe environment for students
- Ensure safeguarding and Prevent concerns are recognised and reported in line with University procedures
- Follow the University's Events and External Speakers Policy when organising relevant activities, including events involving external speakers
- Ensure its staff and elected officers complete appropriate safeguarding and Prevent training provided by the University.

6.0 Safeguarding arrangements

6.1 Self-Declarations and DBS Disclosures

6.1.2 Where an individual self-discloses, or where a DBS check (standard or enhanced) identifies spent or unspent convictions, the University will assess the information on a case-by-case basis.

6.1.3 Consideration will include the relevance of the conviction to the role or programme, the seriousness of the offence, the time elapsed, any pattern of behaviour, changes in circumstances, and any explanation provided.

6.1.4 Further detail is set out in the [DBS Disclosure Policy](#).

6.1.5 The University reserves the right to withdraw an offer of study or employment, prior to registration or commencement, where disclosure outcomes are considered incompatible with safeguarding requirements, relevant Professional, Statutory and Regulatory Body (PSRB) standards, or the University's risk assessment.

6.2 Safeguarding and Prevent processes

6.2.1 Where a safeguarding or Prevent concern relates to a University student, Student Support and Engagement will triage and escalate the matter in line with sections 0.0 and 5.2.5 above.

6.2.2 In cases where the subject of a safeguarding or Prevent concern is a serving student police officer with West Yorkshire or West Midlands Police, the case will be jointly assessed by the LTU Local Safeguarding leads and the [Policing Education Qualifications Framework](#) lead for the relevant partnership to determine whether an internal police professional standards investigation is required or whether the case is to be initially taken forward by the University.

6.2.3 Where the subject of a safeguarding or Prevent-related concern is a University member of staff (including any colleague who is also enrolled as University student during the period of their employment), the People and Culture directorate's Local Safeguarding Lead will be involved in the triage and investigation. How such a report is taken forward will be determined on a case-by-case basis.

6.2.4 Where the subject of a safeguarding or Prevent-related concern is a member of the University's Board of Governors, the report will be triaged by the Executive Safeguarding Lead or their nominee and referred to the Senior Independent Governor as required. How such a report is taken forward will be determined on a case-by-case basis.

6.2.5 All safeguarding and Prevent concerns are securely case managed within the University's Salesforce CRM by authorised staff in Student Support and Engagement. Data is handled, recorded, shared, and retained in accordance with the University's [data-protection-policy](#) and relevant legislation.

6.3 Initial Teacher Training and Placement-Based Programmes

- 6.3.1 The University will ensure that students undertaking programmes leading to Qualified Teacher Status or other education-related professional qualifications receive appropriate safeguarding training and are familiar with safeguarding expectations within educational settings.
- 6.3.2 The University will maintain appropriate oversight of safeguarding arrangements for students undertaking placements in educational settings and will work collaboratively with placement providers to ensure concerns are identified, reported and addressed appropriately.

6.4 Recruitment of Students with Criminal Convictions

- 6.4.1 The University is committed to fair, non-discriminatory admissions and does not reject applicants solely on the basis of a criminal record. Further information is provided in the [Policy Statement on the Recruitment of Ex-Offenders](#).
- 6.4.2 Where programmes involve contact with children and/or adults at risk, or regulated activity, applicants are required to meet appropriate safeguarding requirements. This includes self-disclosure of relevant information and, where applicable, obtaining a satisfactory enhanced DBS check. Full details are set out in the [Admissions Policy](#) and [DBS \(Disclosure and Barring Service\) Disclosure Policy](#)
- 6.4.3 Programmes such as Nursing, Social Work and Initial Teacher Training require enhanced DBS clearance. All disclosures are reviewed by the University's DBS Panel.
- 6.4.4 The University reserves the right to withdraw an offer prior to registration where disclosures or DBS outcomes are considered incompatible with safeguarding requirements, relevant PSRB standards, or the University's risk assessment.

6.5 Recruitment of Staff with Criminal Convictions

- 6.5.1 The University is committed to fair and inclusive recruitment and will consider applicants with criminal convictions on their individual merits. A criminal record will not automatically exclude an individual from employment.
- 6.5.2 All applicants are required to disclose any unspent convictions. In accordance with the [Rehabilitation of Offenders Act 1974](#), spent convictions do not need to be

declared unless the role is exempt and requires a standard or enhanced DBS check. This will be clearly stated at the point of advertisement.

- 6.5.3 Recruiting managers must follow University recruitment and selection guidance to ensure processes are fair, consistent, and support safe recruitment practices.
- 6.5.4 All offers of employment are conditional upon receipt of satisfactory references. Normally, at least two references are required, including one from the current or most recent employer, unless there is a valid reason why this cannot be provided.
- 6.5.5 The University reserves the right to withdraw an offer of employment where information disclosed, or otherwise obtained, indicates that the individual may be unsuitable for the role, taking into account safeguarding requirements and risk.

6.6 Safeguarding Students on Placements

- 6.6.1 Placement providers are required to take all reasonable steps to safeguard the welfare of students during placements.
- 6.6.2 Where placement duties involve working with children and/or adults at risk, appropriate DBS checks must be completed. A placement may be withdrawn where DBS outcomes are considered unsatisfactory by the University and/or the placement provider.
- 6.6.3 Placement providers must ensure that students are appropriately briefed on their safeguarding and Prevent policies and procedures.
- 6.6.4 Any safeguarding or Prevent concerns arising in relation to a student must be reported immediately via the processes outlined in 0.0 above.

6.7 Children and Young People on Campus

- 6.7.1 Members of the Schools and Colleges Engagement team are required to hold an enhanced DBS check and be registered with the DBS Update Service. DBS documentation must be available and presented when undertaking outreach activities in schools and colleges.
- 6.7.2 Offers of employment to roles within this team are conditional upon obtaining a satisfactory enhanced DBS check. The University reserves the right to withdraw an offer where this requirement is not met.

- 6.7.3 Student ambassadors are not routinely required to undergo DBS checks. However, those involved in activities that present a higher safeguarding risk, such as residential events or overnight stays (e.g. summer schools), must obtain a satisfactory enhanced DBS check before participating.
- 6.7.4 The University recognises that some student ambassadors may already hold DBS clearance through their programme of study; however, this does not remove the requirement for role-specific checks where these are deemed necessary.
- 6.7.5 Some students may be under 18 at the time they commence their studies. Please see the U18s appendix for information specific to this student population.

7.0 Record-keeping and Information Sharing

- 7.1 Leeds Trinity University acts as a Data Controller and processes personal and special category data in accordance with UK data protection legislation. Information is handled fairly, kept secure, and only shared when lawful. Further detail is set out in the University's [Data Protection Policy](#).
- 7.2 All safeguarding and Prevent concerns are securely case managed within the University's Salesforce CRM by authorised staff in Student Support and Engagement. Data is handled, recorded, shared, and retained in accordance with the University's [data-protection-policy](#) and relevant legislation.
- 7.3 Where necessary to protect individuals, the University may share information under the lawful basis of substantial public interest, in line with the [Data Protection Act 2018 and UK GDPR](#). This includes safeguarding individuals at risk, preventing harm, and meeting legal or regulatory obligations.
- 7.4 Concerns about confidentiality must not delay appropriate action. Individuals should be informed that information they disclose may need to be shared with relevant University staff and/or external agencies (e.g. Police, DBS) where required.
- 7.5 Consent should normally be sought where appropriate; however, information may be shared without consent where there is a risk of serious harm, safeguarding concerns or other legal obligations. Information sharing decisions will be proportionate, considered on a case-by-case basis and recorded.

7.6 Records Retention

- 7.6.1 Safeguarding and Prevent records will be retained, reviewed and disposed of in accordance with the University's Records Retention Schedule and applicable legal requirements.

8.0 Governance

8.1 Governance and Assurance

- 8.1.1 The University adopts a model of executive accountability and operational responsibility for safeguarding.

8.2 Executive Accountability

8.2.1 The Designated Safeguarding Lead (DSL), who is the University Secretary and Registrar, acts as the University's Executive Safeguarding Lead and has overall accountability for safeguarding, including the University's Prevent responsibilities.

8.2.2 The Executive Safeguarding Lead is responsible for:

- Ensuring compliance with safeguarding and Prevent legislation, regulation and guidance
- Providing strategic leadership and oversight
- Ensuring appropriate safeguarding systems, processes and resources are in place
- Maintaining oversight of significant safeguarding and Prevent risks
- Providing assurance to the University Executive Group and Board of Governors
- Escalating significant safeguarding matters where appropriate
- The Executive Safeguarding Lead is not normally responsible for the day-to-day management of safeguarding cases.

8.3 Operational Responsibility

- 8.3.1 The Safeguarding Manager, who is the Head of Student Support and Wellbeing, acts as the University's Operational Safeguarding Lead and has responsibility for the day-to-day operation of safeguarding arrangements.

8.3.2 The Operational Safeguarding Lead is responsible for:

- Receiving and coordinating safeguarding concerns
- Case triage and risk assessment
- Safeguarding record management
- Referral coordination
- Advice and guidance to staff and students
- Liaison with internal and external agencies
- Training coordination and operational compliance monitoring
- Supporting Local Safeguarding Leads.

8.3.3 The Operational Safeguarding Lead will maintain oversight of safeguarding and Prevent themes arising from apprenticeship provision and will work with the relevant teams to ensure appropriate action is taken in relation to employers and placement providers from a safeguarding perspective.

8.4 Strategic Support and Deputising Arrangements

8.4.1 The Deputy Designated Safeguarding Lead (DDSL), who is the Director of Student Support and Engagement, provides strategic oversight of safeguarding operations, supports both the Executive Safeguarding Lead and Operational Safeguarding Lead, and acts on behalf of the DSL when required.

8.5 Partnership Working

8.5.1 The Executive Safeguarding Lead, DDSL and Operational Safeguarding Lead will work collaboratively with relevant University services including Student Support and Engagement, People and Culture, Academic Schools, Estates and facilities, Information Governance and other specialist teams as appropriate when considering safeguarding matters.

8.6 Local Safeguarding Lead Network

8.6.1 The University maintains a network of Local Safeguarding Leads (LSLs) who support the identification, escalation and management of safeguarding concerns within their areas and contribute to the continuous improvement of safeguarding practice.

8.6.2 The LSL may convene safeguarding reviews, thematic reviews, lessons-learned reviews, placement safeguarding reviews, apprenticeship safeguarding reviews or multi-disciplinary meetings where appropriate.

8.7 Assurance and Reporting

8.7.1 The Executive Safeguarding Lead will provide an annual Safeguarding Assurance Report to the University Executive Group and Board of Governors.

8.7.2 The report will include:

- Safeguarding activity
- Prevent activity and statutory returns
- Emerging risks and themes
- Serious incidents and lessons learned
- Policy compliance
- Training compliance
- Partnership working and external referrals
- Areas requiring further improvement.

8.7.3 Significant safeguarding incidents, serious Prevent concerns or emerging institutional risks may be escalated by the Executive Safeguarding Lead to the University Executive Group or Board of Governors outside the annual reporting cycle where appropriate. The Board of Governors retains ultimate responsibility for receiving assurance that the University is effectively discharging its safeguarding and Prevent responsibilities.

8.7.4 As a registered provider with the Office for Students (OfS), the University is required to submit an annual Prevent Data Return (ADR). The ADR covers welfare cases.

9.0 Related Policies and Procedures

This Policy should be read alongside other relevant Leeds Trinity University policies and procedures, including:

- [Academic Appeals Policy and Procedure](#)
- [Admissions Policy](#)
- [Code of Practice on Freedom of Speech and Expression](#)

- [Data Protection Policy](#)
- [DBS Disclosure Policy and Procedure](#)
- [Events and External Speakers Policy](#)
- [Extensions and Mitigating Circumstances Policy](#)
- [Fitness to Practise Policy](#)
- [Harassment and Sexual Misconduct Policy](#)
- [Keeping Apprentices Safe](#)
- [Policy for Students Under the Age of 18 Years](#)
- [Policy Statement on the Recruitment of Ex-Offenders](#)
- [Postgraduate Research Admissions Policy](#)
- [Professional Misconduct Policy](#)
- [Raising and Escalating Concerns Policy and Procedure](#)
- [Recruitment of Ex-Offenders Policy Statement](#)
- [Student Conduct Policy](#)
- [Student Death Policy](#)
- [Support to Study Policy and Procedure](#)
- [Trusted Other Policy](#)

Appendix 1: Definitions

Abuse

For the purposes of this S

Safeguarding Policy, the following definitions apply:

The mistreatment of a person. It can include physical, emotional, sexual, or financial harm, as well as neglect. Abuse can happen in person or online.

Adult at Risk

Anyone over 18 or over who has care and support needs and may not be able to protect themselves from abuse or neglect.

Barring

A legal restriction placed on an individual that prevents them from engaging in regulated activity with children and/or adults at risk. A person is barred if they are included on the **Children's Barred List and/or Adults' Barred List**, held by the Disclosure and Barring Service (DBS). An individual may be added to a barred list automatically following conviction for certain serious offences, or because of information identified through a DBS check or referral to the DBS.

Child at risk

Anyone under the age of 18 who is experiencing, or is likely to experience, harm, abuse, or neglect, and may be unable to safeguard themselves due to their circumstances.

Child / Young Person

Anyone under the age of 18.

Contractor

Any individual engaged to undertake work for or on behalf of the University under a contract for services who is not simultaneously employed by the University.

Deputy Designated Safeguarding Lead (DDSL)

A staff member who supports the Designated Safeguarding Lead and carries out the same responsibilities when the DSL is unavailable. At Leeds Trinity University, this role is held by the Director of Student Support and Engagement. The DDSL supports the DSL in managing safeguarding concerns, providing advice to staff, and ensuring appropriate

action is taken. This may include making referrals, liaising with internal services, and, where necessary, working with external statutory or regulatory agencies. The Safeguarding Manager reports into this role.

Designated Safeguarding Lead (DSL)

The Executive Lead with overall responsibility for safeguarding. At Leeds Trinity University, this role is held by the University Secretary and Registrar. The DSL oversees safeguarding arrangements, receives concerns, and decides when concerns should be referred to external agencies.

Disclosure

When someone tells you they have been harmed or are at risk of harm.

Duty of Care

The responsibility to take reasonable steps to keep people safe and support their wellbeing.

Extremism

Views or actions that oppose fundamental values such as democracy, the rule of law, individual liberty, and respect for others.

Harm

Damage to a person's physical or mental health, or their overall wellbeing.

Legal Duty to Refer

The University, as a provider of regulated activity, has a legal duty to make a referral to the Disclosure and Barring Service (DBS) where both of the following criteria are met:

- The University has withdrawn permission for a member of its community to engage in regulated activity with children and/or adults at risk, or has moved them to another role, activity, or placement; **and**
- The University believes, or has reasonable cause to believe, that the individual has:
 - Engaged in **relevant conduct** (see section 4.10), resulting in harm to a child or adult at risk, or placing them at risk of harm;
 - Not engaged in relevant conduct but still poses a risk of harm to a child or adult at risk; or
 - Been cautioned or convicted of a relevant offence.

For the avoidance of doubt, this duty applies even where the individual has left the University (e.g. through resignation, retirement, or redeployment) before formal action could be concluded.

Local Authority Designated Officer (LADO)

Supports local authorities in fulfilling their statutory responsibility to safeguard and promote the welfare of children, in accordance with the Children Act 2004 and [Working together to safeguard children 2026](#). The LADO provides advice and oversight in cases where allegations are made against individuals who work with children. The University may consult the LADO to determine whether a safeguarding referral is required and will inform them of concerns where a person is alleged to have:

- Behaved in a way that has harmed, or may have harmed, a child or adult at risk;
- Possibly committed a criminal offence against a child or adult at risk;
- Behaved in a way that indicates they may pose a risk of harm to children; or
- Behaved in a way that raises concerns about their suitability to work with children.

Local Safeguarding Lead (LSL)

A staff member within a School, department, or professional service area who acts as a first point of contact for safeguarding concerns and supports local implementation of safeguarding processes.

Neglect

Failing to meet a person's basic needs, which results in harm or risk of harm.

Prevent Duty

A legal duty requiring universities to take steps to prevent people from being drawn into terrorism.

Radicalisation

The process through which a person comes to support extremist views or terrorism.

Regulated Activity

Work or activities involving regular, intensive, or unsupervised contact with children or adults at risk, as defined in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedoms Act 2012). An enhanced DBS check is required prior to undertaking regulated activity.

Examples within a university context include (but are not limited to):

- Student placements arranged by the University in settings such as schools, hospitals, or care homes;
- Outreach or engagement activities involving schools or colleges;
- Research involving direct interaction with children or adults at risk;
- Provision of pastoral or support services (e.g. Disability Services);
- Supervising, caring for, teaching, training, or advising children or adults at risk;
- Transporting children or adults at risk;
- Residential supervision roles (e.g. Resident Mentors in halls of residence).

Relevant Conduct

Refers to behaviour that has caused, or poses a risk of, harm to a child or adult at risk. It is defined in line with Disclosure and Barring Service (DBS) guidance.

Relevant Conduct in Relation to Children

Includes:

- Actions that have harmed, or are likely to harm, a child;
- Actions that, if repeated, would harm or be likely to harm a child;
- Attempting to harm a child or inciting another person to do so;
- Involvement with sexual material relating to children, including possession;
- Involvement with sexually explicit images depicting violence;
- Conduct of a sexual nature involving a child.

Relevant Conduct in Relation to Adults at Risk

Includes:

- Actions that have harmed, or are likely to harm, an adult at risk;
- Actions that, if repeated, would harm or be likely to harm an adult at risk;
- Attempting to harm an adult at risk or inciting another person to do so;
- Involvement with sexual material relating to children, including possession;
- Involvement with sexually explicit images depicting violence;
- Conduct of a sexual nature involving an adult at risk.

Safeguarding

Protecting people's health, wellbeing, and rights, so they can live free from harm, abuse, and neglect.

Safeguarding Concern

Any concern that a person may be at risk of harm, abuse, neglect, or exploitation.

Safeguarding Manager

The Safeguarding Manager is responsible for the day-to-day coordination and management of safeguarding activity across the University. At Leeds Trinity University, this role is held by the **Head of Student Support and Wellbeing**.

The Safeguarding Manager acts as the primary point of contact for Local Safeguarding Leads, ensuring that safeguarding concerns are responded to appropriately, recorded accurately, and escalated in line with University procedures. The role includes providing advice and guidance to staff, supporting risk assessment and decision-making, and liaising with internal services and external statutory or regulatory agencies where required.

Staff

Anyone working for or on behalf of the University, including employees, contractors, and volunteers.

Student

All Leeds Trinity University students registered on any Foundation Year, Undergraduate, Postgraduate Taught, Postgraduate Research, Work-Based Learning and Apprenticeship programme delivered at the Horsforth or City Campus or online.

Students of Concern

Students of Concern is a regular multi-departmental meeting attended by members of Student Support and Engagement to ensure that students identified 'of concern' are managed through regular discussion and appropriate action. Students involved in Safeguarding referrals will be managed via this meeting. Key meeting stakeholders of the meeting include the Director of Student Support and Engagement, Head of Student Support and Wellbeing, Student Support Manager, Mental Health and Wellbeing Manager, Disability Services Manager, Student Engagement Manager and Risk-focused Wellbeing Practitioner. See Students of Concern [terms of reference](#).

Support and Intervention

Actions taken to help keep someone safe and well. This may include support within the University or, where needed, referral to external agencies. It is usually an output of decisions made in Students of Concern.

Appendix 2: Under 18s Admissions

Leeds Trinity University does not accept parental responsibility for students under the age of 18 enrolled on any course, and such students will not actively treat these students differently to the rest of our student population. However, we recognise that there is an enhanced duty of care for this student group and this appendix sets out additional guidelines for the support of students under 18:

Consent Form

A consent form signed by the parent/legal guardian is required before enrolment can be completed. The consent form is accompanied by a letter to the parent/legal guardian which outlines the arrangements in place for U18s.

Named Contact

At the time that the U18 commences study, they will be provided with a named contact within our Student Support team in addition to their personal academic tutor. Their named Student Support contact will introduce themselves at the beginning of the student's studies and will make contact on a regular basis to provide wellbeing support and guidance. In addition, U18 students will be able to access the full range of Student Support and Engagement teams for additional support.

Safety and security

Leeds Trinity University has 24-hour security on its Horsforth campus, which can be accessed by phone, email and in-person. In addition, Duty Managers are typically available 20 hours a day/ 7 days a week. U18 students will be informed of how to escalate any safety concerns through the appropriate channels in their initial meeting with their named contact.

Risk assessment

Heads of School/ Programme Leads will be asked to complete a risk assessment in advance of new U18 students commencing their courses. The risk assessment will be jointly retained by the School/Student Support teams.

Emergency Contact

All Leeds Trinity University students provide a 'trusted other' contact and 'emergency' contact. In addition, U18s must provide details of an adult living in the UK who is able to

act as their guardian if their legal parent/guardian is overseas. Should they be unable to provide such a contact, there are UK-based agencies who will make arrangements for them (there is a fee associated with such agencies). The Association of Educational Guardians for International Students (AEGIS) inspects and provides accreditation to guardianship organisations in the UK in line with current UK legislation.

Appendix 3: Franchise Partner Organisation Safeguarding and Prevent Policies

- **LDT**
 - [Safeguarding Policy](#)

- **REC**
 - [Prevent Policy](#)
 - [Safeguarding Policy](#)

- **WIC**
 - [Prevent Policy and Strategy](#)
 - [Safeguarding: Child Protection and Vulnerable Adults Policy](#)

- **Bradford College**
 - [Prevent Policy](#)
 - [Safeguarding Child and Vulnerable Adult Protection Policy](#)
 - [Safeguarding Child and Vulnerable Adult Protection Procedures](#)

- **SSS**
 - [Safeguarding Policy and Procedures](#)

- **GBS**
 - [Safeguarding Policy](#)
 - [Prevent Duty](#)

- **West Yorkshire Police**
 - [Crime and Safeguarding Policies | West Yorkshire Police](#)

- **West Midlands Police**
 - [Safeguarding-Policy-September-2024.pdf](#)
 - [Prevent | West Midlands Police](#)

- **UEF**