

Safeguarding Policy

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1. Purpose of the policy

- 1.1. This policy sets out Royal Holloway Students' Union's (RHSU) approach to campaigning and political activity. RHSU recognises the expectations of their activity in regard to Charity law, whilst also ensuring that RHSU takes into consideration its aims and objectives.

2. Scope of the policy

- 2.1. The policy applies to all RHSU activities whether on or off campus.
- 2.2. This policy should be read in conjunction with the government's guidance on campaigning and political activity for charities.
- 2.3. Failure to comply with this policy may render an individual subject to disciplinary action as defined within the appropriate disciplinary process for their role in the organisation.

3. Roles and responsibilities

- 3.1. All employees have responsibility for applying this policy.
- 3.2. Line managers should familiarise themselves with this policy and applying it consistently.
- 3.3. Oversight and accountability for this policy rest with the Board of Trustees who actively promote a culture in which everyone feels safe and respected and who monitor safeguarding risks.
- 3.4. Delegated responsibility for ensuring this policy is adhered to rests with the Students' Union's Senior Leadership Team, with delegated tasks to Line Managers for specific activities within teams.

4. Safeguarding Principles

- 4.1. Our approach to safeguarding is guided by two key principles:
 - The Students' Union must endeavour to ensure that all members have access to as many of the Students' Union services as possible - putting in place the appropriate policies and procedures to mitigate any risk.
 - This must take into account all the relevant legal requirements, as well as sit within the broader approach taken by Royal Holloway University.

5. Policy Content

5.1. The Students' Union does not currently undertake any central activities formally defined as 'regulated activities' with vulnerable persons. If this changes, this policy shall be subject to immediate comprehensive revision and review.

- 'Regulated activities' can be defined as the activities that the Disclosure and Barring Service can bar people from doing. It refers to certain roles that involve working with children or vulnerable adults such as teaching and providing care.

5.2. Any activities within the Students' Union that are identified as higher risk for vulnerable persons, would have specific risk assessments completed, and a set of procedures put in place to manage the activity effectively.

Venues

5.3. Information on new members, including date of birth, is provided by the University to the Students' Union under our data sharing agreement. This allows all students under the age of 18 to be identified at the start of each academic year.

5.4. All students under the age of 18 at the point where the new academic term starts will be advised by the Students' Union, informing them of their right to access our venues where appropriate, but setting out the specific terms of their entry where needed.

5.5. The Packhorse operates a Challenge 25 policy with all customers under the age of 25 asked to provide proof of age ID either at point of order or service.

5.6. Staff employed within licensed venues are briefed on their roles and responsibilities in respect of vulnerable persons, notably Under 18s and vulnerable adults.

5.7. Any student found to have breached this process will be automatically banned from entering the venue and will be processed via our Venues Disciplinary Procedure.

Student Group Activities

5.8. Student groups (which include student-led clubs, societies and collectives) run a wide range of activities on both a planned and ad-hoc basis. This means we need to take a bespoke approach to each group.

5.9. For the limited number of under 18s, they are automatically prevented from joining any student group via the MSL platform.

5.10. If an under 18 year old (or vulnerable person) wishes to join a student group, the staff team will work alongside the relevant committee to establish:

- If any regulated activity might be taking place
- What action the group needs to take to manage this
- What restrictions might be added to the individual regarding their participation (for example not being able to attend overnight events)

5.11. Once these actions have been agreed in writing, the student is then free to join the group and participate as required.

5.12. A number of sports clubs and some societies form a 'contract for services' arrangement with external coaches to help facilitate their activity. This process is overseen by the Union with a requirement for all coaches to provide a valid DBS (Disclosure & Barring Service) check in advance of being issued a contract.

5.13. Insanity Radio (one of our student-led media groups), are required as a condition of their Community Radio FM License, to actively engage members of the community in their work. Before approving a community member the following safeguarding measures are undertaken:

- Associate members must go through the Union's Associate Member joining process.
- A meeting is arranged with the individual between the Insanity Station Manager and an RHSU staff member to understand their motivation for getting involved.

- The completion of a valid DBS check.

6. Accusations and Reporting of Abuse

- 6.1. The Union has already established a formal 'Whistleblowing Policy', which should be read in conjunction with this document.
- 6.2. For students and visitors, any concerns or accusations of abuse should be reported through our online complaints, concerns and issues hub. This process is governed by the Statutory Complaints Procedure – Byelaw K. This will ensure that your report is logged and reviewed by the Union's Senior Leadership Team.
- 6.3. For staff, please refer to the Whistleblowing Policy for guidance on raising an internal concern or accusation.
- 6.4. When an accusation has been made, the Chief Executive, or delegated member of the senior leadership team, will initiate an investigation under the jurisdiction of one of the following procedures:
 - Members' disciplinary process – Byelaw L
 - Staff disciplinary policy
- 6.5. The Chief Executive will take responsibility for liaising directly with any relevant authorities, and for making statutory reports as required.

7. Monitoring & Reporting

- 7.1. All safeguarding risks are identified and included in the organisation's Risk Register, which is reviewed at least annually by the Board of Trustees.
- 7.2. Trustees will ensure that there are appropriate and regularly reviewed safeguarding policies and procedures in place across the organisation, including the regular review of HR and H&S policies which seek to reduce risk.
- 7.3. Trustees will receive an update and report at relevant Board meetings if any major safeguarding issues have been identified and investigated.
- 7.4. The Board will receive an annual safeguarding report at a Finance, Staffing & Risk sub-committee.

8. Your responsibilities

It is your responsibility to familiarise yourself with this policy and procedure, and with associated policies and procedures referenced within this policy.

If you have any questions about this policy, please contact a member of the HR team, either in person, via teams, or via suhrteam@su.rhul.ac.uk