

Safeguarding Guidance Note B: Further information on the responsibilities of key role holders

Principal Safeguarding Lead

- To act as the Executive-level Lead for Safeguarding matters (including Prevent), liaising with the Senior Leadership Group and the Governing Body, where necessary.
 - To ensure the proper implementation of the Bath Spa University Safeguarding Policy, including Prevent, and lead the Safeguarding Steering Group (“SSG”).
- To ensure appropriate resources are in place to support the Policy’s implementation, including an appropriate staff structure.
- To ensure an appropriate audit regime is in place to monitor levels of policy and procedural compliance and to review and rectify any apparent non-compliance with Safeguarding policy.

To maintain, in conjunction with the Designated Safeguarding Leads, strong relationships with relevant Safeguarding and Prevent partner bodies (e.g., local statutory agencies, Police) and to ensure appropriate Information Sharing Agreements are in place with these bodies, where necessary.

Designated Safeguarding Leads for Staff and Students

- To support the Principal Safeguarding Lead to lead and co-ordinate the Bath Spa University’s Safeguarding arrangements, including Prevent arrangements;
- To maintain an up-to-date Safeguarding Policy and procedural infrastructure in line with legal duties, statutory guidance and regulatory requirements and to promote the Policy and related guidance and training for appropriate individuals.
- To maintain an overview, with the SSG, of Bath Spa University activities involving children and adults at risk and to ensure relevant safeguarding controls are in place to manage these activities.
- To assess relevant Safeguarding and Prevent training needs and maintain an appropriate range of up-to-date training.
 - To appoint and lead a network of Local Safeguarding Leads
 - The DSL for students, Head of SWS will act as the University’s Single Point of Contact for externally raised safeguarding matters;
- To review safeguarding concerns/allegations and, where necessary, refer these externally to statutory authorities and/or the Police, where there is suspected harm

- or possible harm to anyone under 18 years of age or an adult at risk;
- To work closely with the University Secretary, who acts as Principal Safeguarding Lead, to review and manage concerns/allegations that are raised via the Whistleblowing Policy.
 - To maintain an oversight of all concerns/allegations and to check for potential connections, so that an external referral can be made where the collective overview suggests it may be necessary;
 - To maintain an oversight of related internal proceedings (e.g., disciplinary, FTP/FTS) or externally led investigations, participating in these as needed.
 - To highlight and progress any implications from concerns/allegations received, liaising with relevant University staff to initiate related actions, including external reporting to appropriate bodies (e.g., Fitness to Study or professional association issues, or communications required with external partners);
 - To ensure GDPR compliant procedures and guidance are in place for reporting, escalating and recording safeguarding concerns and allegations and maintain a secure central record of these.

Local Safeguarding Leads

- To assist in the promotion and implementation of the Safeguarding Policy and related procedures and to provide support, advice and guidance to staff and students about the Safeguarding Policy and related policies and procedures;
- To assist in identifying Safeguarding and Prevent scenarios within their respective School/Service and to ensure appropriate measures are in place to manage these, including staff training for those within their School/Service.
- To treat safeguarding concerns and/or allegations in the strictest confidence, ensuring that these are routed appropriately, in line with Policy requirements, and liaising with the Designated Safeguarding Leads.
- To participate in related external investigations, and to implement instructions and/or guidance from external statutory bodies regarding individual cases.
- To ensure accurate written records of all concerns and/or allegations are maintained, including those relating to follow-up actions.