

TEXILA AMERICAN UNIVERSITY

SAFEGUARDING POLICY

This policy includes the University's responsibility to protect children, adolescents, and adults who may be harmed or exploited while participating in any activity associated with the University.

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1. Introduction

1.1 The Texila American University is dedicated to safeguarding the safety of everyone involved in its operations and strives to offer a safe environment for all students, staff members, and visitors



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to its facilities.

1.2 The Texila American University acknowledges that it has a responsibility to protect the welfare and safety of children, young people, and adults at risk who engage in any activities sponsored by the university, whether such activities take place in person or online. Additionally, it is of the opinion that everyone associated with the university, including students, employees, and visitors, has the right to study and operate in an environment free from adversely affected and any kind of bullying, discrimination, harassment, and prejudice.

1.3 This includes the University's responsibility to protect children, adolescents, and adults who may be harmed or exploited while participating in any activity associated with the University, regardless of its duration or location.

1.4 It is the responsibility of all institutions to take the necessary and reasonable precautions to protect children and adults who are at risk and to prevent harm that is foreseeable from happening because of the institution's negligent, intentional, or omitted actions. These actions are in addition to those mandated by laws and general health and safety standards.

1.5 It is expected that everyone shall conduct themselves while representing the university in a professional and ethical manner, always protecting its reputation, and in accordance with its published rules. Through proper dissemination of this Policy and the related training, it is anticipated that all personnel will be aware of how to identify and react effectively to safeguarding problems.

1.6 Those who have specific duties outlined in this Policy are expected to have read and understood them, to have attended training, to make sure that the proper records are kept regarding safeguarding issues, and to make sure that local safeguarding procedures/arrangements are up to date and adhere to this Policy.

2. Policy aims

2.1 This policy aims to ensure that the University takes reasonable and effective measures to protect children, young people, and adults who are at risk, both by providing a safe environment and by providing efficient and helpful mechanisms for handling safeguarding concerns, disclosures, and allegations.

2.2 This Policy illustrates that the University takes safeguarding seriously and is intended to assist University activities that involve children, young people, and adults who are at risk.

2.3 The University will accomplish this by doing the following:

- working to create an atmosphere that is safe, welcoming, and free from harm and all types of bias, harassment, discrimination, and bullying.
- educating every employee on how to recognize harm when it has already happened, how to react responsibly, and how to report it.
- ensuring that anybody can voice safety concerns about any child, young person, or adult at risk participating in university activities.
- ensuring that employees are qualified to do their duties by providing pertinent checks, such as the Disclosure and Barring Service (DBS), and proper training.
- making sure there are staff with specific safeguarding responsibilities who are educated in handling safeguarding disclosures and concerns and adopt a survivor-focused strategy.



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- having a framework in place to oversee significant safeguarding occurrences promptly and effectively, including reporting to the pertinent external organizations.
- providing staff and students with easily accessible support services.

3. Management and Responsibilities

3.1 The Texila American University caters mostly to adult learners and has a diverse staff, student, and visiting population. In certain situations, children, teenagers, and adults who are at risk may encounter university employees and students during the university's operations. These comprise, but are not restricted to:

- instruction, guidance, and assistance for students, including use of libraries.
- school visits, and other events
- on-campus or off-campus outreach or increasing participation initiatives.
- student accommodation
- research activities
- public events and conferences
- placements and other professional activities
- excursions, field trips, and other volunteer opportunities

3.2 The University is responsible for putting in place the necessary policies, processes, guidelines, risk assessments, action plans, and training to enable effective safeguarding of children, young people, and adults at risk. The University has a duty of care to its staff, students, and visitors. This includes making sure we do everything in our power to make sure contractors understand, accept, and are accountable for their behavior, or the behavior of their employees, in relation to these groups on university property.

3.3 It is the duty of everyone serving in a paid or unpaid capacity at the University to be aware of this Policy and to know how and where to report potential safeguarding issues.

3.4 The University has a Designated Safeguarding Lead (DSL) who oversees making sure that this and other legal and regulatory requirements are met.

3.5 Departmental Safeguarding leads are identified for specific University activities who ensure appropriate safeguarding arrangements are in place relating to those activities. When working with an outside organization, departmental leads will ensure that the policies work in harmony.

3.6 The following outlines the responsibilities of university trustees, employees, and students:

a) The Board of Trustees:

Possesses ultimate accountability and responsibility, including the ability to do things right. It accomplishes this by:

- approving the safeguarding policy.
- confirming that staff members have the necessary levels of training.
- obtaining the results of periodic reviews.

b) University Risk Assessment & Management Committee (URMC):



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Obtains reports from the safeguarding.

President/ Chief Executive Officer- accountable for protecting students at the university through the Registrar in their capacity as the accountable officer and in charge of:

- recommending the Board of Trustees approve the Safeguarding Policy.
- ensuring that this policy is properly implemented throughout the University.
- submitting reports to the provost if an event is assessed to be one that requires reporting.
- ensuring there are sufficient resources available to conduct this policy's obligations.

c) Designated Safeguarding Lead (DSL):

is responsible for:

- ensuring the Safeguarding Policy is implemented throughout the University, is supported by suitable formal procedure provisions, and is kept up to date.
- ensuring that every member of staff, every student, and every volunteer is aware of the university's safeguarding policy, comprehends their obligations, and is properly prepared to oversee safeguarding occurrences.
- management of inquiries into claims and other disclosures
- ensuring effective communication of the Safeguarding Policy and Procedure, including for conveying changes to it,
- includes the nomination of Designated Safeguarding Officers,
- reviewing and resolving any apparent non-compliance with this Policy at the University and investigating and remedying any apparent violations.
- ensuring appropriate training is provided to all staff, commensurate with their role and responsibilities, and for ensuring the training is evaluated and kept up to date.
- making certain that the proper systems are in place for documenting and reporting safety-related events and near-misses (in compliance with the University's Data Protection Policy) holding the central records of safeguarding incidents.
- ensuring that the necessary risk assessments are conducted, suitable, and followed up on
- participating in advanced training appropriate for the DSL's duties
- chairing the Safeguarding Steering Group
- delivering reports to the Board of Trustees' subcommittees as required

d) Departmental Safeguarding Officers:

Every Safeguarding Officer is accountable for the following in relation to each group:

- serving as the designated point of contact for handling safeguarding inquiries or claims made during university-related activities.
- ensuring that any incidents and safety-related worries are properly documented and



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reported to the designated safeguarding lead.

- ensuring that any regional safeguarding practices pertaining to these events are in accordance with university policy and have received approval from the Safeguarding Steering Group.
- examining any concerns that are raised in accordance with the Safeguarding Policy.
- management of safeguarding situations, including appropriate referrals to regional authorities and/or internal policies
- supporting in the promotion of the written process and safeguarding policy
- participating in necessary training and, when necessary, helping to conduct training for employees.
- when necessary, make sure that employees and students have undergone the necessary DBS checks.
- the Designated Safeguarding Lead may from time to time ask the Safeguarding Officer to respond to specific incidents or safeguarding concerns that are related to their specific tasks.
- making sure a proper policy is in place for the administration of conferences and events in accordance with the Safeguarding Policy's guidelines.
- ensuring that University contractors adhere to the requirements of this Policy.

e) All staff:

- includes all university employees, students, hospital preceptors, student ambassadors, alumni, volunteers, and any additional staff serving as university representatives; is accountable for:
- making sure that the University's expected behaviors and values are followed, you may help to create a welcoming environment free from bias, discrimination, bullying, and harassment.
- making sure they comprehend the Safeguarding Policy and how to submit a disclosure or raise a concern under it.
- cooperating fully with any internal or external investigations into reported concerns.
- reporting any concerns, suspicions, or information regarding safeguarding violations to the appropriate staff.
- attending training related to safeguarding as requested.
- making sure safeguarding responsibilities are reflected in planning and risk assessments for university activities.
- ensuring that while acting as representatives of the University, such as when visiting schools, they are informed of local safeguarding policies and procedures for the locations they are visiting.

f) Safeguarding Steering Group:



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- To revise the University's Safeguarding Policy in preparation for the Board of Trustees' approval through the University Risk Assessment & Management Committee (URMC).
- To come to an agreement on an action plan to implement the safeguarding policy and to update it as needed for URMC approval.
- To supervise the Safeguarding Action Plan's implementation and notify URMC when it may not be successful.
- To identify and continue to monitor policies and practices that influence the University's capacity to fulfil its safeguarding obligations.
- To keep abreast of relevant government laws as well as the regulatory environment
- To make sure data gathering procedures are in place that permit regulatory compliance to be demonstrated.
- To guarantee efficient collaboration with partners and pertinent local authorities.

4. Safeguarding situations

4.1 Children, adolescents, and adults who are vulnerable should be protected from the following scenarios, without limitation:

- physical, emotional, and psychological abuse.
- financial exploitation.
- sexual harassment, abuse, or exploitation.
- data breaches, cyberbullying, bullying or harassment, seduction into unlawful activity, recruitment to radical extremist organizations, and more.

4.2 Although it might be challenging to see abuse or exploitation, there are several ways that it might become obvious:

- the disclosure of the abuse- either by a victim or a third party. This revelation could be complete or trigger abuse suspicions.
- behaviors that raise suspicions that someone is or has been abused or exploited.
- indications of abuse, such as physical harm for which there seems to be no plausible explanation.

4.3 Staff members should just express any concerns they may have rather than making the determination that a child, young person, or adult at risk has been harmed or subjected to harm.

5. Addressing safety concerns involving university employees, students, or visitors

5.1 Every time a concern is expressed, or a disclosure is made that a child, young person, or adult at risk may be a victim of abuse or exploitation, the safeguarding protocol must be followed. When someone is in immediate danger, emergency services should be summoned instead of using this method.

5.2 Any University employee who learns of a potential safety challenge or receives information about an allegation or disclosure should:



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- write down all the pertinent information, including the following: name, student number (if applicable), personal information about the person who raised the concern, and any relevant incidents, behaviors, or observations.
- immediately contact the appropriate safeguarding officer and provide them with the written report.

5.3 Responding to the issue will be the Safeguarding Officer's responsibility, and they should generally:

- inform the Designated Safeguarding Lead
- meet with the person about whom the concerns have been raised whenever possible and appropriate, usually (unless in exceptional circumstances where this is impossible or inappropriate) with an appropriate professional member of staff or external agency to obtain their perspective on the situation.
- keep a written record of any such gathering.
- arrive at a decision on what action is necessary based on the person's safety requirements and the context, including referral to external authorities as needed.

5.4 Depending on the facts of the case and who is involved, the Safeguarding Officer may also need to refer to the problem under the appropriate University Regulations and Policies (a list of associated policies is available in the Appendix).

5.5 If the situation is the subject of a criminal investigation, the University has the right to conduct its own or further confidential investigations and disciplinary action. In such circumstances, the Designated Safeguarding Lead will liaise with the appropriate agencies.

6. Reporting

6.1 In accordance with the University Data Protection Policy, it is the University's responsibility to make sure it keeps accurate records of any claims, concerns, and disclosures regarding data security. In addition, to forward (anonymized) reporting to the University's Risk Assessment and Management Committee and Board of Trustees, the designated safeguarding lead oversees seeing that suitable documentation procedures are in place.

6.2 Safeguarding concerns, allegations and disclosures are treated in confidence.

6.3 Information is shared with organizations that will be engaged in addressing the safeguarding concern (this could include other educational organizations, the local government, and the police) to guarantee the safety and welfare of all children, young people, and adults who are at risk. Although every attempt will be taken to get the individual's consent before sharing information, revealing information without consent is sometimes justified. The vulnerable child, adolescent, or adult should be informed that the information will be shared with individuals who will take care of the issue. The University will keep a record of who received the information and for what purpose.

7. Designated Safeguarding Officers

Student accommodation & Safeguarding lead	: Mr. Chakravarthy M, Student Affairs Manager
Teaching Careers Group	: Dr. Jagan Nadipelly, Assistant Dean
Research and Libraries	: Mr. Ravi Shankar, Operations Manager



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Staff and Professional Services
Visitors and 3rd parties
Designated Safeguarding lead

: Ms. Adeola Cordis, HR Manager
: Mr. Dillon Bandan, Admin Manager
: Dr. Ajay Kumar Singh Rajput, Registrar



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Appendix A – Definitions

Child /children/

a person / people under the age of 18

Young people

children who are 16 or 17 years old

Adults at risk

An adult is any person aged 18 or over. Some adults may be deemed at risk and therefore entitled to be safeguarded because they are unable to protect themselves against harm or exploitation. An adult at risk may be a person who:

- is elderly and frail due to ill health, physical disability, or cognitive impairment.
- has a learning disability.
- has a physical disability and/or a sensory impairment.
- has mental health needs such that their capacity is reduced.
- has a long-term illness/condition.
- misuses substances or alcohol
- is a carer, such as, a family member/friend who provides personal assistance and care to adults and is subject to abuse?
- is unable to demonstrate the capacity to decide and needs care and support.

Safeguarding

Take all practical precautions to shield people, especially vulnerable adults, and children from damage and to respond appropriately when it does include sexual exploitation, abuse, and harassment. In all actions connected with the University, safeguarding is applied uniformly and without exception. A mature, accountable, and transparent system for reaction, reporting, and learning when risks materialize is necessary. It also necessitates proactively recognizing, avoiding, and guarding against all risks of damage, exploitation, and abuse. These institutions must prioritize survivors while safeguarding those who have been accused pending a ruling.



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Appendix B: Safeguarding Incident Report Form

This form is to be used to record basic information in the light of an allegation, suspicion, or disclosure of a potential safeguarding concern. Completing this record should not stand in the way of contacting the Police or other agencies in the event of an emergency or urgent safeguarding incident.

Name of the person completing this form (YOU):

Date and time of completing this form:

Your position or relationship to who your safeguarding concern is about:

Your telephone number:

Your Address:

Name/names of person/s the safeguarding concern

Date and time of any incident:

Address (if known) of person the safeguarding concern is about:

Telephone number (if known) of the person the safeguarding concern is about:

Age and Date of Birth of alleged victim (if known):

Name and Address of Parent, carer, or guardian of alleged victim:

Telephone Number:

What have you witnessed or been told?

Has the alleged victim said anything to you? (Do not lead or investigate – Just record actual details):

Action taken so far:

External agencies contacted? Yes No

Name and contact number:



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.....
Advice received:

.....
Signature:

.....
A copy of this form should be sent to the relevant designated safeguarding lead as soon as possible but after any urgent or emergency calls that you feel need.