

Safeguarding Task Group

The University's Committee Structure aims to put the University in a position of strength to deliver the evidence base that will enable us to engage with the OfS and its conditions of registration: [Office for Students conditions of registration](#).

Individual Committees are expected to utilise a range of indicators, quantitative and qualitative intelligence and horizon scanning that will enable them to monitor and review trends and spot (early on) any issues that may affect compliance. In doing so, they are empowered to drive and effect changes accordingly.

Newman is a small university (around 3,000 students). Colleagues consequently work in a much more close-knit network in close geographical vicinity. Therefore, informal communication links are very good and staff can be alerted to issues swiftly and senior staff can be accessed with speed should the need arise. Newman's student population now better reflects the ethnic make-up of the city and region. The emergence of such a diverse and harmonious community attests to the values of Cardinal Newman; one of inclusion and respect for others.

Purpose and Scope

The University aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of children and other vulnerable groups.

The University is an adult learning and social environment and treats all its students as independent, mature individuals. The usual personal and academic support arrangements will apply to all students. Occasionally, the University admits students who are under the age of 18 years at enrolment. In most cases this will be a temporary situation as the student will be approaching their eighteenth birthday. Recognising that, in England, anyone under the age of 18 is legally a child and that the University cannot act "in loco parentis", ultimately responsibility will continue to rest with parents and guardians.

The Safeguarding Task Group will co-ordinate, advise, set the framework and evaluate a culture that embraces safeguarding as everybody's business and ensure that the organisation from which services provide a safe system that safeguards children and adults.

The Group seeks to support activities that offer assurances to staff, students, volunteers and visitors and be a point of reference for policy concerns (rather than specific case-related concerns) to be highlighted.

The Group in its work will endeavour to ensure that the University maintains the highest possible standards to meet its social, moral and legal responsibilities to protect and safeguard the welfare of all vulnerable groups with whom the University's work brings it into contact.

The Safeguarding Task Group will promote and assist effective inter-organisation co-operation in order that the University community can discharge their statutory responsibilities effectively relating to Safeguarding children, young people and adults at risk.

Terms of Reference

To maintain oversight of the University's compliance with the Prevent Duty and therefore enable Council to be assured that there are active policies in place, appropriate judgements being exercised in line with these policies with reporting mechanisms are in place.

To co-ordinate, advise, set the framework, evaluate and provide assurance in the development of new policies and procedures and review the content and effectiveness of existing policy and procedures in line with safeguarding to enable the University to 'join the dots' across different types of concerns and different areas of the organisation. Specifically, but not exclusively, in relation to:

- Safeguarding generally
- DBS
- Prevent
- Any reportable events/serious incidents that go beyond the University (and are notified to the OfS)
- Training of staff in areas relating to safeguarding
- Whistleblowing
- Safeguarding issues arising from placement or work related learning

To feed back to the group based on experiences of the implementation of policy and procedures University-wide as well as best practice and sector information gathered from informal and formal professional networks in order to be used to inform action planning and prioritisation.

Reporting

Members are expected to act as Champions and cascade/communicate information from the Safeguarding group about policy wider amongst their colleagues (be it immediate teams or wider organisational areas (i.e. Professional Services and Faculties)).

The formal reporting line is into the Student Experience Committee with minutes also going to UOT and ultimately, assurance provided to the University Council.

The Operational Sub-Group will report into the Safeguarding Task Group.

Quoracy

At least half the members plus one. Attendance of members will be monitored on an annual basis.

Frequency of Meetings

As and when required but at least 4 times per academic year.

Membership

Job Title	Role
University Secretary and Registrar	Chair
Director of Student Services	Vice Chair
Deputy Registrar	Member
Director of Digital and IT	Member
Academic Representative (Faculty of Arts, Society and Professional Studies)	Member
Academic Representative (Faculty of Arts, Society and Professional Studies)	Member
Academic Representative (Faculty of Education)	Member
Academic Representative (Faculty of Education)	Member
Director of HR or Deputy Director of HR	Member
Facilities Manager	Member
University Chaplain	Member
Accommodation Manager	Member
Newman Students' Union President	Member
Newman Students' Union General Manager	Member
Transition and Retention Programme Coordinator - HEADs	Member

Servicing & Arrangements for Papers

Policy and Governance Co-ordinator (Directorate)