

## **Safeguarding and Prevent - Roles and Responsibilities Framework**

### **Introduction**

This framework sets out the roles identified as key to delivering an effective safeguarding and Prevent approach at the University of Sheffield. It includes the duties and responsibilities attached to each identified role and the minimum mandatory training that each role holder is required to undertake to effectively discharge their responsibilities.

### **Designated Safeguarding Lead (DSL)**

The DSL has operational responsibility for ensuring that appropriate arrangements for keeping children and young people safe are in place at the University of Sheffield. The DSL reports directly to the Chief Operating Officer as the senior executive sponsor with overall responsibility for regulatory compliance on all matters relating to safeguarding and Prevent. The DSL chairs the Safeguarding and Prevent Steering and Operations Groups, which have oversight for the strategic and operational delivery of safeguarding and Prevent at the University respectively.

### **Safeguarding and Prevent Key Contact**

Key Contacts are senior staff in nominated roles who are responsible for ensuring that appropriate arrangements for keeping children and young people safe are in place at the University of Sheffield. Key contacts comprise the membership of the Safeguarding and Prevent Steering and Operations Groups in an ex-officio capacity, as determined by the DSL.

### **Safeguarding and Prevent Department/School Contact**

Department/School Contacts are staff in nominated roles who are responsible for ensuring that the University's arrangements for keeping children and young people safe are implemented at a department/school level. Working closely with the relevant Safeguarding and Prevent Key Contact, they act as the department/school point of contact for all safeguarding and Prevent related concerns and ensure that information and updates related to safeguarding and the Prevent Duty are disseminated to relevant staff in the department/school.

## **Designated Safeguarding Lead/Deputy Designated Safeguarding Lead**

### **Purpose of the role**

To take the lead in ensuring that appropriate arrangements for keeping children and young people safe are in place at the University of Sheffield (TUoS).

To take the lead in the University's delivery of the Prevent Duty.

To promote the safety and welfare of children and young people involved in university activities at all times.

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## **Duties and responsibilities**

1. Take a lead role in developing and reviewing the university's safeguarding, child protection and Prevent related policies and procedures.
2. Take a lead role in implementing the University's safeguarding, child protection and Prevent policies and procedures: ensuring all safeguarding and child protection issues concerning children and young people who take part in university activities are responded to appropriately.
3. Make sure that everyone working or volunteering with children and young people, including the members of the University's Safeguarding and Prevent Steering Group, understands the University's safeguarding policy and procedures and knows what to do if they have concerns about a child's welfare or a Prevent related concern.
4. Make sure children and young people who are involved in activities at the University know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.
5. Receive and record information from anyone who has concerns about a child or young person who takes part in university activities.
6. Take the lead on responding to information that may constitute a safeguarding or Prevent concern, including a concern that an adult involved with the University may present a risk to children or young people.

This includes:

- a. assessing and clarifying the information
- b. making referrals to statutory organisations as appropriate
- c. consulting with and informing the relevant members of the organisation's senior leadership
- d. following the organisation's safeguarding policy and procedures.

7. Liaise with, pass on information to and receive information from statutory child protection agencies such as:

- a. the local authority child protection services
- b. the police

This includes making formal referrals to agencies when necessary.

9. Store and retain safeguarding and Prevent records according to legal requirements and the organisation's safeguarding and child protection policy and procedures.
10. Report regularly to the Safeguarding Executive Sponsor and Council on issues relating to safeguarding and Prevent, to ensure that safeguarding is seen as an ongoing priority issue and that safeguarding and statutory and regulatory requirements are being followed at all levels of the organisation.
11. Be familiar with issues relating to child protection and abuse and the Prevent Duty, and keep up to date with new developments in this area through regular training and engagement with the local authority and other relevant organisations.

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## **Safeguarding and Prevent Key Contact**

### **Purpose of the Role**

To ensure that appropriate arrangements for keeping children and young people safe are in place at the University of Sheffield (TUoS).

To play a key role in the University's delivery of the Prevent Duty.

To promote the safety and welfare of children and young people involved in university activities at all times.

### **Duties and responsibilities**

1. Serve as an ex-officio member of the University's Safeguarding and Prevent Steering Group or Safeguarding and Prevent Operations Group, as determined by the Designated Safeguarding Lead.
2. Play a key role in periodically reviewing the university's safeguarding, child protection and Prevent related policies and procedures.
3. Play a key role in ensuring the implementation of the University's safeguarding, child protection and Prevent policies and procedures: ensuring all safeguarding and child protection and Prevent issues concerning people who take part in university activities are responded to appropriately.
3. Make sure that everyone working or volunteering with children and young people within the Key Contact's designated area, understands the University's safeguarding policy and procedures and knows what to do if they have concerns about a child's welfare or a Prevent related concern.
4. Make sure children and young people who are involved in activities within the Key Contact's designated area at the University know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.
5. Act as a point of contact for anyone who has concerns about a child or young person who takes part in university activities.
6. Take the lead within the Key Contact's designated area on responding to information that may constitute a safeguarding or Prevent concern, including a concern that an adult involved with the University may present a risk to children or young people.

This includes:

- a. assessing and clarifying the information
  - b. making referrals to the University's Designated Safeguarding Lead and liaising with the Safeguarding Hub on all safeguarding and Prevent concerns
  - c. following the organisation's safeguarding policy and procedures.
7. Be familiar with issues relating safeguarding and the Prevent Duty, and keep up to date with new developments in this area through regular training.

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## **Safeguarding and Prevent Departmental/School Contact**

### **Purpose of the Role**

To ensure that the University's arrangements for keeping children and young people safe are implemented at a department/school level.

To act as the department/school point of contact for all safeguarding and Prevent related concerns.

To act as the department/school contact in relation to the University's delivery of the Prevent Duty.

To promote the safety and welfare of children and young people involved in university activities at all times.

### **Duties and responsibilities**

1. In conjunction with the relevant Safeguarding and Prevent Key Contact, ensure the implementation of the University's safeguarding, child protection and Prevent policies and procedures at a department/school level: ensuring all safeguarding and child protection and Prevent issues concerning people who take part in department/school activities are responded to appropriately.

2. Make sure that everyone working or volunteering with children and young people within the department/school understands the University's safeguarding policy and procedures and knows what to do if they have concerns about a child's welfare or a Prevent related concern.

3. In conjunction with the relevant Safeguarding and Prevent Key Contact, ensure that information and updates related to safeguarding and the Prevent Duty are disseminated to relevant staff in the department/school.

4. Be familiar with issues relating safeguarding and the Prevent Duty, and keep up to date with new developments in this area through regular training.

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## Minimum Training Requirements

| Role  | Service/Faculty/Division   | Training/DBS Requirements   |
|---|--|---|
| Designated Safeguarding Lead                          | Student Support Services   | DSL Level 3 Qualification   |
| Deputy Designated Safeguarding Lead                   |  | Prevent<br>DBS (enhanced)   |
| Safeguarding and Prevent Key Contacts                 | All members of the Safeguarding and Prevent Steering and Operations Groups | Safeguarding: NSPCC 16 - 25 year olds. Updated every 2 years<br>Prevent                   |
| Safeguarding and Prevent Departmental/School Contacts | All Departmental and School Learning and Teaching Managers                 | Safeguarding: NSPCC 16 - 25 year olds. Updated every 2 years<br>Prevent                   |
| All teaching staff (Apprenticeships)                  | AMRC, Nursing and Allied Health Professions, SUMS                          | Safeguarding: NSPCC 16 - 25 year olds. Updated every 2 years<br>Prevent<br>DBS (enhanced) |
| Other identified staff (Apprenticeships)              | Senior Management Team, EFM, Unicus  | Safeguarding: NSPCC 16 - 25 year olds. Updated every 2 years<br>Prevent<br>DBS (enhanced) |
| Academic/Personal Tutors (U18s)                       | All faculties  | University under 18s guidance<br>Supporting our Students                                  |
| Security Management Team                              | EFM (Security)   | Supporting our Students<br>Prevent  |
| Security Officers                                     | EFM (Security)   | Supporting our Students<br>Prevent  |
| All staff   |  | Supporting our Students   |

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## Designated Roles

| Designated Role                             | Substantive Role  | Department/Division                           | Ex Officio Membership        |
|---|---|---|------------------------------|
| <b>Executive Sponsor</b>                    | Chief Operating Officer   |   | University Executive Board   |
| <b>Designated Safeguarding Lead</b>         | Associate Director, Student & Academic Services (Student Health, Wellbeing and Support) | Student and Academic Services                 | SPSG (Chair)<br>SPOG (Chair) |
| <b>Deputy Designated Safeguarding Lead</b>  | Section Lead: Safeguarding and Welfare  | Student and Academic Services                 | SPSG<br>SPOG                 |
| <b>Deputy Designated Safeguarding Lead</b>  | Head of Student Experience and Support  | Student and Academic Services                 | SPSG<br>SPOG                 |
| <b>Key Safeguarding and Prevent Contact</b> | Head of Security  | Estates and Facilities Management             | SPSG                         |
| <b>Key Safeguarding and Prevent Contact</b> | Security Manager  | Estates and Facilities Management             | SPOG                         |
| <b>Key Safeguarding and Prevent Contact</b> | Director of Apprenticeship Delivery and Compliance                                      | Student and Academic Services                 | SPSG                         |
| <b>Key Safeguarding and Prevent Contact</b> | Head of Apprenticeship Compliance   | Student and Academic Services                 | SPOG                         |
| <b>Key Safeguarding and Prevent Contact</b> | TBC   | AMRC TC                                       | SPOG                         |
| <b>Key Safeguarding and Prevent Contact</b> | Chief Information Security Officer  | IT Services                                   | SPSG                         |
| <b>Key Safeguarding and Prevent Contact</b> | Deputy Director SMRA (Admissions and Access)  | Student Marketing, Recruitment and Admissions | SPSG                         |
| <b>Key Safeguarding and Prevent Contact</b> | TBC   | Student Marketing, Recruitment and Admissions | SPOG                         |
| <b>Key Safeguarding and Prevent Contact</b> | Associate Director HR and Recruitment   | Human Resources                               | SPSG                         |
| <b>Key Safeguarding and Prevent Contact</b> | HR Manager (Staff Safeguarding Lead)  | Human Resources                               | SPOG                         |

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|---|--|---------------------------------------|--------------|
| <b>Key Safeguarding and Prevent Contact</b> | Director of Sport and Physical Activity                      | Student and Academic Services         | SPSG         |
| <b>Key Safeguarding and Prevent Contact</b> | Deputy Director of Sport and Physical Activity               | Student and Academic Services         | SPOG         |
| <b>Key Safeguarding and Prevent Contact</b> | Director of Student Community Development, SU                | Students' Union                       | SPSG<br>SPOG |
| <b>Key Safeguarding and Prevent Contact</b> | Deputy Director of ACS                                       | Accommodation and Commercial Services | SPSG         |
| <b>Key Safeguarding and Prevent Contact</b> | Head of Residence Life                                       | Accommodation and Commercial Services | SPOG         |
| <b>Key Safeguarding and Prevent Contact</b> | Assistant Director, RPI                                      | Research Partnerships and Innovation  | SPSG         |
| <b>Key Safeguarding and Prevent Contact</b> | PGR Support Manager  | Research Partnerships and Innovation  | SPOG         |
| <b>Key Safeguarding and Prevent Contact</b> | Associate Director, Learning Strategy and Student Engagement | Library Services                      | SPOG         |
| <b>Key Safeguarding and Prevent Contact</b> | Head of Engagement and Partnerships, Global Engagement       | Global Engagement                     | SPOG         |
| <b>Key Safeguarding and Prevent Contact</b> | DFDO (Education and Student Experience)                      | Faculty of Arts and Humanities        | SPOG         |
| <b>Key Safeguarding and Prevent Contact</b> | DFDO (Education and Student Experience)                      | Faculty of Engineering                | SPOG         |
| <b>Key Safeguarding and Prevent Contact</b> | DFDO (Education and Student Experience)                      | Faculty of Health                     | SPOG         |
| <b>Key Safeguarding and Prevent Contact</b> | DFDO (Education and Student Experience)                      | Faculty of Science                    | SPOG         |
| <b>Key Safeguarding and Prevent Contact</b> | DFDO (Education and Student Experience)                      | Faculty of Social Science             | SPOG         |
| <b>Key Safeguarding and Prevent Contact</b> | Muslim Chaplain  | Student and Academic Services         | SPOG         |
| <b>Key Safeguarding and Prevent Contact</b> | English Language Teaching Centre                             | Student and Academic Services         | SPOG         |
| <b>External Safeguarding</b>                | Safeguarding Manager   | University of Sheffield               | SPOG         |

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| <b>and Prevent Contact</b> |  | International College |  |
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