



Safeguarding Policy and Procedures for UBI Business School

1. Policy Statement

UBI Business School is committed to creating and maintaining a safe, inclusive, and supportive environment for all students, staff, visitors, and partners. We recognize our responsibility to safeguard the welfare of everyone in our community, particularly those who may be vulnerable to harm, abuse, or exploitation. This policy reflects our commitment to upholding the highest standards of safeguarding in line with European Union regulations, national laws, and best practices in higher education.

This policy applies to all members of the UBI Business School community, including:

- Students (on-campus and online, including underage and vulnerable adult students)
- Staff (academic, administrative, and support staff)
- Contractors, suppliers, and visitors
- Partner organizations and collaborators

UBI Business School will ensure that safeguarding is embedded in all aspects of our operations, from admissions and teaching to extracurricular activities and partnerships. We will work proactively to prevent harm and respond promptly and effectively to any safeguarding concerns.

2. Definitions

- **Safeguarding:** The process of protecting individuals from harm, abuse, neglect, or exploitation, and promoting their welfare and well-being.
 - **Abuse:** Physical, emotional, sexual, financial, or discriminatory harm inflicted on an individual.
 - **Child:** Any person under the age of 18.
 - **Young Person:** Any person aged 18-25.
 - **Vulnerable Adult:** A person over the age of 18 who, due to age, disability, mental health, or other circumstances, may be at risk of harm or exploitation.
 - **Designated Safeguarding Officer (DSO):** The individual responsible for overseeing safeguarding matters at UBI Business School.
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3. Principles

UBI Business School's safeguarding policy is guided by the following principles:



1. **Prevention:** We will take proactive steps to identify and mitigate risks to individuals' safety and well-being.
 2. **Protection:** We will provide support and protection to those who may be at risk of harm.
 3. **Participation:** We will involve individuals in decisions that affect their safety and well-being.
 4. **Proportionality:** We will respond to safeguarding concerns in a way that is appropriate to the level of risk.
 5. **Partnership:** We will work collaboratively with external agencies, such as social services and law enforcement, to safeguard individuals.
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4. Roles and Responsibilities

- **Senior Management Team:** Ensure that safeguarding is prioritized and resourced across the institution.
 - **Designated Safeguarding Officer (DSO):** Act as the primary point of contact for safeguarding concerns, provide training, and oversee the implementation of this policy.
 - **Staff and Faculty:** Be vigilant in identifying and reporting safeguarding concerns, and complete mandatory safeguarding training.
 - **Students:** Be aware of this policy and report any concerns to the DSO or a trusted staff member.
 - **Partners and Contractors:** Adhere to UBI Business School's safeguarding standards and report any concerns.
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5. Safeguarding Procedures

5.1. Identifying Concerns

All members of the UBI Business School community are encouraged to report any safeguarding concerns, including:

- Signs of abuse or neglect
- Bullying, harassment, or discrimination
- Exploitation or coercion
- Risks to mental or physical well-being

5.2. Reporting Concerns



- **Step 1:** Report the concern to the Designated Safeguarding Officer (DSO) via email (safeguarding@ubi.edu).
- **Step 2:** If the DSO is unavailable, report the concern to a senior staff member or the Human Resources department.
- **Step 3:** In emergencies, contact local authorities or emergency services immediately

5.3. Responding to Concerns

- The DSO will assess the concern and determine the appropriate course of action.
- If necessary, the DSO will escalate the matter to external agencies, such as social services or law enforcement.
- The individual raising the concern will be kept informed of the outcome, subject to confidentiality constraints.

5.4. Confidentiality and Data Protection

All safeguarding concerns will be handled confidentially and in compliance with the General Data Protection Regulation (GDPR). Information will only be shared on a need-to-know basis.

6. Prevention Measures

- **Background Checks:** All staff and faculty undergo background checks before employment.
 - **Training:** Regular safeguarding training for staff, faculty, and students, covering:
 - Recognizing signs of abuse, harm, and exploitation.
 - Understanding the university's safeguarding policy and procedures.
 - Knowing how to report and escalate safeguarding concerns.
 - **Code of Conduct:** Strict ethical guidelines on appropriate interactions between staff and students.
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7. Responding to Allegations

- **Confidentiality:** All reports will be handled with sensitivity and in compliance with data protection laws (GDPR).
- **Support Services:** Counseling, academic adjustments, and other support for affected individuals.
- **Disciplinary Actions:** Sanctions, including dismissal or legal action, for those found guilty of misconduct.

8. Safeguarding in Specific Contexts

8.1. Online Learning

UBI Business School will ensure that online platforms are secure and that students and staff are protected from cyberbullying, harassment, or exploitation.

8.2. International Students

UBI Business School will provide additional support to international students, including information about local safeguarding resources and cultural adaptation.

8.3. Events and Activities

All events, whether on-campus or off-site, will be risk-assessed to ensure the safety of participants.

9. Prevent Duty

UBI Business School is committed to preventing individuals from being drawn into terrorism and extremist ideologies. The university will:

- Provide training to staff and students on recognizing and reporting signs of radicalization.
 - Work with external agencies to support individuals at risk of radicalization.
 - Ensure that all School activities, including external speakers and events, comply with the requirements of the policy.
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10. Monitoring and Review

- The DSO will maintain a record of all safeguarding concerns and actions taken.
 - The Senior Leadership Team will review this policy annually to ensure its effectiveness and compliance with legal and regulatory requirements.
 - Feedback from students, staff, and partners will be used to improve safeguarding practices.
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11. Policy Approval

This policy version S1.0.2 was on 16 August 2024 and will be reviewed on 15 Feb 2026.
