

# Student Guide: Our Safeguarding Policy

September 2025



## Welcome to Your Guide

This guide has been designed to help you understand Safeguarding policy and process at UCEN Manchester.

We know that our Policy Documents can feel overwhelming, so we've broken everything down clearly to help you understand:

- the aims of the Policy
- who this Policy applies to
- six Principles of Adult Safeguarding
- how to report a Safeguarding Concern
- possible outcomes of this Policy
- our commitment to you.



## What Are the Aims of this Policy?

In the context of Higher Education (HE) in England, safeguarding refers to the policies and practices designed to protect students and staff from harm, including abuse, neglect, exploitation, radicalisation, and other forms of physical or emotional risk.

While safeguarding is often associated with children and vulnerable adults, in HE it encompasses a broader responsibility for student welfare and wellbeing.

The purpose of this policy is to outline UCEN Manchester's commitment to safeguarding adult learners including how to report, record, and escalate issues in line with legal and ethical standards.

The policy is designed to support a safe and supportive environment for everyone, promoting wellbeing and addressing any concerns related to safety or welfare.



## Who does this policy apply to?

At UCEN Manchester, we will be Safeguarding:

**All students** – through a broader duty of care covering mental health, harassment, bullying, sexual violence, online safety.

**Adults at risk** – students with reduced capacity to keep themselves safe (Appendix 2).

**Under-18 students** – (e.g. The Manchester College students participating in taster events; outreach activities).

**Under-18s students** – as part of ‘Think Family’ Approach where a staff member becomes concerned about a child’s welfare based on an adult student’s disclosure.

## Current Safeguarding Themes in HE include:

**Sexual misconduct and harassment:** the OfS has introduced new regulation which HEIs must adhere to - Condition E6: [Harassment and sexual misconduct - Office for Students](#).

Please see [Sexual Harassment and Misconduct Policy](#)

**Mental health:** increasing demand for support services

**Preventing radicalisation:** balancing security concerns with academic freedom

**Digital safeguarding:** keeping students safe from online abuse, harassment, and misinformation

**Transition from FE to HE:** supporting younger or more vulnerable students.



## Six Principles of Adult Safeguarding:

Principle	Description
<b>Empowerment</b>	People, including young people, being supported, and encouraged to make their own decisions and informed consent.
<b>Prevention</b>	Having procedures that recognise that it is better to act before harm occurs. This is supported by providing training to relevant staff so that staff involved in activities with children and adults in vulnerable situations receive clear and simple information about what abuse is, how to recognise the signs and what they can do to help.
<b>Risk assessment</b>	UCEN Manchester requires proactive risk assessment of on-going activities to identify those activities where participants are or are likely to be vulnerable and therefore safeguarding requirements need to be anticipated and considered.

Principle	Description
<b>Proportionality</b>	<p>To ensure that responses to concerns/alerts are proportional to the assessed risk and the nature of the allegation/concern.</p> <p>Proportional decisions need to consider the principles of empowerment and protection. Where a person lacks the mental capacity, any decisions made on their behalf must be made in the person's "best interests" and be least restrictive to their rights and freedoms.</p>
<b>Protection</b>	<p>Support and representation for those in greatest need. For adults in vulnerable situations this may mean supporting the adult to report abuse or neglect and enabling them to make decisions about whether and how to participate in the safeguarding process to the extent that they choose.</p>

Principle	Description
<b>Partnership</b>	<p>By working with the Safeguarding Boards for adults and children in Manchester and with our placement partners, to do what is within our control to prevent, detect and report neglect and abuse.</p> <p>Information sharing with partners to be in accordance with legislation, agreed protocols and where possible consent so that staff, students, and children are assured UCEN Manchester will treat any personal and sensitive information in confidence, only sharing what is helpful and necessary.</p>
<b>Accountability</b>	<p>Ensuring accountability and transparency in delivering safeguarding, so that everyone understands the roles including the children and adults that the policy is aiming to protect.</p>



## Student Voice and Making Safeguarding Personal

In the context of UCEN Manchester, Making Safeguarding Personal aligns closely with our commitment to promoting and listening to student voice.

We recognise that effective safeguarding is built on trust, collaboration, and respect for each student's lived experience.

We are committed to:

- involving students in safeguarding decisions that affect them
- respecting and responding to students' views, wishes, and concerns
- creating a culture where students feel safe, heard, and empowered to speak up
- ensuring safeguarding actions are tailored to the needs and outcomes identified by the student wherever possible.



## Think Family

If you're ever worried that a child might be at risk because of something one of your classmates has shared, such as issues with mental health, domestic abuse, or substance misuse, it's important to speak up.

UCEN Manchester staff will use the Think Family approach, which helps make sure the needs of both adults and children are considered, especially when challenges at home could be affecting a child's safety or wellbeing.

## Our Commitment to You

When you undertake this process, we will:

- treat you fairly and respectfully
- handle your case sensitively
- deal with your concern as quickly as we can
- offer you advice and support.





## Support and Advice

Help is available at every stage of this process.

For any questions or concerns please consider contacting the following for more information:

- Future U Student Support Team – Personal and emotional support
- Students' Union – Independent advice on your rights and options
- Personal Tutor – Academic guidance.

If you've any questions relating to this Policy, you can speak to the Head of Student Advice, Support and Wellbeing, Annette McCone: [amccone@ucenmanchester.ac.uk](mailto:amccone@ucenmanchester.ac.uk)