

Student Guide: UCEN Manchester Safeguarding Policy

September 2026



Welcome to Your Guide

This guide has been designed to help you understand UCEN Manchester's Safeguarding Policy, how we respond to concerns and how you can access support.

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 the policy applies to
- our approach to adult safeguarding
- making Safeguarding Personal
- the Think Family approach
- how to report a safeguarding concern



What are the aims of the policy?

Most UCEN Manchester students are adults with the mental and legal capacity to make their own decisions.

Our safeguarding approach respects students' autonomy while recognising that there may be times when additional support or action is needed to help keep someone safe.

Safeguarding means protecting people from harm, including abuse, neglect, self-neglect, domestic abuse, exploitation and radicalisation.

This policy explains how UCEN Manchester will:

- promote a safe and inclusive environment;
- help students and staff recognise safeguarding concerns;
- provide accessible ways to report concerns;
- respond, record and escalate concerns appropriately; and work with The Manchester College and external services where specialist safeguarding advice or intervention is required.



Who does the policy apply to?

The policy applies to all UCEN Manchester students, staff and relevant partners. UCEN Manchester shares campuses and facilities with The Manchester College, where students under the age of 18 may also be present.

UCEN Manchester is responsible for safeguarding concerns involving its students and works with The Manchester College's Designated Safeguarding Lead where specialist advice or statutory safeguarding action may be required.

All UCEN Manchester students – through our wider duty of care and support for student safety and wellbeing.

Adults at risk – adults with care and support needs who are experiencing, or at risk of, abuse or neglect and are unable to protect themselves because of those needs.

People under 18 – including younger students participating in shared-campus activities, taster events or outreach.

Children connected to adult students – where information shared by an adult raises concerns about a child's safety or wellbeing.

Safeguarding concerns may include:

- physical, sexual, emotional or psychological abuse;
- domestic abuse, coercive or controlling behaviour;
- neglect or self-neglect;
- financial or material abuse;
- discrimination or hate-related abuse;
- sexual violence, harassment or exploitation;
- modern slavery, forced labour or human trafficking;
- forced marriage or honour-based abuse;
- online abuse or exploitation;
- concerns about radicalisation or extremism;
- serious risks associated with mental health or self-harm; and
- concerns about the safety or wellbeing of a child.

You do not need to decide whether something meets a formal safeguarding threshold before asking for advice or sharing a concern.



Our approach to adult safeguarding

Our approach is informed by the six statutory principles of adult safeguarding, alongside proactive risk assessment.

Principle	Description
Empowerment	supporting people to make their own decisions and give informed consent.
Prevention	acting early wherever possible to prevent harm.
Proportionality	using the least intrusive response appropriate to the risk.
Protection	providing support and representation to those in greatest need.
Partnership	working with students, The Manchester College, placement providers and external services where appropriate.
Accountability	being clear and transparent about safeguarding responsibilities and decisions.



Risk assessment

UCEN Manchester assesses the nature and level of risk so that the response is appropriate, proportionate and focused on the student's circumstances.



How to report a safeguarding concern

If you are worried about yourself, another student or a child, you can:

- speak to a member of the Future U Student Support Team on campus;
- **email:** wellbeing@ucenmanchester.ac.uk; or
- complete the online **Reporting Incidents** form on the UCEN Manchester website.

You can also speak to your Personal Tutor or another member of staff you trust. They will pass the concern to Future U so that the appropriate support and action can be considered.

If someone is in immediate danger or there is an immediate risk of serious harm, call 999.

You do not need to have proof or know what type of safeguarding concern it is before speaking to us.



Making Safeguarding Personal

Making Safeguarding Personal means working with you, rather than simply doing things to or for you.

We will listen to your wishes, feelings and preferred outcomes and involve you in decisions wherever possible.

We are committed to:

- involve you in safeguarding decisions that affect you;
- listen and respond to your views, wishes and concerns;
- help you feel safe, heard and able to speak openly; and
- tailor safeguarding actions to your needs and desired outcomes wherever possible.

There may be circumstances where we need to share information without your consent—for example, if a child or another person is at risk, there is a significant risk of harm, there are concerns about your capacity to make a particular decision, or a criminal offence may have occurred. Where possible, we will explain what information needs to be shared, with whom and why.



Think Family

If something shared by an adult raises concerns about the safety or wellbeing of a child, it is important to tell a member of staff or Future U. This might include concerns connected to domestic abuse, mental health, substance use, neglect or another risk within the family.

UCEN Manchester uses the Think Family approach. This means considering the needs and safety of both the adult and any children who may be affected, rather than looking at each person's circumstances in isolation.

Concerns involving a child will be discussed with The Manchester College's Designated Safeguarding Lead and, where necessary, relevant safeguarding services.

Safeguarding concerns on placement

If a concern arises during a placement or work-based learning activity, follow the placement provider's safeguarding procedure and inform Future U. If someone is in immediate danger, call 999.

Our Commitment to You

- When you share a safeguarding concern, we will:
- listen and treat you with respect;
- take your concern seriously;
- explain what will happen next;
- involve you in decisions wherever possible;
- handle information sensitively and share it only where necessary; and
- offer appropriate advice and support.



Support and Advice

Help is available if you are concerned about yourself, another student or a child.

- **Personal Tutor** — someone you can speak to who can help you contact Future U
- **Future U Student Support Team** — safeguarding advice, wellbeing support and help accessing appropriate services wellbeing@ucenmanchester.ac.uk
- **Students' Union** — support and guidance

Remember you can book an appointment with the Future U Team [here](#):