

Union of Brunel Students Safeguarding Policy

Approved: September 2025

Next Review Date: September 2026

Purpose

This policy sets out how the Union of Brunel Students protects children and vulnerable people, in line with UK safeguarding laws, including:

- The Children Acts 1989 and 2004
- The Safeguarding Vulnerable Groups Act 2006
- The Protection of Freedoms Act 2012

We are committed to creating a safe and supportive environment for everyone involved in our activities.

Our Relationship with the University

We work closely with Brunel University of London, which:

- Owns the spaces we operate in
- Is where all our student members are registered
- Is our primary funder

We align our safeguarding approach with the University's policies. You can find their policy here: [Brunel University Safeguarding Policy](#)

Key Definitions

- **Child:** Anyone under 18 years old
- **Vulnerable person:** A vulnerable person is a person 'who is or may need community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'.

Safeguarding Commitment and Best Practice Statement

We will:

- Take concerns seriously and act on them
- Train relevant staff and student leaders
- Report serious issues to the appropriate authorities
- Notify the Charity Commission if needed

We also expect all staff, student leaders and volunteers to follow best practice when working with children and vulnerable people. This includes:

- Maintaining open communication and avoiding situations where you are alone and unobserved
 - Treating all children and vulnerable adults with equal respect, regardless of background or ability
 - Keeping professional boundaries and refraining from intimate relationships with these groups
 - Recording any injuries or safeguarding incidents clearly and accurately
 - Involving parents, carers or teachers in activities wherever possible
 - Ensuring any physical contact is necessary, appropriate and always done in an open and transparent way
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Responsibilities for Safeguarding within the Union:

The SU Board of Trustees are responsible for:

- Setting and monitoring strategy and policy for safeguarding within the Union.
- Monitoring safeguarding performance and seeking reassurance that performance is satisfactory.
- Reporting to the Charity Commission if a serious incident happens or is suspected to have taken place in relation to The Union.

The Union's Safeguarding Lead is responsible for:

- Liaising with the University on matters of Safeguarding and ensuring this policy is up to date.
- The design and implementation of local safeguarding procedures as they apply to The Union.
- Monitoring safeguarding performance across The Union and providing assurance reports to Cabinet and to the Board of Trustees.
- Managing compliance with The Union safeguarding policy on behalf of the Board of Trustees.
- Facilitating referrals to the University's Safeguarding Officer.

Heads of Departments and managers are responsible for:

- Having an appropriate awareness of the safeguarding policy and the requirements of legislation as they apply to the work of their department/team.
- Ensuring that staff, student leaders and volunteers are made aware of and understand the safeguarding policy along with its related procedures.
- Ensuring that staff, student leaders and volunteers who require safeguarding training for their work receive this.
- Working with the Coach and University's HR (where applicable for Brunel students) to ensure that any staff and volunteer roles that require a DBS check receive this.

All staff, student leaders and volunteers are responsible for:

- Co-operating with supervisors and managers on safeguarding matters.

- Ensuring they maintain age and culturally appropriate relationships with children and vulnerable people.
 - Reporting any safeguarding concerns to the Union's Safeguarding Lead in accordance with procedures.
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Safeguarding Activities Involving Under 18s

U18's cannot automatically sign up for a club or society membership. When trying to do so they will be directed to contact the Union who will establish what club or society they wish to join, check that it isn't listed as a high-risk activity below, and if not, will proceed to let them join, but in doing so will take the following further precautions:

- If the group has a regular coach, this coach should apply for an enhanced DBS check.
- Committee members for the group will be informed if they have an under-18 member and provided with a guidance document outlining appropriate boundaries and best practice to safeguard both themselves and the under-18. Groups should also be encouraged to organise social activities that do not revolve around alcohol.

Once the above steps have taken place, the under-18 can take part.

Activities Not Permitted for Under 18s

Under-18's cannot take part in the follow activities:

- Overnight trips
- Overseas trips
- Compete in BUCS activity
- Any external activity that specifically excludes under-18s

High-Risk Club and Society Activities that U18's cannot take part in:

- Airsoft
- American Football
- Archery
- Boxing
- Brazilian Jiu Jitsu
- Cheerleading
- Mixed Martial Arts
- Motorsports
- Mountaineering/Climbing
- Muay Thai
- Powerlifting
- Rugby (Union and League)
- Sailing
- Snowsports

- Taekwondo
 - Target Shooting
 - Weightlifting
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Student Staff

Prior to the employment of any worker under the age of 18, the Union will carry out a thorough risk assessment, in line with the Health and Safety guidance: [Young workers - HSE](#)

Young workers will not be employed in environments that expose them to:

- Alcohol service or direct handling of alcohol, except where legally permitted under supervision and in line with licensing conditions
- Hazardous machinery, chemicals, or substances
- Excessive noise, heat, or situations where their inexperience may place them at greater risk

Working Hours

Under the Working Time Regulations 1998 and Children and Young Persons Act 1933, the following limits apply to 16–17 year olds:

- Maximum daily working hours: 8 hours per day
- Maximum weekly working hours: 40 hours per week
- Rest breaks: If working more than 4.5 hours, entitled to a 30-minute uninterrupted break
- Daily rest: Minimum of 12 consecutive hours off between each working day
- Weekly rest: Minimum of 48 hours off per 7-day period (normally the weekend)

Night Work Restrictions

Young workers must not work between 10pm and 6am, although exceptions exist for hospitality. Even where exceptions apply, they:

- Must not work between midnight and 4am under any circumstance
- Must have adequate supervision and risk controls in place
- Must not have a negative effect on the young person's education or training

Licensed Venues

The Union acknowledges its specific responsibilities when operating licensed venues. Individuals under 18 will not be permitted to work in areas where their presence is prohibited under the Licensing Act 2003. If they are engaged in work within or adjacent to licensed premises, appropriate supervision and safeguarding measures will be in place. Staff under 18

must not sell or serve alcohol unless the law permits and they are supervised by a responsible person over the age of 18.

Supervision and Support

All young workers will receive an age-appropriate induction, including safeguarding, health and safety, and role-specific training. A designated supervisor will be assigned to each young worker, and regular check-ins will be conducted to ensure their wellbeing and to address any concerns.

Responding to a Safeguarding Disclosure

The following process will be adhered to:

If you receive an allegation that a child or vulnerable person is being abused, has been abused, or is at risk of abuse you should:

- Listen carefully and stay calm.
- Ensure that you do not 'quiz' the child/vulnerable person. However, if necessary, you may seek to clarify, using open questions and without putting words into the child's mouth but only to the extent that you understand what the child/ vulnerable person is telling you.
- Reassure the child/ vulnerable person that by telling you they have done the right thing.
- Inform the child/ vulnerable person that you must pass the information on, but that only those that need to know about it will be told.
- Inform the child/ vulnerable person to whom you will report the matter.
- Make a detailed note of the date, time, place, what the child/ vulnerable person said and did and the questions asked of the child/ vulnerable person. You should not investigate concerns or allegations but should report them immediately in accordance with reporting procedures below.

How to Report a Safeguarding Concern

Step 1: Concern Identified

Someone has concerns about a child (under 18) or a vulnerable person.

Step 2: Disclosure Made?

If a child or vulnerable person discloses abuse or neglect:

- Do not ask further questions.
- Use open questions only if clarification is absolutely needed.
- Make a clear, factual record of what was said (who/what/when/where).
- Do not investigate further yourself.

Step 3: Initial Reporting

Report your concern to the Union's Safeguarding Lead using the safeguarding reporting form linked below:

Union Safeguarding Lead – Head of Student Support and Representation

Step 4: Escalation to the University

The Union's Safeguarding Lead will report concerns to the University Safeguarding Team.

Step 5: Urgent and Can't Reach Union Safeguarding Lead?

If you are unable to contact the Union's Safeguarding Lead and the concern requires urgent action, report directly to the University's Designated Safeguarding Officer (the Associate Director of Student Support Services).

Step 6: Immediate Risk and No Safeguarding Officers Available?

If there appears to be an immediate risk to a child or adult at risk and no one can be reached:

- Contact Children's Social Care (Hillingdon) on 01895 556006
- Or call 999 for the Police

Safeguarding Reporting Form

If you need to report a concern, use the Safeguarding Reporting form [here](#).