

Subject: SAFEGUARDING POLICY

Version: V6-220420

Supersedes:

V5-220303

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1. Introduction

- 1.1. Middlesex University Dubai (referred to as “University”) is committed to providing a safe and secure environment for all students, employees, and individual visitors who access its facilities and services.
- 1.2. This policy is intended to give a framework for employees in the unlikely event that a safeguarding issue that arises and to provide a framework to help the University prevent such occurrences, and respond appropriately.
- 1.3. This policy recognizes that students under 18 years of age study at the University (these will be referred to as “under-18s” in this document). It also recognizes the multiple contexts in which under-18s, young people and adults at risk engage in University activity.
- 1.4. The University acknowledges its particular responsibility to safeguard the wellbeing of under-18s and adults at risk engaged in the range of the University’s activities. This is achieved by ensuring that there are appropriate arrangements in a place to enable the University to discharge its duty to provide a safe and secure environment, to prevent abuse, and to respond appropriately to suspected or reported abuse of under-18s or adults at risk.

2. Scope

- 2.1. The University:
 - believes that people, whatever their age, gender, disability, ethnic origin and religious belief, have the right to protection from abuse, and a right to be safe in the activities that they choose,
 - acknowledges its particular responsibility to safeguard the wellbeing of under-18s and adults at risk,
 - is committed to providing a safe and secure environment for all University members who access its facilities and services,
 - recognizes its duty to help University members, through guidance, support and training, understand their responsibilities to minimize the risk of harm and exploitation of under-18s and adults at risk, and, where possible, to act to prevent situations where abuse or abuse or neglect might arise or be alleged.

- accepts its responsibility to safeguard under-18s and adults at risk who participate in University life - including registered and enrolled students as well as those who come onto University premises for organized activity.
- 2.2. This protection covers disclosure of, or concerns of, significant harm, abuse and/or exploitation. Incidents of significant harm, abuse and/or exploitation may be categorized as follows (this is not an exhaustive list):
- Abuse and harassment (including e-safety)
 - Abuse/violence (such as physical, emotional, sexual and/or psychological)
 - Bullying, harassment, hate crime and hate incidents (including online)
 - Mental health conditions and vulnerabilities
 - Self-harm, self-neglect and self-abusive behaviours, such as alcohol and drug abuse or eating disorders
- 2.3. Middlesex University Dubai's safeguarding policy applies to all contexts in which members of staff are engaged in university activity both in the physical world and online, whilst working both on and off-campus, for example in seminars and lectures, in online discussions, and where there are working from home arrangements. Regardless of whether safeguarding concerns occur in the physical world or online, on-campus or off-campus, the university's safeguarding protocols apply, and staff should refer to circumstances of concern via the Care and Concern procedure.
- 2.4. In light of the increased use of digital technology (e.g. online camera, video conferencing, social media), staff members are reminded that safeguarding responsibilities include safeguarding online and in particular ensuring the wellbeing and safety of children, young people and adults at risk.

3. Guiding Principles

- 3.1. Safeguarding is described as putting in place "arrangements to take all reasonable measures to ensure that risks of harm to under-18s, young people or adults at risk engaged in University activity are minimized".
- 3.2. The University acknowledges its responsibility to safeguard the well-being of under-18s, young people and adults at risk and its wider duty of care to protect the wellbeing of all its students. The University is committed to providing a safe and secure environment for all who access its campus, facilities and services.
- 3.3. All university members are expected to act on any safeguarding concerns in a timely fashion, referring to the Care and Concern team with due regard for confidentiality and consent. If any university member is in any doubt about what to do should a safeguarding concern arise, they should consult their line manager.

- 3.4. Research projects or programmes involving under-18s and adults at risk require Ethics Committee approval to ensure compliance with statutory requirements and best practice guidelines.

4. Definitions

- 4.1. For the purposes of this policy, the term “university member” is used to describe anyone at the University (or approved to work with the University, by the University) who is engaged in working under-18), or adults at risk, whether as an employee, interns, volunteers, contractors, visitors or students. It also includes staff working for services that are outsourced by the University, such as cleaning and security services, whereby the University will require adherence to the relevant laws of the United Arab Emirates (UAE) and will ensure that records of valid passports and UAE residency visas are maintained.
- 4.2. The definition of a “child” in child protection guidance is anyone who has not yet reached their 18th birthday. In this document, such individuals are referred to as “under-18s”.
- 4.3. The definition of an adult at risk is any person aged 18 years and above who needs community care services because of mental health issues, learning or physical disability, sensory impairment, or any other disability, age or illness and who is, or may be, unable to take care of themselves against significant harm or exploitation.

5. Approach to Reducing Risk

- 5.1. Middlesex University Dubai aims to maintain the highest possible standards to meet its social, moral and legal responsibilities to protect and safeguard the welfare of students under 18 and adults at risk with whom the University’s work brings it into contact. The University puts this into practice through the following actions.
- 5.2. The appointment of a Lead Safeguarding Officer (Deputy Director or Nominee) who will be responsible for:
- Leading on the implementation and promotion of this policy;
 - Ensuring that the policy is monitored and reviewed in accordance with changes in legislation and guidance on the protection of under-18s and adults at risk;
 - Acting as the main contact within the University for the protection of under-18s and adults at risk, including where deemed appropriate, for communicating with parents and legal guardians;
 - Ensuring that appropriate University Members are provided with information, advice and training on the protection of under-18s and adults at risk;
 - Establishing and maintaining contacts with the relevant local authorities and Police;
 - Maintaining confidential records of all safeguarding cases and action taken;
 - Ensuring data is used intelligently to prevent future incidents.

- 5.3. The appointment of Deputy Safeguarding Officers (DSOs) who may be nominated to deputize for the Lead Safeguarding Officer; as appropriate.
- 5.4. The University, through the HR Department, will train and supervise appropriate University Members to adopt best practice to safeguard and protect students under-18 and adults at risk from abuse and to minimize risk to themselves. This includes providing adequate information on this policy as part of the induction process for any new University Members.
- 5.5. The HR Department will have a duty to ensure adequate training and information is provided.
- 5.6. The Disciplinary Committee will consider safeguarding concerns in cases that involve under-18s.
- 5.7. Where appropriate, breaches of this policy and/or allegations of misconduct concerning under-18s and/or adults at risk and/or abuse of under-18s and/or adults at risk will result in the University invoking its Disciplinary Procedure in respect of staff or students.

6. Safeguarding Procedure

- 6.1. This policy should be read in conjunction with Middlesex University Dubai's Care and Concern Procedure, and Middlesex University's Safeguarding Manual.

Associated documents

- Care and Concern Procedures
- Fitness to Study Policy
- Student Conduct and Discipline Rules
- Middlesex University's Safeguarding Manual

Amendment History

Previous Version	Changes to previous version in the current version and date.	Updated by	Authorized by
V1-150615	The Cause for Concern procedure was changed to Care and Concern procedure	Quality Manager	Director
V3-200606	List of categories of significant harm or abuse added. (Section 2.2) Children defined as those under 18 years, changed to students under-18 in the document	Quality Office	Director
V4-200819	No changes, date and version change	Quality Office	Director
V5-220303	2 points were added under "Scope of the policy" – to include both physical and online, on-campus or off-campus scenarios A section on Guiding Principles and Definitions added	Quality Office	Director