

We all have a duty under safeguarding to ensure that children, young people and vulnerable adults are protected from abuse and neglect. As a quick reference guide, BU has adopted the 5 R response to Safeguarding and our commitment and expectations are as follows;

Recognise – All staff BU staff receive annual safeguarding and prevent training and we can provide confirmation of this on request. In return, we expect workplace provider colleagues to adhere to their organisational Safeguarding training requirements. We will ask you to confirm this during the Initial needs analysis meetings.

Respond – We will follow the BU Safeguarding procedure should a disclosure be made within the university setting or to a university member of staff. Our expectation is that any disclosure that occurs during the workplace will be processed in accordance with your organisational policy.

However, If you are unsure what action is needed, or feel that the situation is sensitive/complex, please seek advice from the University Safeguarding leads as detailed below.

Report – Safeguarding concerns should be reported to the Universities Safeguarding leads via Safeguarding@bournemouth.ac.uk

If you need to speak to someone urgently, please contact **01202 962222** and ask to speak to the Student Services Executive on call.

We operate a 24/7 duty system from this number, so if you are calling out of office hours please ask to speak to the Welfare Duty Officer

Record – We ask our staff to make a record of everything they have seen and heard, in as much detail as they can, including a timeline of events and who they have spoken to regarding safeguarding concerns. We keep Safeguarding records securely within the Student Services Executive team records and in line with BU data protection guidance. Our expectation is that workplaces will securely store safeguarding records as per their organisational policy and procedure.

Refer – The University Safeguarding lead will refer concerns disclosed or observed by the University to the relevant authority as required, this may be through to emergency services, the LADO, Adult Safeguarding Board or local Multi Agency Safeguarding Hub.

Bournemouth University will share these concerns with the workplace provider if appropriate to do so and wherever possible with the consent of the Apprentice. However there may be occasion where the apprentice is at risk to themselves or others and where safeguarding overrides consent.

We will inform the workplace safeguarding lead of all referrals made and request the workplace adopts the same approach.

Bournemouth University
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