



TEXILA
AMERICAN
UNIVERSITY



SAFEGUARDING POLICY



Texila American University - Zambia

Educational Policies and Procedure

TAU is not devoted dogmatically to any of the teaching methods that are not approved by the Academic Committee of TAU. TAU shall have the right to choose the right method of learning delivery and TAU's teaching staff has the freedom to choose the best teaching methods, which serves best the delivery of subject within the policies and guidelines of TAU Academic Committee.

1.1 Introduction

- The University is committed to ensuring a safe and supportive environment for Students, Staff and visitors. The primary purpose of the University is educating adults with care or support needs. The University also recognizes that in the course of its activities there are circumstances in which Children and Adults with care or support needs come onto university premises or have contact with University Students, Staff or Contractors. Ultimate responsibility for Children will continue to rest with parents and guardians
- This Policy sets out the University's approach to safeguarding Children, Adults with care or support needs and establishes guidance and procedures in relation to activities or areas of perceived risk including how to report and deal with a cause for concern.

1.2 Purpose of the Policy

The purpose of this policy is to outline the principles and procedures that we have adopted to ensure the safety and wellbeing of children, young people and adults at risk of harm, including our staff, students and apprentices, users of our facilities, and those who engage in activities that we have organized.



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- Students: any person registered to study with the University
- Staff: any person employed by the University or acting under the auspices of the University, whether paid or voluntary.
- Contractors: any person undertaking work for the University under the terms of a contract for services who is not employed by the University.
- Children or Child: individuals who are aged under 18 years old.
- Adults: are individuals over the age of 18 and at risk of abuse or neglect because of their care and/pr support needs. The law no longer labels adults as vulnerable but defines the activities which might lead to an adult being considered vulnerable at that time. The focus is on the activities required by an Adult and not on the setting in which the activity is received.
- Care and support needs: Where, because of mental or physical illness, physical or intellectual disability or frailty, practical support, also known as social care services, is needed. This support might be living in a nursing or residential home, living in a supported living placement, receiving help in their own home to carry out personal care or daily living tasks, or help to access the community
- Safeguarding: actions taken to promote the wellbeing of children and adults with care and support needs and protect them from harm. Safeguarding is everyone's responsibility. Safeguarding applies if a child or an adult with care and support needs is experiencing or at risk of abuse and neglect.

1.3 Aims

The aims of this policy are as follows:

- to actively promote and safeguard the welfare of Children and Adults:
- to have clear procedures in place for dealing with and referring concerns about a Child or Adult's welfare and allegations of abuse.
- to have clear procedures in place to identify and appropriately support students and staff who might be at risk of radicalization or exploitation.
- to raise Staff and Student awareness about the University's safeguarding expectations.



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- to ensure Staff are competent to carry out their safeguarding responsibilities and feel supported in this role.
- to ensure consistent good safeguarding practice throughout the University.
- to create a culture of safety, equality and protection.

1.4 Scope

The Policy applies to all University Staff, Students and Contractors who may meet Children or Adults as part of their work.

1.5 Roles and Responsibilities

The University will appoint a Safeguarding Lead who will have leadership responsibility for the University's safeguarding arrangements. The Safeguarding Lead is currently the University Registrar.

The University will appoint two Safeguarding Officers. Currently the Safeguarding Officers are the Dean Student Affairs, responsibility for student safeguarding and HR with responsibility for staff safeguarding. The Safeguarding Officers will be responsible for:

- Implementing and promoting this, Policy.
- Ensuring that the Policy is monitored and reviewed in accordance with changes in legislation and guidance on the protection of Children and Adults.
- Acting as the main contact within the University for safeguarding concerns.
- Ensuring that appropriate University Staff are provided with information, advice and training on the protection of Children and Adults in a vulnerable situation.
- Establishing and maintaining contacts with the external agencies including local Children's and Adult Social Care Services departments and Police;
- Referring concerns to the University Prevent Duty Single Point of Contact, where appropriate.
- Maintaining confidential records of relevant cases and action taken.



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1.6 Procedure

To safeguard its Students, the University recognizes the need to work closely with external agencies (e.g. Social Services, Police, local Safeguarding Boards)

Students can also report concerns about the welfare of another Student using the Report and Support online tool.

<https://erp.tauedu.org/cms/>

Recruitment, selection and employment procedures

The University will take all appropriate steps during the recruitment and selection process to ensure that unsuitable people are prevented from working with Children and Adults.

A risk assessment will be identified that Students or Staff are likely to have regular contact with or encounter Children and Adults, appropriate checks into their eligibility will be required. Such processes will be compliant with the University's Equality and Diversity policy

1.7 Record keeping

- It is the responsibility of the Safeguarding Officer to maintain records of all concerns raised and actions taken.
- All records created in accordance with this policy are managed in accordance with the University's policies that apply to the retention and destruction of records.
- Information about any allegations or suspicions of abuse must be shared on a need-to-know basis only. Documentation related to allegations or suspicions of must be stored in a secure place which is only accessible to those with appropriate knowledge of the suspicions or allegations.



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- Details of completed risk assessments relating to activities involving Children or Adults must be retained by the relevant department whilst an activity or event is ongoing and for a minimum of five years after it has ceased (or the risk assessment has been superseded).
- The University will undertake a regular review of this policy and the University's safeguarding procedures, including an update and review of the effectiveness of procedures and their implementation.