



Safeguarding and Prevent Appendices

This document applies to:

- All students on the University of the Built Environment taught programmes
- London School of Architecture students
- Postgraduate research students

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Appendix A – Safeguarding Example Concerns and definitions

Term	Definition	Further Information
Antisemitism	University of the Built Environment recognises the definition of antisemitism laid out by the International Holocaust Remembrance Alliance (IHRA). Readers should visit the IHRA website for a full definition of antisemitism.	Find out about the signs, indicators, and impact of antisemitism on the IHRA website .
Bullying	The Anti-Bullying Alliance defines bullying as – The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or online.	Find out about the signs, indicators and impact of bullying on the following websites: - Anti-bullying Alliance - National Society for the Prevention of Cruelty to Children (NSPCC)
Child Sexual Exploitation (CSE)	The UK government defines Child Sexual Exploitation as a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.	Find out about the signs, indicators and impact of bullying on the NSPCC website .

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Term	Definition	Further Information
County Lines	The NSPCC defines a County Line as a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas using dedicated mobile phone lines or other forms of “deal line”. They are likely to exploit children and vulnerable adults to move the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.	Find out more about County Lines visit the following websites: - National Crime Agency - NSPCC
Court Involvement	Children may be involved in the court system as a victim or a witness to a crime, or because their parents are involved in disputes over custody arrangements.	Guidance on the court process for young witnesses or getting help with child arrangements is available on the UK Government website.
Cultural Abuse	People may be subject to other forms of cultural abuse, including (but not limited to) honour-based violence or breast ironing, depending on which form of abuse the victim experiences.	More information and support is available via Karma Nirvana
Domestic Abuse	The UK government’s definition of domestic abuse is ‘any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members, regardless of gender or sexuality. The abuse can encompass, but is not limited to, psychological, physical, sexual, financial, and emotional.	Find out about the signs, indicators and impact of Domestic Abuse on the following websites: - NHS - Victim Support

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Term	Definition	Further Information
Emotional Abuse	Emotional abuse is any type of abuse that involves the continual emotional mistreatment of a person. It's sometimes called psychological abuse. Emotional abuse can involve deliberately trying to scare, humiliate, isolate, or ignore someone or make them feel like they are stupid or worthless.	Find out about the signs, indicators and impact of bullying on the NSPCC website
Family in Prison	Children with a parent in prison are at greater risk of poverty, stigma, isolation and poor mental health.	Information on the impact of having a family member in prison is available on the National Information Centre on Children of Offenders NICCO website .
Female Genital Mutilation (FGM)	Female genital mutilation (FGM) is a procedure where the female genitals are deliberately cut, injured or changed, but there's no medical reason for this to be done.	Information on FGM is available on the following sites: - NHS - Victim Support
Financial Abuse	The Care Act (2014) describes financial abuse as a type of abuse which includes having money or other property stolen, being defrauded, being put under pressure in relation to money or other property and having money or other property misused.	Information on Financial abuse is available on the following websites: - Ann Craft Trust - Living without abuse
Force Marriage	Forced marriage is when you face physical pressure to marry (for example, threats, physical violence or sexual violence) or emotional and psychological pressure (for example, if you're made to feel like you're bringing shame on your family). If you are under 18, any marriage is considered a forced marriage, even if there is no physical or emotional pressure involved.	Find out more about forced marriage on the UK government website .

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Term	Definition	Further Information
Gang involvement	The police define a gang as a group of people who are involved in organised crime activity.	Find out more about Gang involvement on the following websites: - Victim Support - NSPCC
Harassment	Under the Equality Act 2010, harassment is defined as unwanted conduct related to a protected characteristic that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.	More information on Harassment on the Citizens Advice website
Homelessness	Where a person has no place to stay on a long-term basis, or their housing is not suitable for living.	More information on Homelessness is available on the Crisis website .
Initiation/Hazing	A term used to describe activity or rituals required in order to be accepted into a group (this may be a gang or a social group/society). Initiation into gangs often involves violent criminal behaviour.	
Islamophobia	Islamophobia is rooted in racism and is a type of racism that targets expressions of Muslimness or perceived Muslimness.	More information is available on the Muslim Council of Britain Website
Modern Slavery	The severe exploitation of others for commercial or personal gain. Individuals who are victims of modern slavery may be “owned” by their abusers and may be forced to work or serve for little or no pay.	More information can be found on the Unseen website .
Neglect	Neglect is the ongoing failure to meet a child's basic needs and is the most common form of child abuse. A child might be left hungry or dirty, or without proper clothing, shelter, supervision or health care. This can put children and young people in danger. And it can also have long-term effects on their physical and mental wellbeing.	More information is available on the NSPCC website .

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Term	Definition	Further Information
Not in education or training (NEET)	A child under the age of 18 who is not in education, employment or training. The University has a responsibility to report learners who become NEET to the local authority. Reports should be made through the University of the Built Environment Safeguarding Team.	
Peer-on-Peer Abuse	Children can abuse other children. This is generally referred to as peer-on-peer abuse and can take many forms. This can include (but is not limited to) bullying (including cyberbullying); sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexting and initiating/hazing type violence and rituals.	More information on Peer-on-Peer abuse is available on the UK Government Website
Physical Abuse	Deliberately hurting someone, causing injuries such as bruises, broken bones, burns or cuts. This included when a carer feigns or causes the symptoms of illness in the child or vulnerable adult.	More information is available on the NSPCC website .
Radicalisation to extremism	The process by which a person comes to support terrorism and extremist ideologies associated with terror groups.	More information is available on the NSPCC website
Sexting	Sending or receiving sexually explicit messages or videos on a mobile device or through the internet.	Information on sexting and its legal implications is available on the Childline Website .

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Term	Definition	Further Information
Sexual Harassment	The Equality Act 2010 defines sexual harassment as unwanted conduct of a sexual nature that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment for them. This definition includes situations where someone is treated less favourably because they have rejected or submitted to such conduct, or because of their sex or gender reassignment.	More information is available on the Citizens Advice website
Sexual Violence	A term used to describe any unwanted sexual contact or activity, including rape, assault by penetration and sexual assault.	Information on support is available on the NHS website
Significant Harm	A child or vulnerable adult may be at risk of significant harm and require support. According to the Children Act 1989 section 47(1), significant harm is the threshold which justifies an intervention into family life, in the best interest of the children.	
So-called honour-based violence/abuse	Often a cultural issue, so-called honour-based violence, or abuse is any act of violence or abuse which takes place in the name of "honour".	More information on honour-based abuse is available on the Metropolitan police website .
Substance abuse	Where someone becomes involved in the use of illegal substances or forms a dependency on any substance.	More information is available on the NHS website
Trafficking	When a person is moved from one location to another (for instance, from overseas to the UK) for the purpose of exploiting that person. They may be exploited for different reasons, for instance, for labour, cultural reasons (a forced marriage), criminal activity or for sex.	More information is available on the NSPCC website

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Term	Definition	Further Information
Upskirting	A highly intrusive practice, which typically involves someone taking a picture under another person's clothing without the knowledge, with the intention of viewing their genitals or buttocks (with or without underwear).	More information on upskirting and what to do if you are affected by it can be found on the UK government website

All of the above should be reported to safeguarding@ube.ac.uk. In an emergency, you may report the concern to the police in the first instance, informing the Safeguarding team immediately after.

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Appendix B – Safeguarding Referral Form

The following form has been created to support the University staff/students to make a referral to the safeguarding team. It is not compulsory that reports are made using this form; however, staff must ensure that all information requested from the form is included in their report.

1. Name of Referrer:	
2. Date of Referral:	
3. Name of the person/people you are concerned about:	
4. Please provide a student number if available	
5. If the student has a preferred contact email/phone that is not listed on Evision please provide this	
6. Did the person you were concerned about approach you to raise the concern (if yes, please answer questions 7-9)?	
7. Date and time of conversation:	
8. Location of conversation / method of communication:	
9. People present for conversation	
10. Describe your concern providing as much factual detail as possible. If a conversation has taken place with a student, please recount this as accurately as possible using exact words:	

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Appendix C – Staff Responsibilities

Staff can contact the Designated Safeguarding Lead (DSL) and safeguarding officers for advice or guidance by contacting safeguarding@ube.ac.uk or by calling 01184672400. The table below is for information only, and the Safeguarding Team Email and Phone number should be used if you need to contact anyone in the Safeguarding Team.

Role	Name	Job title	Contact	Qualification
Nominated Trustee for safeguarding	Jules Quinn	Trustee	EA contact l.hughes@ube.ac.uk	
Executive Lead – Overall oversight and reporting to Board	Jane Fawkes	Deputy Vice Chancellor	EA contact g.murphy@ube.ac.uk	Level 5 Safeguarding for Leaders and Managers
Senior Leadership Lead – Reporting to SLT	Sophie Elliott	Director of Student Services	safeguarding@ube.ac.uk	Level 5 Safeguarding for Leaders and Managers
Designated Safeguarding Lead – Management and Oversight of Student Cases	Richard Higgins	Head of Disability and Welfare	safeguarding@ube.ac.uk	Level 4 Advanced Designated Safeguarding Lead
Deputy Designated Safeguarding Lead	Leanne Atack	Safeguarding and Welfare Manager	safeguarding@ube.ac.uk	Level 4 Advanced Designated Safeguarding Lead
HR Point of contact for safeguarding	Lisa Wilks	Director of HR	askhr@ube.ac.uk	