

**Imperial College Union
Board of Trustees / 23 July 2025**

Safeguarding Assurance Report

Author(s): Tom Newman (Managing Director)
Purpose: To provide assurance to the Board about its safeguarding duties.
Decision(s): To note

1. Context and Summary

The Board approved the Union's safeguarding policy in July 2024, including delegation of the operational code of practice to the management committee. The safeguarding policy aims to ensure that the organisation meets its obligations with regards to its safeguarding duties.

The Union has improved its safeguarding policy and its operational adoption. This is evident in the training and reporting logs. The Board can be assured that it is meeting its legal requirements by having an appropriate policy and high degree of evidence that it is being implemented.

2. Safeguarding Governance

The policy is reviewed currently on an annual basis by the Board. The Board are asked to review the policy which has no updates from the previous iteration, the Board should then consider whether this policy should continue to be reviewed on an annual or less frequent basis.

Management Committee review the safeguarding code of practice annually which will inform training requirements for 2025/26. The Union reports to the University's safeguarding committee and will next do so in November 2025.

3. Training and Awareness

The Union currently has 100% completion of the University's online safeguarding training for its permanent staff team.

Further bespoke training has been undertaken for all permanent staff with regards to their responsibilities under the safeguarding policy and the code of practice. This was undertaken for all staff at an all staff training session in October 2024. A follow up session for new starters was undertaken in May 2025. 85% of permanent staff have attended this training.

Relevant safeguarding training was also run for 80 student group committee members in September 2024.

The training for student leaders covered the following:

- New Union Policy & Procedures for Reporting
- High-Level Principles and Definitions of the Concept
- Responsibilities of staff
- Example role plays
- How to handle disclosures

4. Incident Reporting

There has been the introduction of a clearer procedure for responding and reporting to safeguarding concerns. Any safeguarding concerns should be reported via the Union's

safeguarding log. 7 safeguarding concerns have been reported in 2024/25. One escalation was made to the University’s safeguarding lead. Where there was no escalation, this was after an assessment made by the Union’s safeguarding lead and the reporting party.

Report Date	Nature of Report	Action Taken
18/11/2024	Advice Service Interaction	No escalation
27/11/2024	Activities Team Interaction	Not a safeguarding risk
28/1/2025	Advice Service Interaction	Referred to University Safeguarding Lead
25/2/2025	Activities Team Interaction	No escalation
10/3/2025	Activities Team Interaction	No escalation
21/3/2025	Advice Service Interaction	Not a safeguarding concern, advised to make complaint to the University
13/5/2025	Activities Team Interaction	Referred to Faculty Welfare Team

5. Risk Management

The Union as part of its risk management framework includes its safeguarding risk in its strategic and operational risk registers. The next review of the strategic risk register will occur at the September 2025 Board meeting.

6. Partnership and Referral Arrangements

Currently the Union is a member of the University’s Safeguarding Committee, and all Union staff are invited to the annual continue professional development exercise.

The Union provide an update and assurance report to the University annually.

The referral arrangements are codified in the code of practice, with clear escalation routes included in all staff and student training. The Union Managing Director reports all confirmed safeguarding reports to the University’s Director of Student Services.

7. Policy and Process Improvements

The code of practice will be reviewed in August 2025 pending the re-approval of the Safeguarding policy.

8. Future Actions and recommendations

The implementation of the policy and code of practice has been successful however there are still the following actions to be undertaken:

- In person training records to be improved to improve reporting.
- Follow up survey to all training participants to check knowledge and understanding.
- Union strategic risk register and department risk registers to be reviewed to include specific reference to safeguarding.
- Assurance and improved record keeping of external clients with regards to their safeguarding procedures.
- Tailored training to Venues, Advice and Activities teams with regards to safeguarding to be conducted annually.
- Improved casual staff training record keeping.
- Security review recommendations to be implemented.