Imperial College Union
Board of Trustees / 29 July 2026

Safeguarding Assurance Report

Author(s): Tom Newman (Managing Director)
Purpose: To provide assurance to the Board about its safeguarding duties.
Decision(s): To **note** and to re-**approve** the Safeguarding Policy

1. Context and Summary

The Board reapproved the Union's safeguarding policy in July 2025, the policy was initially created and approved in July 2024 which also included 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 continued its work to implement its safeguarding policy. 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**, and **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 2026/27. The Union reports to the University's safeguarding committee and will next do so in November 2026.

3. Training and Awareness

The Union currently has 95% 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 in April 2026 as mandatory for new starters and open to all staff as a refresher course. As of April 2026 all staff have undertaken the ICU training. A new feedback mechanism was implemented after training to gauge understanding levels and to inform next year's training.

Relevant safeguarding training was also run for student group committee members in September 2025.

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. 18 safeguarding concerns have been reported in 2025/26 (7 in 2024/25). Two escalations were made to the University's safeguarding lead. One safeguarding risk was identified related to an under 18 accessing the advice service, this was managed after mitigations applied based on a risk assessment and following ICU advice service protocols for under 18s. 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
17/9/2025	Advice Service Interaction with Withdrawn Status Student	Not a safeguarding risk, referred to University
18/09/2025	Advice Service Interaction	Not a safeguarding risk, Referred to University Mental Health Intervention Team
22/09/2025	Advice Service Interaction	Not a safeguarding risk, Referred to University Mental Health Intervention Team
29/09/2025	Advice Service Interaction	Referred to University Safeguarding Lead, Referred to University Mental Health Intervention Team
06/10/2025	Union Complaint Submission: Behaviour in Student Group	Not a safeguarding risk, Managed under Union Complaint Procedure
19/12/2025	Advice Service Interaction	Not a safeguarding risk, Referred to University Mental Health Intervention Team
13/01/2026	Advice Service Interaction	Not a safeguarding risk, Referred to University Mental Health Intervention Team
20/01/2026	Union Complaint Submission: Behaviour in Student Group	Not a safeguarding risk, Managed under Union Complaint Procedure
22/01/2026	Union Complaint Submission: Behaviour in Student Group	Not a safeguarding risk, Managed under Union Complaint Procedure
05/02/2026	Advice Service Interaction	Not a safeguarding risk, Referred to University Mental Health Intervention Team
17/02/2026	Advice Service Interaction	U18 need advice service support, additional risk controls put in place and service provided

19/02/2026	Union Complaint Submission: Non Union Complaint	Not a safeguarding risk, Referred to University Complaint Procedure
19/02/2026	Union Complaint Submission: Non Union Complaint	Referred to University Safeguarding Lead, Referred to University Complaint Procedure
05/03/2026	Advice Service Interaction	Not a safeguarding risk, Referred to University Mental Health Intervention Team
24/03/2026	Advice Service Interaction	Not a safeguarding risk, Referred to Department Wellbeing Adviser
17/04/2026	Advice Service Interaction	Not a safeguarding risk, Referred to University Mental Health Intervention Team
01/05/2026	Advice Service Interaction	Not a safeguarding risk, Advice requested out of scope
02/07/2026	Union Complaint Submission: Non Union Complaint	Not a safeguarding risk, Referred to University Complaints procedure

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 2026 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 2026, and it's recommended that the Safeguarding Policy will now be reviewed by the Board on a triennial basis.

8. Future Actions

Below is an action plan based on the 2025 and 2026 assurance reports: -

Action	Update	Status and Owner
In person training records to be improved to improve reporting.	All staff have safeguarding training as part of their online training record allowing for completion reports.	Complete
Follow up survey to all training participants to check	In training feedback gathered including level of	Partially complete. Owner Tom Newman.

knowledge and understanding.	understanding and confidence. Feedback to be shared with Operational Managers to inform 2026 training needs in August 2026.	
Union strategic risk register and department risk registers to be reviewed to include specific reference to safeguarding.	Risk register includes safeguarding, and all managers include specific safeguarding risk detail in department level risk capture.	Complete
Assurance and improved record keeping of external clients with regards to their safeguarding procedures.	Clients provide safeguarding assurance as part of booking.	Complete
Tailored training to Venues, Advice and Activities teams with regards to safeguarding to be conducted annually.	Currently only all staff training provided. Safeguarding training plan finalised August 2026.	Partially Complete. Owner Tom Newman
Improved casual staff training record keeping.	Training records kept for Venues casual staff but not across all casual roles. Casual staff safeguarding plan to be developed for August 2026.	Partially Complete. Owner Tom Newman
Security review recommendations to be implemented.	Partly achieved, but physical security improvements not yet implemented.	Partially Complete. Owner Rob Pegg
New Actions 2026		
Develop advice service protocol for withdrawn or interruption status students by September 2026		Owner Advice Manager Henry Setter
Develop advice service protocol for students unwilling to be referred to University's Mental Health Intervention Team (subject to legal advice). Seek legal advice by September 2026.		Owner Advice Manager Henry Setter
University to audit ICU Safeguarding policy and compliance providing recommendations by January 2027.		Owner Tom Newman
Strengthen Union Safeguarding Log reporting		Owner Clem Jones

through the introduction of a new log for each academic year, improving traceability and year-on-year oversight by August 2026		
Regular Safeguarding review at Operational Management Group and Management Committee including training requirement input by August 2026.		Owner Clem Jones
Appoint deputy designated safeguarding lead(s) in ICU by September 2026		Owner Tom Newman
Source training for designated safeguarding leads and any deputies by September 2026.		Owner Tom Newman
Board to agree position on Effectiveness Review recommendation for a Trustee Safeguarding Lead by September 2026		Owner Tom Newman

9. Recommendation

Board is invited to:
i. note the intended action plan above
ii. reapprove the Safeguarding Policy (overleaf)
iii. decide whether to move to reviewing/reapproving the policy on a triennial basis moving forward, or whether to retain an annual review/reapproval schedule
iv. note that the Code of Practice will be reviewed by Management Committee on 17 August.