



Safeguarding Policy (HE)

Version	1
Owner	Student Engagement and Experience Committee
Approving body	Board of Directors
Date approved	10 June 2026
Effective from	1 July 2026
Review frequency	Three years
Review date	1 July 2029

See Appendix A for version history

Safeguarding Policy (HE)

1. Purpose

- 1.1. Boomsatsuma Education Ltd ('Boomsatsuma') is committed to providing a safe, inclusive and respectful environment for all students, staff, visitors, partners and guests involved in its higher education (HE) provision.
- 1.2. This policy sets out Boomsatsuma's approach to safeguarding within HE, including arrangements for reporting and responding to concerns, student support and wellbeing, and the management of safeguarding and Prevent responsibilities.
- 1.3. Boomsatsuma recognises that safeguarding is everyone's responsibility and that concerns relating to wellbeing, vulnerability, abuse, exploitation or radicalisation should be responded to promptly, proportionately and supportively.

2. Definitions

- 2.1. For the purposes of this policy, 'safeguarding' refers to the actions taken to protect the wellbeing, safety and rights of individuals and enable them to live free from harm, abuse, neglect, coercion or exploitation.
- 2.2. 'Prevent' refers to the duty under the Counter Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism.

3. Scope

- 3.1. This policy applies to all higher education students and to staff, visiting lecturers, contractors, partners, guest speakers and other individuals involved in the delivery or support of Boomsatsuma's higher education provision.

- 3.2. The policy applies to Boomsatsuma-led higher education activity, including teaching and learning, productions and shoots, placements and industry activity, trips and visits, online learning spaces, and social or enrichment activity.
- 3.3. Appropriate safeguarding and risk management considerations will apply to placements, productions, trips and external activity where relevant. Health and safety requirements for such activities are addressed separately through Boomsatsuma's Health and Safety Policy [\[Link\]](#) and associated procedures.

4. Principles

- 4.1. Boomsatsuma is committed to promoting a culture of dignity, inclusion and mutual respect in which students feel safe, supported and able to raise concerns. Concerns relating to student wellbeing, safety or vulnerability will be taken seriously and responded to fairly, proportionately and sensitively.
- 4.2. Boomsatsuma will maintain clear reporting routes, provide appropriate staff training, and work with external agencies where necessary to support student safety and wellbeing. In carrying out these responsibilities, Boomsatsuma will also uphold freedom of speech and academic freedom within the law.
- 4.3. Safeguarding arrangements within higher education are intended to support student safety, wellbeing and participation through a proportionate, risk-based and supportive approach.
- 4.4. Whilst the majority of higher education students are adults, Boomsatsuma recognises that some students may be under the age of 18 at the point of application or entry. Appropriate safeguarding arrangements will be maintained to support the safety and wellbeing of students who are legally children, taking account of their age, circumstances and the nature of the provision.

- 4.5. All staff are expected to act appropriately on concerns relating to student safety, wellbeing or vulnerability and to escalate concerns in accordance with this policy.
- 4.6. Safeguarding concerns may arise in many forms and can include mental health and wellbeing concerns, harassment or discrimination, bullying or online abuse, coercive or controlling behaviour, stalking, hate incidents, exploitation, self-harm, suicidal ideation, domestic abuse, and concerns relating to radicalisation or vulnerability to extremist influence.
- 4.7. Safeguarding responses are intended primarily to support student wellbeing and safety, although concerns may also lead to separate disciplinary, misconduct or Wellness to Study processes where appropriate.

5. Safeguarding and Student Support Arrangements

- 5.1. The Student Engagement and Experience Committee maintains oversight of safeguarding arrangements and matters for higher education, reporting through to the Academic Board as appropriate.
- 5.2. The Head of Higher Education is responsible for overseeing safeguarding, student support and Prevent arrangements within higher education provision and for ensuring that appropriate arrangements are in place for reporting, responding to and managing concerns.
- 5.3. The Student Support and Wellbeing Team coordinates safeguarding, student support activity within higher education provision. Responsibilities include receiving and managing reports and concerns, coordinating support for students who may be at risk or in crisis, maintaining appropriate arrangements for record-keeping and information sharing, and supporting staff in responding to safeguarding concerns.
- 5.4. The Designated Safeguarding Lead provides specialist safeguarding advice and support where required and may be consulted in relation to complex or

high-risk cases, concerns involving students under the age of 18, referrals to external agencies, or where specialist safeguarding expertise is required. The DSL also acts as Boomsatsuma's Prevent Lead and provides advice and support in relation to Prevent-related concerns.

- 5.5. Boomsatsuma may work with external agencies and services, including healthcare providers, local authorities, the police, Prevent partners and other specialist support services, to support student safety and wellbeing.
- 5.6. Boomsatsuma will maintain appropriate workforce safeguarding measures, including safer recruitment practices and, where appropriate, criminal record checks in accordance with organisational requirements and relevant legislation.
- 5.7. Boomsatsuma will take reasonable steps to ensure that students are aware of safeguarding and related arrangements. Information relating to safeguarding and available support may be provided through induction activities, course handbooks, student communications and other appropriate channels. Safeguarding arrangements form part of Boomsatsuma's wider Student Support and Wellbeing Framework. Boomsatsuma seeks to maintain clear and accessible routes to support and to avoid unnecessary duplication of reporting and support processes. Students will normally be able to access safeguarding, wellbeing and related support through a coordinated support framework, with appropriate referrals made where specialist support is required.

6. Prevent Duty

- 6.1. Boomsatsuma recognises its responsibilities under the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism.
- 6.2. Boomsatsuma adopts a safeguarding-led and supportive approach to Prevent. Concerns relating to radicalisation are managed through Boomsatsuma's

safeguarding and student support arrangements and are responded to in a proportionate, supportive and risk-based manner.

6.3. Boomsatsuma will:

- Provide appropriate Prevent awareness training for staff
- Promote respectful debate, critical thinking and digital literacy
- Undertake proportionate assessment and management of risks relevant to its Prevent responsibilities
- Maintain appropriate arrangements for reporting, escalating and responding to concerns relating to radicalisation
- Work with external partners where necessary and proportionate.

6.4. The Designated Safeguarding Lead, acting as Boomsatsuma's Prevent Lead, is responsible for coordinating Prevent-related training, guidance and support for staff.

6.5. The People and Staffing Committee maintains oversight of Prevent arrangements across the organisation.

6.6. Boomsatsuma is committed to upholding freedom of speech and academic freedom within the law. Prevent arrangements are intended to support student safety and wellbeing while enabling lawful discussion, debate and the exchange of ideas. Further information relating to freedom of speech and academic freedom is set out in the Freedom of Speech Policy and Code of Practice [\[Link\]](#), Academic Freedom Statement (HE) [\[Link\]](#) and External Speaker Procedure (HE) [\[Link\]](#).

7. Harassment and Sexual Misconduct

7.1. Boomsatsuma is committed to promoting an environment in which harassment, sexual misconduct, abuse, discrimination, bullying and victimisation are not tolerated. The provider will maintain appropriate arrangements for the prevention, reporting, investigation and management of

harassment and sexual misconduct, together with support for students affected by such behaviour.

- 7.2. Students are encouraged to report concerns whether experienced directly, witnessed or disclosed by another person.
- 7.3. Students raising concerns will normally be offered appropriate support, guidance and signposting. Students may access support, guidance and signposting whether or not they choose to make a formal report or complaint.
- 7.4. Boomsatsuma will not tolerate retaliation or victimisation against individuals who raise concerns in good faith.
- 7.5. Further information relating to reporting, support, investigation and resolution processes is set out in the Harassment and Sexual Misconduct Policy (HE) [\[Link\]](#). Expectations relating to personal and intimate relationships involving staff and students are set out in the Personal Relationships Policy (HE) [\[Link\]](#).

8. Reporting Concerns

- 8.1. Students and staff are encouraged to raise safeguarding concerns as soon as possible. Concerns may be reported to a member of the Student Support and Wellbeing Team, the Head of Higher Education, or any member of staff. Concerns may also be raised via studenthelp@boomsatsuma.com, which is monitored during normal working hours.
- 8.2. External parties, including parents, placement providers, employers, contractors and members of the public, may raise safeguarding concerns via safeguarding@boomsatsuma.com.
- 8.3. Concerns and disclosures will be responded to appropriately and shared with relevant staff in accordance with safeguarding arrangements.

- 8.4. Where there is an immediate risk of harm, emergency services should be contacted.
- 8.5. Boomsatsuma may share information with appropriate external agencies where necessary to protect individuals, manage risk or fulfil legal responsibilities.

9. Training

- 9.1. Boomsatsuma will provide appropriate safeguarding and Prevent training, information and guidance to support staff in carrying out their responsibilities under this policy.
- 9.2. All staff are expected to familiarise themselves with this policy and any associated safeguarding procedures and guidance relevant to their role.
- 9.3. Training may include:
- Safeguarding and student wellbeing
 - Prevent Duty responsibilities
 - Recognising, reporting and responding to safeguarding concerns.
- 9.4. Additional training and guidance may be provided to staff with specific safeguarding responsibilities.
- 9.5. Training and guidance arrangements will be reviewed periodically to ensure they remain appropriate and effective.

10. Confidentiality and Information Sharing

- 10.1. Safeguarding information will be handled sensitively and shared only where necessary and appropriate.

- 10.2. Information will normally be shared on a need-to-know basis to support student safety, wellbeing and effective safeguarding responses.
- 10.3. Boomsatsuma recognises that information may need to be shared internally or with appropriate external agencies where there are safeguarding concerns, risks to an individual's safety or wellbeing, or other legal or regulatory responsibilities.
- 10.4. Information sharing will be carried out in accordance with applicable data protection legislation and organisational requirements.

11. Review

- 11.1 This Policy will be reviewed periodically by the Student Engagement and Experience Committee to ensure it remains aligned with relevant legislation, regulatory expectations, and provider practice.

Appendix A – Version History

Version	Date	Changes
1	10 June 2026	New draft