

Student Safeguarding Policy

Policy Owner	Vice Chancellor for Academic Affairs	Responsible Office	Deanship of Student Services Student Disciplinary Committee
Approved By	Chancellor	Effective Date	October 2024
		Next Review Date	October 2027

Ajman University is committed to safeguarding the wellbeing of its student population and provide a secure environment for all university members who uses its premises and services. This policy describes how the University will deal with:

- Concerns indicating that a vulnerable student may be at risk of abuse, and the action that the University may take to manage such concerns and provide support.
- Concerns raised that a student's welfare and safety are at risk and the action the University may take to manage such concerns and provide support.
- Concerns that a student is at risk of being drawn into radicalization, terrorism, or extremism and the type of action Ajman University may take to manage such matters and provide support.

All staff, faculty members and students whose roles and responsibilities include regular contact with students who are potentially vulnerable to any of the above concerns must be made aware of this Policy, Procedure and related guidance. The University Security Officers will receive appropriate training.

- Abuse includes all forms of physical or emotional ill-treatment, negligent treatment, or bullying, including cyberbullying.
- The University is committed to protecting vulnerable students from abuse and neglect and ensuring that all staff and faculty members are aware of their responsibilities concerning safeguarding, alert to safeguarding concerns and know how to respond to these concerns.
- The University will follow best practices by putting all reasonable structures in place to support safeguarding. It will take all concerns seriously, respond to concerns promptly and refers to the relevant external bodies as appropriate.
- Staff and faculty who have contact with vulnerable students directly should be alert to the possibility that a particular student may be at risk of or has experienced abuse or neglect. However, it is not the responsibility of staff or faculty members to investigate or establish that abuse or neglect has taken place.
- Anyone who may witness or become aware of information suggesting that abuse and neglect is or is at risk of occurring should inform the University Security Officer.
- Where safeguarding concerns arise within any external partner setting, e.g., practice placement/internship employer, it expected that the third-party organization should deal with the safeguarding matter within its policy and procedures, involving external bodies as appropriate. When a concern that a University staff, faculty member, or a student poses a safeguarding risk, following the third party's investigation where the concern is substantiated, it should provide information to the University under this policy to enable appropriate disciplinary action to be taken.



- All University members whose roles and responsibilities include regular contact with potentially vulnerable students will receive training and guidance appropriate to their role. In addition, all staff will be made aware of this policy and procedures.
- In general, information is shared with the permission of the student; however, in cases where this may prejudice any subsequent investigation, information may need to be shared without permission. In all cases, information shared will be relevant, necessary and proportionate to the circumstances, and limited to those who need to know.
- The University will comply with any governmental requirements issued concerning safeguarding students from all forms of abuse.
- The University is committed to complying with any data protection legislation and regulations requirements.
- The University will refer any affected student, when necessary, to statutory services, preferably with the consent of involved persons. Such referrals will be proportionate and made based on identified and considered risks, including assessment of the impact of the referral on those involved.
- Staff dealing with safeguarding concerns should never promise confidentiality as information may need to be shared.
- The University reserves the right to take action under its disciplinary policies and procedures should it receives information that suggests a University staff, faculty member, or student conduct presents safeguarding concerns. In addition, following due process, the University may report the person involved who is deemed to pose a safeguarding risk to external bodies.
- The welfare of the students is a high priority for the University, and it remains aware of its duty to take reasonable steps to prevent harm, where that harm is within its reasonable control and other legal obligations.
- The University recognizes that there may be students who become vulnerable within its diverse student population at any given time. Therefore, the University and its members have a collective and individual responsibility to protect the wellbeing of these students.
- The University's response to concerns will be supportive, and those affected by welfare concerns will be offered support from within the University or externally.
- All staff and faculty members will be made aware of this policy and procedure. Support will be available for any enduring impact of the exposure to the concern.
- When concerns are severe to the extent that the situation is critical or an emergency, the University may decide to share information with the student's emergency contact.
- There may be circumstances the University will need to disclose certain information to third parties on a need-to-know basis in order to protect a student's welfare such as the health services and the Police. Where possible, information will be shared with the student's consent, but the University reserves the right to refer without consent.
- Confidential information will only be shared with the agreement of an appropriate senior manager. However, staff dealing with welfare concerns should never promise confidentiality as information may need to be shared. Referrals to third parties will be proportionate and made based on identified and considered risks, including assessing the impact of the referral on those involved.

- Effective safeguarding depends on effective partnership and information sharing. It isn't everyone's responsibility to investigate concerns, but it is everyone's responsibility to share concerns appropriately. Immediate sharing of information is key to providing an effective response to these concerns.
- Although the privacy of reporters and other involved parties will be protected as much as possible, confidentiality cannot be guaranteed. There may be circumstances where as part of a due process, a reporter's identity, where known by the University, may need to be shared with the student and other relevant parties.
- Welfare concerns should be reported to security personnel on campus, who would report to their Supervisor.
- The Supervisor will be able to receive confidential information but will not share any information already held.
- The Supervisor may provide an immediate on-campus response and assist in contacting the emergency services where necessary.
- There may be circumstances where a student's physical or mental health may indicate that they pose a risk to themselves, to other students or to the activities of the University. Those cases may be managed through the Student Counseling Office to help provide support and assess the student's fitness to continue his studies.
- The University is committed to protecting students from being drawn into terrorism and to ensuring that all staff, faculty members, and students are aware of their responsibilities in relation to the prevention of radicalization and know how to respond to related concerns.
- The University has an obligation to protect its students against extremism and in particular those who may be susceptible of being drawn into violent extremism or crime. Concerns raised may include student vulnerability to extremist activity on-campus or in local areas, such as propaganda materials, flyers, and stickers.
- This policy is not directed against any specific ideology, religion, or any other set of beliefs. This policy does not allow for any individual or group of individuals to be marginalized, stigmatized or excluded from the learning and research community.
- Radicalization is a process by which individuals become supportive of terrorism or extremist ideologies. If a staff, faculty member, or student has any significant concern about a student beginning to support or express terrorist or violent extremist views, they should raise them with the University Security Officer, who can work together with the relevant internal and external bodies to address these concerns.
- There is no fixed set of characteristics of a person that indicate that he/she is likely to be involved in extremism, or for a person who adopts violence in support of their particular ideology. However, a number of possible behavioral indicators are listed below that can help University members to raise terrorist or extremist concerns:
 - Use of extremist language
 - Possession of extremist material
 - The expression or support of extremist ideas
 - Promoting or supporting violent actions
 - Attempting to recruit others to adopt an extremist ideology

- Where such concerns are raised about a student that indicates a risk to the safety of the student, this should be reported to the University Security Officer.
- University members dealing with such concerns should never promise confidentiality as information may need to be shared with other relevant bodies.
- Restricting access to particular websites where guidance from external organizations indicate that they could pose a risk to students, increase the likelihood of cyber-bullying, or radicalization.
- In general, information will normally be shared with the consent of the student involved. However, where there are concerns that seeking consent from the student would increase the risk to the student or others, or prejudice any subsequent investigation, information may need to be shared without consent. In all cases, information shared will be relevant, necessary and proportionate to the circumstances, and limited to those who need to know.
- The University will comply with any requirements stipulated by governmental authorities in dealing with radicalization, terrorism, and extremism.
- Radicalization, terrorism or extremism concerns should be reported to security personnel on campus, who would report to their Supervisor.
- The Supervisor will be able to receive confidential information but will not share any information already held.
- The Supervisor may seek external advice without identifying the individual. If following assessment of the concerns raised, it is found that there is a risk with regard to radicalization, terrorism or extremism, the individual will be spoken to, and if the concerns are substantiated, the matter will be referred to external bodies. If no risk with regard to terrorism or extremism is found, the student, if appropriate, will be referred to an alternative University support services such as the Student Council or Counseling Office.

Document History

Version	Date	Update Information	Author/Reviewer
V 1.0	04/07/2021	Initial Policy	Student Disciplinary Committee
V 1.1	03/10/2024	The policy has been renewed without changes	Student Disciplinary Committee