

Safeguarding Guidance for Student Group Committees

This guide is for student group committee members. It explains what safeguarding is, what your role is, and what to do if you're worried about someone. You are not expected to be safeguarding experts or to deal with situations on your own. Your job is to notice concerns, act responsibly, and involve the Students' Union when needed. If in doubt: tell the SU.

What is safeguarding?

Safeguarding means helping to keep people safe from harm, abuse, neglect, or exploitation. This can include:

- physical or sexual harm
- controlling or abusive relationships
- financial exploitation
- neglect or unsafe situations
- serious risks to someone's safety

Safeguarding is different from everyday wellbeing or welfare issues. Someone feeling stressed, homesick, or struggling with coursework is usually a welfare concern. If there is risk, abuse, or harm, it becomes a safeguarding concern. If you're not sure which it is: report it anyway.

KSU has a Safeguarding Policy that applies to all student groups. It sets out:

- How safeguarding works at KSU
- Who is responsible
- How concerns are handled

[Check out the policy here:](#)

The University also provides guidance and support in relation to Safeguarding:
[Safeguarding | Kingston University London](#)

Your role as a committee member

As a committee member it is your responsibility to:

- Help create a safe and welcoming environment

- Follow any safeguarding rules agreed with the SU and adhere to the policy
- Report concerns as soon as possible
- Keep clear boundaries with members

What you must not do:

- Promise confidentiality
- Investigate or try to fix safeguarding issues yourself
- Share concerns with other students unnecessarily

If something doesn't feel right, tell the SU.

Under 18s in Student Groups

Some Kingston students are under 18. They are welcome in student groups, but extra safeguarding rules apply. Key things to know:

- Under 18s can't automatically join a group
- They must reach out to the SU before they take part
- Safeguarding controls will be agreed with the committee before confirming membership. This will include things like:
 - Under 18s are not able to attend alcohol focused events
 - If you have a coach or instructor, they should have a DBS check
 - Under 18s should not be left alone 1:1 with another adult or committee member

If an under 18 has reached out to you as they want to join your group. Get in touch with us at the SU and we can arrange the next steps.

What to do if you're worried about someone

You might become worried if:

- someone tells you something concerning
- you notice behaviour that feels unsafe
- you're unsure whether someone is okay

If someone tells you something worrying, stay calm and listen, thank them for telling you and don't promise confidentiality. Then please complete the [KSU Safeguarding](#)

[Form](#) as soon as possible or reach out to the SU. If someone is in immediate danger, call 999 or University Security.

Safeguarding and Risk Assessments

Safeguarding should be part of every event or activity you plan. When completing a risk assessment, think about:

- who is attending (including under-18s)
- where the activity is taking place
- whether alcohol is involved
- supervision and boundaries
- what to do if someone raises a concern