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GBS Safeguarding Policy

Global Banking School

Document title	GBS Safeguarding Policy
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Amendment History				
Version	Date of approval	Effective date	Amendments made	Author
V3.1	March 2023	June 2023	The Safeguarding Policy was revised with the Prevent Duty removed. • The title has been changed to GBS Safeguarding Policy • Prevent Duty content has been removed • Clear outline of purpose and scope • Related policies and references updated • Guidance on how to refer • Updated process of escalation • Useful information section updated.	Loretta Miller, Head of Student Wellbeing and Safeguarding
V3.1	Dec 2024	Dec 2024	Minor editorial changes	
V3.2	July 2026	01-08-2026	Minor editorial changes in the light of new policy template	

Related GBS policies

- GBS Data Protection Policy
- GBS Equality and Diversity Policy
- GBS Freedom of Speech Code of Practice
- GBS Anti-Harassment and Anti-Bullying Policy
- GBS Student Disciplinary Policy and Procedure
- GBS Staff Disciplinary Policy
- GBS Email Use Policy
- GBS CCTV Policy and Procedure
- GBS Social Media Policy
- GBS Whistleblowing Policy
- GBS Information Computing Technology (ICT) Policy
- GBS Student Charter
- GBS Student Code of Conduct

External Reference Points

1. Information Commissioner's Office, Accessed online at: <https://ico.org.uk/>
2. UK Public General Acts, *Data Protection Act 2018*, Accessed online at: <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>
3. UK Public General Acts, *Computer Misuse Act 1990*, Accessed online at: <https://www.legislation.gov.uk/ukpga/1990/18/contents>
4. Care Act 2014: <https://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>
5. Human Rights Act 1998: <https://www.legislation.gov.uk/ukpga/1998/42/contents>
6. Safeguarding Vulnerable Groups Act 2006: <https://www.legislation.gov.uk/ukpga/2006/47/contents>

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1. Policy Statement

1.1 Global Banking School (GBS) recognises its responsibility to safeguard and promote the welfare of all individuals within its community. This policy sets out the principles, responsibilities, and procedures that GBS has adopted to protect young people and adults at risk from harm, abuse, neglect, exploitation, and discrimination. GBS is committed to providing a safe, inclusive, and supportive environment for all staff, students, apprentices, visitors, users of its facilities, and individuals participating in GBS-organised activities. We seek to foster a culture of respect, wellbeing, and vigilance, where safeguarding concerns are identified, reported, and addressed appropriately. Through effective safeguarding practices, GBS aims to create an environment that is conducive to learning, teaching, work, research, and personal development, ensuring that all members of the GBS community can participate safely and enjoy a positive and rewarding experience.

2. Purpose

2.1. This policy outlines GBS' commitment to safeguarding. Our aim is to safeguard the safety and wellbeing of the young people and adults at risk of harm, whilst at the same time protecting freedom of speech and embedding a commitment to the promotion of positive learning and community relations. With this aim in mind, we will:

- Publish guidance and procedures for identifying risk, reporting concerns and acting.
- Take all safeguarding concerns seriously and report them promptly to the relevant authority, where appropriate, including suspicions and allegations of exploitation, harm, or abuse
- Provide appropriate safeguarding training for student facing staff, which is regularly updated
- Prevent people who pose a risk of harm from studying and working at GBS

2.2. Staff should be aware of and be able to effectively respond to a range of safeguarding issues. The list given below is not intended to be exhaustive but is indicative of the types of issues that might lead a person to be deemed as 'vulnerable':

- Domestic violence
- Mental health issues
- Disabilities, including Learning Differences
- Homelessness

- Peer to Peer bullying

3. Scope

3.1. This policy applies to:

- All full-time, part-time, sessional and temporary staff employed by, or working on behalf of GBS
- All students studying at GBS
- Contractors and Consultants working for GBS
- All other individuals or groups including visitors who have been granted access to GBS, IT and facilities
- Young people aged under 18 years, and Adults at Risk (as defined by Section 42 of the Care Act 2014).

4. Definitions

4.1 Young people: references to “young people” in this policy means anyone under the age of 18 years.

4.2 Adult at Risk: GBS bases its definition of an “Adult at Risk” on that used within the Care Act 2014 and defines an Adult at Risk as someone over 18 years of age who (i) has needs for care and support; (ii) is experiencing, or is at risk of experiencing abuse or neglect; and (iii) as a result of those needs is unable to protect themselves against the abuse or neglect or the risk of it.

4.3 Safeguarding: in defining our approach towards young people, GBS draws on the definition used by the DfE in Keeping Children Safe in Education 2022 (KCSE). While KCSE only applies to schools and colleges, we will play our part in:

- Protecting young people from maltreatment.
- Preventing impairment of young people’s mental or physical health and development.
- Ensuring all young people in GBS have the best outcomes

4.4 Safeguarding Adults at Risk: while GBS is not subject to the provisions of the Care Act 2014, we draw broadly on this act to inform our policy on safeguarding Adults at Risk.

We will play our part to:

- Ensure that the rights of Adults at Risk are protected to enable them to live in safety, free from abuse and neglect
- Ensure the wellbeing of the Adults at Risk is promoted and that in deciding on any action to be taken we will consider their views, wishes, feelings and

beliefs, for example when considering whether to refer concerns to statutory bodies or when seeking support from charitable organisations.

5. Principles

- 5.1 Commitment to Safeguarding – GBS recognises Safeguarding as a fundamental responsibility and is committed to protecting the GBS community from harm, abuse, neglect, exploitation and discrimination.
- 5.2 Safety and Wellbeing – The safety and wellbeing of all members within GBS community is paramount and underpin all safeguarding activities and decisions.
- 5.3 Inclusive and Supportive Environment – GBS is committed to maintaining a safe, inclusive and respectful environment where individuals are treated with respect and can participate fully in learning.
- 5.4 Protection of Vulnerable Individuals – Particular attention will be given to safeguarding adults at risk, ensuring appropriate support and protection measures are in place.
- 5.5 Shared Responsibility – Safeguarding is everyone's responsibility. All are expected to contribute to creating and maintaining a safe environment.
- 5.6 Prevention of Harm – GBS will take proactive steps to prevent harm through awareness, training and maintaining a positive safeguarding culture.
- 5.7 Prompt response to concerns – All safeguarding concerns will be taken seriously, reported appropriately and managed in accordance with established procedures
- 5.8 Accessibility of Support – Individuals will have access to clear safeguarding guidance, reporting mechanisms and appropriate support when concerns arise.
- 5.9 Continuous Improvement – Safeguarding practices and procedures will be regularly reviewed to ensure they remain effective, proportionate and aligned with legal requirement.

6. Roles and Responsibilities

- 6.1 The Head of Student Wellbeing is the Designated Safeguarding Lead (DSL) for Global Banking School (GBS) and has overall responsibility for the strategic oversight, implementation, and monitoring of safeguarding arrangements across the institution.

GBS Safeguarding structure includes:

- **Head of Student Wellbeing & Safeguarding (DSL)** – strategic oversight and accountability.
- **Safeguarding Coordinator** – operational management and case coordination.

- **Safeguarding Officers** – local campus-based safeguarding contacts and first responders.

6.2 The Safeguarding Lead is responsible for promoting a culture of safeguarding, ensuring that safeguarding practices are embedded throughout GBS, and providing leadership on safeguarding matters. This includes ensuring that the Safeguarding Policy and all associated procedures are regularly reviewed, remain fit for purpose, and comply with relevant legislation, regulatory requirements, and sector best practice.

6.3 The Safeguarding Lead will oversee the management of safeguarding concerns, provide advice and guidance to staff and students, coordinate appropriate training and awareness activities, and liaise with external agencies where necessary to safeguard the welfare of young people and adults at risk.

6.4 The Safeguarding Coordinator supports the Designated Safeguarding Lead (DSL) in the effective implementation of safeguarding arrangements across Global Banking School (GBS), whilst overseeing Safeguarding Officers on campuses. Safeguarding Officers are designated members of staff that act as local points of contact for safeguarding concerns.

The Safeguarding Coordinator helps ensure that safeguarding practices are consistently applied throughout the institution. Responsibilities of the Safeguarding Coordinator include:

- Receiving, recording, and appropriately escalating safeguarding concerns and disclosures.
- Providing advice and guidance to staff, students, apprentices, and other members of the GBS community on safeguarding matters.
- Promoting safeguarding awareness and contributing to the delivery of safeguarding training and communications.
- Supporting the management and monitoring of safeguarding cases, ensuring that accurate and confidential records are maintained.
- Assisting with referrals to external agencies and partners where appropriate.
- Supporting the development, implementation, and review of safeguarding policies, procedures, and guidance.
- Monitoring safeguarding trends and reporting emerging risks or concerns to the Designated Safeguarding Lead.
- Working collaboratively with academic and professional services teams to promote a safe, inclusive, and supportive learning environment.

- Maintaining knowledge of relevant safeguarding legislation, guidance, and best practice to support institutional compliance.
- Ensure that all are aware of how to report a safeguarding concern. Any such concerns can be reported verbally, by scanning the QR code or via the GBS's Safeguarding email safeguarding@globalbanking.ac.uk

The Safeguarding Coordinator will work under the direction of the Designated Safeguarding Lead and contribute to ensuring that safeguarding remains a shared responsibility across the institution.

7. Policy Amendment and Administration

7.1 This policy may be amended by GBS at any time. If there are any queries relating to policy administration, please contact the Academic Standards and Quality Office at asqo@globalbanking.ac.uk.

8. Data Protection and Confidentiality

8.1 GBS is registered with the Information Commissioner's Office as a Data Controller. Details of the School's registration are published on the [Information Commissioner's website](#). GBS as a Data Controller implements appropriate technical and organisational measures to ensure that processing of personal information is performed in accordance with the UK General Data Protection Regulations (UK GDPR) and under the Data Protection Act 2018 (DPA).

9. Alternative Format

9.1 This policy can be provided in alternative formats (including large print, audio and electronic) upon request. For further information, or to make a request, please contact the Academic Standards and Quality Office at asqo@globalbanking.ac.uk.