



SAFEGUARDING POLICY

1. RATIONALE

- 1.1 The University of Saint Joseph, Macau, (the University) is committed to promoting wellbeing. In an effort to provide a safe and secure environment for all its faculty, staff, local and overseas students, employees, visitors, volunteers, agencies providing service in the university, to safeguard the University's integrity, the property, assets and resources of the University and facilitate the hiring authority to make prudent hiring choices based on more comprehensive job-related information, the University of Saint Joseph has implemented the Safeguarding Policy.
- 1.2 This policy describes the rationale, principles, purposes, practices, roles and responsibilities that underpin effective safeguarding in the University.

2. DEFINITION

- 2.1 Safeguarding in the context of the University of Saint Joseph is defined and understood, as a thought-out policy, measures and practices aimed at protecting people's health, safety, wellbeing and human rights within the context of the University activity, enabling all of us to learn, work and live free from harm and inappropriate behaviour.

3. PURPOSE

- 3.1 The purpose of the "Safeguarding Policy" is to enable the University of Saint Joseph to:
 - i. create and promote a safe and respectful environment enabling students, staff, visitors and members of the University community to learn, work and live free from harm, abuse, negligence or exploitation;
 - ii. ensure that safeguarding is evident at all levels and with a focus on possible abuses of power that might lead to bullying, harassment, or sexual misconduct;
 - iii. develop a culture that enables anyone to report concerns;
 - iv. monitor this policy to continually learn and improve our approach to safeguarding;

Note: for the purpose of working with minors or adults at risk, refer to "USJ Safeguarding Policy – Working with Minors/Adults at Risk Policy."

4. SCOPE

- 4.1 This policy applies to:
 - i. All University faculty, staff, local and overseas students, employees and visitors, volunteers, agencies providing service in the university, in or out the campuses of the University, or acting on the University's behalf;
 - ii. All activities/works taking places in the University campuses including face to face activities and activities delivered online (e.g., research, outreach or development programmes across our physical, digital and global campus).



5. POLICY CONTENT

This Policy is to be interpreted to further core principles of the University as an academic institution. The University pledge to academic freedom and freedom of expression, non-discrimination and promotion of diversity, safety of persons and property, fair and equitable treatment for all members of the University community, regardless of age, gender, disability, ethnic origin, care or socio-economic status have a right to be protected from all forms of prejudice or discrimination underpins this policy.

5.1 This Policy applies without exception across our programmes, staff, students and volunteers, focusing on prevention with proactive anticipation and mitigation hazard as far as is possible and to respond appropriately, with clear systems for reporting. To promote a shared understanding of the University's key principles of, approaches to, and practices about safeguarding, the University will:

- i. confirm that the University complies with legislation related to safeguarding;
- ii. establish safeguarding objectives and ensure that these policies and procedures are frequently revised through the internal audit process and performance review processes and in accordance with relevant legislation;
- iii. communicate the values/morals, ethics and standards of behaviour expected of all members of the University community;
- iv. respond appropriately to safeguarding concerns;
- v. provide intervention at the earliest possible opportunity in the least intrusive way;
- vi. develop and support a culture that promotes and enables anyone to report concerns;
- vii. monitor safeguarding protocol to identify and address any gaps or weaknesses;
- viii. recognize its duty to help the University members, through guidance, support and training, to understand their responsibilities regarding safeguarding;
- ix. articulate safe recruitment requirements so that all staff, students and volunteers have appropriate training and appropriate checks before activity commences (the following background checks must be completed as a condition of employment):
 - identity verification;
 - employment verification;
 - criminal history check;
 - medical examination (when required);
 - sex and violent offender registry check;
 - educational verification (when required);
 - license verification – includes certifications and professional credentials (when required);
- x. undergo extra background check, including if one was not conducted when initially hired or if a new background check is needed as a result of a transfer, promotion, or as required by the nature of the new position (e.g., reviews of credit records, motor vehicle records and other similar state or national searches);



- x. take a whole-university approach to mental health and create compassionate communities of students and staff where people feel empowered to disclose mental health difficulties, free from stigma;
- xi. ensure that people experiencing difficulties are identified early and that staff are trained and enabled to respond appropriately;
- xii. develop strong pathways to respond in the event of a suicide affecting the University community, including support for the bereaved and suicide postvention.
- xiii. provide as far as reasonably practicable, a safe environment for all its staff, students, visitors and agencies providing service in the University;
- xiv. maintain in-depth knowledge of safeguarding matters.
- xv. recognise that Safeguarding issues happen in both the physical environment, and, in the digital environment.

5.2 To articulate the University's commitment to wellbeing and safety, all University staff, students, volunteers, visitors, agencies providing service in the University in or out the University campuses will be requested to:

- i. be aware of the of this policy issued by the University of Saint Joseph and adhere to it taking all reasonable steps to prevent harm, harassment or abuse from occurring;
- ii. be aware of their duty to comply with the policy, and play an active role ensuring a safe environment for all.
- iii. recognise, respond and report concerns about the behaviour of staff, students, visitors, agencies providing service in the University and anyone representing the University in or out the campus which indicates they may pose a risk of harm to himself/herself, others, or the University;
- iv. uphold the same standards of behaviour online as those expected in face-to-face interactions;
- v. take all reasonable steps to prevent harm;
- vi. consider safeguarding within the design and delivery of all University activity;
- vii. be mindful that some individuals, particularly, children and adults at risk are inherently more vulnerable to harm, or abuse;
- viii. respond appropriately to safeguarding concerns;
- ix. co-operate fully with internal or external investigation into reported concerns.

6. ROLES AND RESPONSIBILITIES

The University embraces 'Towards Zero Harm' approach as it recognizes that our goal is to ensure the health and safety of our staff, students and visitors. Effective health and safety management is everyone's business and can only be achieved through co-operative effort at all levels of the organization and with high standards of quality and service. The safeguarding policy activities and operation of the University are directed and controlled through the Catholic foundation for Higher Education and its line management structures.



6.1 The Catholic Foundation for Higher Education:

The Catholic Foundation for Higher Education, as the title-holder of the University has a duty and accountability to ensure, so far as is reasonably practicable, the health safety and welfare at work of its staff, students and visitors and contractors by providing health and safety leadership, and ensuring adequate resources for the effective implementation and management of this policy.

6.2 The Executive Council:

The Executive Council is the lead for the overall Safeguarding Framework and is responsible for the application of the procedures, evaluation, monitoring, review, reporting and amendment associated with this Policy.

6.3 The Administrator:

The Administrator is expected develop safeguarding policies and maintain effective procedures regarding: physical injury and/or death, epidemic, environment welfare, fire, floods, the evacuation of buildings and other emergencies to secure the health and safety of staff, students and visitors and reduce the damage to property and environment. Likewise, it is the duty of the Administrator to support faculty, staff, students, and visitors with safeguarding concerns.

6.4 The Office of Students and Alumni Affairs (OSAA):

OSAA is responsible for the day-to-day management of the Safeguarding Policy and implementation of related procedures and support for matters relating to students and affirm a proactive approach to ensuring that students/alumni can actively manage their own health and wellbeing.

6.5 Technology, Facilities and Operation Office (TFO):

TFO is expected to provide and maintain a work environment without risks to health and safety (security protocol, safe structures and a harmless physical work environment, including lighting, ventilation, dust, heat and noise) carry out a health and safety inspection of the premises, recommend improvement where found unsatisfactory and ensure that remedial action is taken in response to the inspection.

6.6 Finance and Human Resources Office (FHRO):

FHRO is expected to ensure that the hiring of staff is done in accordance with this Policy, as well as, with the Working with Minors and Adults at Risk Policy and that all requirements are met before employment is offered. Similarly, it is the responsibility of FHRO to provide health and safeguarding orientation and training when needed to all USJ staff and students

6.7 Academic Affairs Office (AAO):

AAO is expected to advise on the admission of students in a vulnerable situation, health issues, and share information with the heads of OSSA, Residential Hall, Student Services and the relevant Dean of Faculty, School Centre, Unit, etc.;

6.8 Communication and Public Relations Office (CPRO):

It is the responsibility of CPRO to consult the Forum on Education Abroad 'Standards of Good Practice for Education Abroad' as a source in developing health and safety procedures and in coordination with OSAA establish safety protocols for all international and outbound students on exchange.

6.9 Halls of Residence Office (RHO):

The RHO is expected to enforce safeguarding procedures that support a safe learning, living, and



working environment by promoting health, safety, and emergency procedures, (in particular fire, typhoon, and/or building evacuation safety requirements) Enforce protocols to identify and report any vulnerable persons who could be potentially be exposed to or become victims of physical, sexual, mental abuse, bullying or harassment.

6.10 Deans, Program Coordinators, Heads of offices and units:

It is the responsibility of the Deans, Program Coordinators, Heads of offices and units ensure that safeguarding principles, obligations and actions contained in this Policy and the USJ Safeguarding Policy- Working with Minors and Adults at Risk” are understood, promoted and implemented and carried out in the academic departments/administrative units under their control.

6.11 Students:

All students must conform to the safety requirements and procedures of the University and co-operate fully with staff in the execution of the University’s safeguarding policies.

6.12 Individual members of Staff, visitors and others:

All persons who use University facilities and resources have a duty to make themselves conversant with the University’s safeguarding policies and any codes of practice and ensure they do not endanger themselves or anyone else affected by their acts or omissions.

6.13 Contractors/Vendors:

Contractors/Vendors are expected to make sure to comply with all the regulations of this policy and that of the “USJ Safeguarding Policy – Working with Minors and/or Adults at Risk” and with codes of practice when applicable.

7. RESPONDING TO A CONCERN

All University faculty, staff, students and/or volunteers must report immediately concerns related to the breach of this policy, ill behaviours (bullying and harassment, hate crime, discrimination and sexual misconduct, etc.) or other types of safeguarding concerns (prevent-related concerns, child protection concerns, risks to adults who are vulnerable), through the university’s proper safeguarding policies reporting system.

8. ENFORCEMENT

The University will enforce this Policy and monitor, in conjunction with other policies/code of conduct, etc., the welfare of staff, students, alumni, contactors, vendors and visitors, against prejudice, discrimination, harassment and violence on account of their race, sexual orientation, gender identity, faith or disability; appropriate University offices. Violations of this Policy or other related policies may result in disciplinary actions up to and including termination of employment or services, as applicable.

9. FALSE COMPLAINT AND FALSE INFORMATION

It is a violation of this Policy when a person knowingly or recklessly alleges a false complaint of harassment provides false information during the course of an investigation. The victim of a false complaint may file a counter-complaint. False complaints and false information shall be subject to investigation by the Committee.



10. LEGAL REMEDY

10.1 Everyone has the right to seek the appropriate legal remedies in a court of law.

- i. incidents of the nature of criminal offence shall be reported to the police department. The emergency number to contact the police is (853) 999 or (853)28577577;
- ii. after the complaint reports the incident to the police or starts the legal proceedings, the University shall suspend its investigation immediately;
- iii. after the completion of the police intervention or the legal proceedings, the University may decide, given the results of the police intervention or the legal proceedings, whether or not to resume the investigation and take a corrective action.

11. POLICY AWARENESS

The university will link to this policy electronically through websites designed to convey emergency or law enforcement information.

12. RELATED POLICIES AND PROCEDURES

This Policy should be read in conjunction with the following University policies and procedures:

- Working with Minors/Adults at Risk
- Staff Conduct Policy
- Anti-Harassment Policy
- Non-Retaliation Policy
- Non-Discrimination Policy
- Anti-Bullying Policy
- Adverse Weather Policy
- Emergency Evacuation and Operation Policy
- Outside Practice Policy

13.. DISCLAIMER

The University of Saint Joseph accepts no liability for any action taken, or consequences arising from any use of the material or any reliance made on the material.

Note: The right to interpret the provisions hereof rests with the Executive Council of the University.

Author: Administrator

Approved by: Executive Council

Approved on: 4 July 2023

Operational commencement date: 4 July 2023

Access Right: Public

Version number: 001