

# SAFEGUARDING POLICY AND PROCEDURES

## 1. Introduction & guiding principles

1.1 KMU Akademie aims to ensure a safe environment for all students, staff, and individual visitors who have access to the facilities and services. The environment includes physical (office, working environment, etc.) as well as psychological (communication culture, etc.) and social (non-discriminatory, etc.) factors.

1.2 This policy is intended to provide a framework for KMU Akademie & Management AG and contractors in the event that a security issue arises and is intended to provide a framework to prevent and respond appropriately to harm, abuse and exploitation.

1.3 A security management team is responsible for monitoring security at KMU Akademie (see 4.).

1.4 This guideline applies to KMU Akademie & Management AG.

1.5 KMU Akademie's security management is the central point of contact for staff, students, and guests of KMU Akademie in the area of security and provides support in emergencies. The team is available to advise on prevention issues (violence prevention, threat prevention, stalking, etc.).

1.6 The preparation of security concepts, risk assessment, and coordination of security measures at events, initial risk assessment and situation analysis in case of incidents, handling of offences, protection of material assets, identification of disruptive factors are also part of the tasks of security management. The concepts are reviewed at regular intervals.

1.7 KMU Akademie & Management AG is committed to ensuring that everyone who works at KMU Akademie understands their responsibilities for safety.

## 2. Protection of children, young people, and vulnerable adults

2.1 KMU Akademie recognises its particular responsibility to safeguard the welfare of vulnerable people, children, young people and vulnerable adults involved in activities at KMU Akademie. This is achieved by making appropriate arrangements to meet our duty to provide a safe and secure environment, to prevent abuse and to respond appropriately to suspected or reported abuse of children, young people or vulnerable adults.

2.2 By vulnerable persons we mean

- Children and young people under the age of 18,
- persons over the age of 18 who for any reason (e.g. ethnic or social, whether disability, age or illness) are or may be unable to protect themselves adequately from significant harm or exploitation.

### 3. Protection of all students

3.1 The framework of student protection at KMU Akademie & Management AG includes the protection of all students, including those over the age of 18.

3.2 This broader definition, which is not limited to meeting statutory and legal requirements, reflects the circumstances in which all students are at risk of significant harm, abuse or exploitation.

3.3 KMU Akademie & Management AG adheres to core values that are consistent with those underpinning the 'British Values' approach (e.g. Middlesex University), namely: putting students first, working together and achieving greater success through collaboration; acting with fairness, integrity, respect and purpose; and shaping the future through continuous improvement.

3.4 KMU Akademie & Management AG is committed to ensuring that students independently have the right to protection from significant harm, abuse, or exploitation and the right to be protected in their chosen activities. The protected characteristics, as defined in the Equality Act (2010), are: Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation.

### 4. Security management

4.1 The person responsible for security management can be contacted at [safeguarding@kmuakademie.ac.at](mailto:safeguarding@kmuakademie.ac.at) for all enquiries and concerns. Your enquiries and concerns will, of course, be treated in the strictest confidence.

4.2 The security management team consists of staff of KMU Akademie.

4.3 If a potential danger to oneself and/or another person is perceived, KMU Akademie & Management AG must be informed immediately (4.1). Measured by the degree of potential danger, a reaction and initiation of measures will take place.

Danger potential	low	intermediate	high
	There is no acute risk to students, staff, or visitors and no immediate impact is expected.	The danger cannot be assessed, there is a possibility that the danger will affect students, staff and visitors after 24h.	Acute danger, immediate action is necessary.
<b>Reaction</b>	enquire, evaluate	enquire, direct contact	Immediate direct contact, then and there
<b>Time of reaction</b>	48 hours	24 hours	immediately