



Approvals::

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Safeguarding Policy

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A. Scope

This policy applies to all staff, students, contractors, and visitors of Alfaisal University (AU). It covers anyone under 18 years old and adults who may be vulnerable or at risk when taking part in AU activities on or off campus.

B. Purpose

Alfaisal University is committed to:

- Keeping children and vulnerable adults safe from harm.
- Meeting Saudi legal requirements, including the Saudi Labor Law, Child Protection Law, and Law of Protection of Abuse.
- Making sure staff and students know how to act if they have concerns.

C. Legal Framework (Saudi Arabia)

- *Saudi Labor Law:*
 - No work for children under 15.
 - Limits work for those aged 15–18 (no dangerous or night work).
 - Employers must provide a safe workplace.
- *Child Protection Law:* Protects children from all forms of abuse and neglect.
- *Law of Protection of Abuse:* Protects children and adults from abuse, neglect, or exploitation.
- *Reporting Channels:* Ministry of Human Resources and Social Development (MHRSD) Hotline 1919, Police 999, Health Services 937.

D. Definitions

- *Child:* Anyone under 18 years old.
- *Young Worker:* Age 15–18, allowed to work under special rules.
- *Adult at Risk:* An adult unable to protect themselves from harm due to disability, illness, or circumstances.
- *Abuse:* Physical, emotional, sexual, financial harm, neglect, or exploitation.

E. Procedures

1. *Report Concerns Immediately*
 - If urgent: Call 999.
 - If non-urgent: Contact a **Local Safeguarding Officer (LSO)**.
 - You may also call the MHRSD Hotline (1919).
2. *How AU Prevents Harm*
 - Careful staff and volunteer recruitment.
 - No hiring children under 15; follow rules for young workers.
 - Risk assessments for all students, outreach, or research activities.
 - Parent/guardian consent for children in AU activities (research, photos, unaccompanied visits).
 - Contractors and service providers must follow safeguarding standards.
 - Training for staff and students on recognizing and reporting abuse.
3. *Confidentiality*
 - Records are stored securely.

- Information is shared only when needed to protect someone.

F. Key roles and responsibilities

1. University Leadership

- Ensure AU's compliance with Saudi law and safeguarding best practice.
- Allocate sufficient resources for training and implementation.

2. Local Safeguarding Officers (LSOs)

- Provide first-line support and advice on safeguarding matters.
- Maintain a register of safeguarding contacts (**published on the AU intranet**).
- Promote safeguarding awareness and training.
- Escalate cases to external authorities when required.
- Ensuring information provided to children and adults at risk is accessible and age appropriate.

3. All Staff and Students

- Must read, understand, and comply with this Policy.
- Report safeguarding concerns promptly and responsibly.
- Cooperate with investigations and safeguarding procedures.

G. Reporting Steps (Simple Guide)

- Notice concern.
- If urgent → call 999.
- If not urgent → tell the LSO.
- LSO may report to MHRSD (1919) or other authorities.
- AU supports the person at risk and keeps records safe.

H. Related Policies

- Saudi Labor Law.
- Child Protection Law.
- Law of Protection of Abuse.
- AU Research Policies & Procedures (sections 3.5–3.10).
- AU Health, Safety & Wellbeing Policy.
- AU Code of Conduct.
- AU Data Protection Policy.
- AU HR Policies.