İstanbul Nişantaşı University

Foreign Languages Department

2025-2026 Academic Year

Safeguarding Policy

1. Purpose of the Policy

This Safeguarding Policy outlines İstanbul Nişantaşı University Foreign Languages Department's (FLD) commitment to protecting the well-being of all its students and staff. The policy aims to create a safe, inclusive, and supportive academic environment where individuals feel respected, valued, and empowered to reach their full potential. It defines the responsibilities of staff and management and provides a clear framework for preventing, identifying, and responding to concerns about the safety, welfare, and wellbeing of students and staff.

2. Scope of the Policy

This policy applies to all students enrolled in the Foreign Languages Department and to all staff members, including academic and administrative personnel, who interact with students either on campus, online, or during extracurricular and academic events. It also applies to any visitors, guest lecturers, or contractors engaged in departmental activities.

3. Our Understanding of Safeguarding

Safeguarding in higher education goes beyond protection from harm; it encompasses the creation of a culture that nurtures respect, dignity, mental health, and digital safety. At İstanbul Nişantaşı University FLD, we recognize that all students may face personal, academic, or social challenges that affect their wellbeing. We acknowledge our duty of care to provide an environment where students and staff can thrive academically and personally. This policy promotes awareness and prevention of harm, harassment, or discrimination; emotional and psychological support; ethical and safe use of technology; and a community built on respect and inclusion.

4. Guiding Principles

Student and Staff Welfare: The safety and wellbeing of all members of our community are our top priorities.

Respect and Inclusion: We uphold equality and respect for all individuals, regardless of background or identity.

Confidentiality: All information shared will be treated with sensitivity and confidentiality.

Collaboration and Communication: We work collaboratively to ensure effective and compassionate handling of concerns.

Accountability: All staff share responsibility and receive training to implement this policy.

Transparency: Safeguarding procedures will be clearly communicated through departmental channels.

Wellbeing and Sustainability: We promote a culture of balance, happiness, and mental health as part of sustainable education.

5. Responsible Persons

The following individuals are responsible for ensuring the effective implementation of this policy:

- Head of the Department – oversees serious cases and ensures compliance.
- Administrative Coordinator – main point of contact for safeguarding concerns and documentation.
- Academic Coordinator – ensures staff awareness and appropriate classroom practices.
- All Staff – share a duty of care and must report any safeguarding concerns promptly.

6. Procedures for Reporting Concerns

Any student or staff member who has a concern should report it to the Administrative Coordinator as soon as possible. Reports can be made in person, in writing, or via confidential form. The Administrative Coordinator records the report using the Safeguarding Incident Form, assesses its seriousness, and if needed, escalates it to the Head of the Department.

7. Policy Review

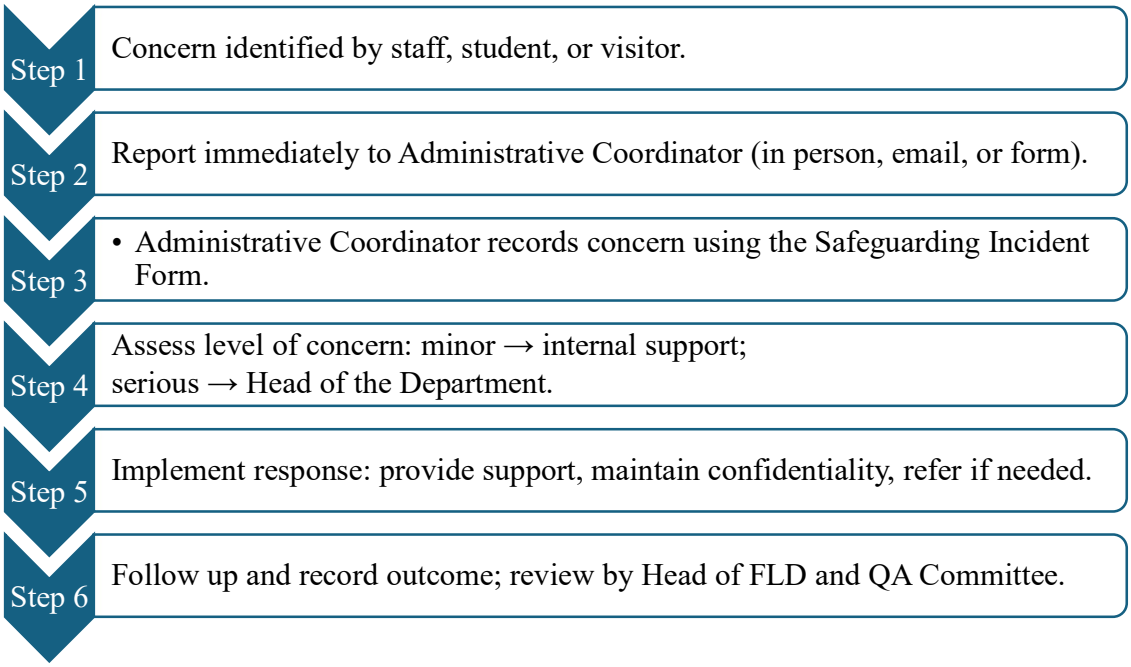
This policy will be reviewed annually or as required. The review will be coordinated by the Quality Assurance Committee with input from staff and students to ensure continuous improvement.

Appendices

Appendix A: Safeguarding Reporting Flowcharts

The following SmartArt-style flowcharts outline how safeguarding concerns should be managed within the FLD.

1. **General Safeguarding Concern**



2. Digital / Online Safety Concern

Step 1	Digital safety concern identified (cyberbullying, online threat, etc.).
Step 2	Report to Administrative Coordinator.
Step 3	Coordinator secures and documents any digital evidence (GDPR compliant).
Step 4	Assess level: minor → handled internally; major → escalate to Head of FLD + IT + Counseling Unit.
Step 5	Provide support and awareness training.
Step 6	Record and review case for future improvement.

3. Emergency or Serious Harm

Step 1	Immediate danger or serious harm identified.
Step 2	Ensure immediate safety (contact security or emergency services 112).
Step 3	Notify Administrative Coordinator; Head of Department informed immediately.
Step 4	Contact relevant support units (Psychological Counseling, Student Affairs, HR).
Step 5	Coordinator completes incident form within 24 hours.
Step 6	Head of Department, Administrative Cooridnator and Academic Coordinator conduct review and follow-up.

Appendix B: Safeguarding Incident Reporting Form

Date of Report:	
Reported by (Name & Role):	
Person Concerned:	
Nature of Concern:	
Description of Incident:	
Actions Taken:	
Follow-up/Outcome:	

Appendix C: Key Contacts and Support Channels

Role / Unit	Name / Position	Email	Office / Ext.	Responsibilities