

Cardiff University Safeguarding Children and Adults at Risk Policy

1. Purpose and Scope

- 1.1 This policy sets out the University's commitment to safeguarding all children and adults at risk ¹who are part of the University or who come into contact with its staff, students, volunteers, honorary/visiting role holders or the staff of contractors in the course of their work.
- 1.2 Cardiff University is committed to increasing awareness of safeguarding issues relating to children and adults at risk, promoting good practice and assisting members of staff, students and volunteers to make informed and confident responses in relation to safeguarding issues for children and adults at risk.
- 1.3 The University is committed to providing a safe environment for all children and adults at risk who may be encountered through teaching, research, outreach, or other activities.
- 1.4 This policy applies broadly to all staff, students volunteers and honorary/visiting role holders although specific responsibilities fall to certain roles and individuals (see section 10).
- 1.5 Where partnership arrangements are in place the correct safeguarding procedures must be agreed from the outset, in line with the terms of the partnership contract.

Students Union

- 1.6 The Students' Union (SU) are responsible for:
 - The design and implementation of local safeguarding procedures as they apply to the SU;
 - liaising with the University on matters of Safeguarding and ensuring policies/procedures are up to date;
 - ensuring the SU is complying with the safe recruitment of staff and students in line with the SU and University's Safeguarding and DBS policies/procedures
 - facilitating relevant referrals to the University's Safeguarding Officer and Deputy Safeguarding Officers.
 - Liaising with the University on reporting allegations/incidents (including to the Charity Commission if a serious incident happens or is suspected to have taken place) in relation to the SU.
- 1.7 All staff, students or volunteers who work with children or adults at risk must familiarise themselves with the procedures prior to engaging in any regulated

¹ See Appendix 1 for definitions.

activity (see appendix 1 for definitions of regulated activity).

- 1.8 When visiting schools and colleges, in the UK or abroad, staff, students and volunteers should ensure that they are aware of a point of contact for raising any concerns, including safeguarding concerns, within the setting. Staff, students and volunteers visiting settings such as schools and colleges regularly (e.g. more than 3 times in a year) should ensure that they have an understanding of safeguarding principles, have completed any training identified as necessary for the role and are aware of a point of contact for raising safeguarding concerns within the setting.

2. Safeguarding responsibility and duty of care

- 2.1 The University is committed to promoting safeguarding in accordance with this policy. The University recognises its common law duty to take reasonable steps to ensure that reasonably foreseeable harm does not occur to children or adults at risk – whether staff, students or visitors, as a result of careless acts or omissions. These measures are in addition to those required under general Health and Safety legislation.
- 2.2 Heads of Schools or Directorates are responsible for ensuring that the appropriate mechanisms are in place to ensure Designated Safeguarding Officer (and deputy where required) are appointed for relevant activities. They are also responsible for ensuring that risk assessments appropriate to the age of the child and the context in which the child or adult at risk is engaged with the University are carried out and suitable and sufficient control measures are in place and operational.
- 2.3 Where there has been an agreement that children accompany their parent(s)/guardian(s) onto any part of the University campus (and this includes Residences), they remain the responsibility of their parent(s)/guardians at all times.
- 2.4 In line with Health and Safety Policies/Procedures, children may be admitted to University premises, other than areas open to the public, only with the prior knowledge and agreement of the relevant Head of School or Director of Professional Services or of an authorised deputy, except where specific arrangements have been made to accommodate them (e.g. the University Creche, as subjects of study or medical examination, School open days, in residences etc).
- 2.5 Heads of Schools or Directors of Professional Services Departments, in giving permission for children to be admitted to the area under their control, should ensure that the appropriate mechanisms are in place to ensure that risk assessments are carried out and suitable and sufficient control measures are in place and operational. If it has been agreed that a member of staff or student can bring their child on to campus they have a responsibility and a legal duty under the Health and Safety at Work Act to ensure that their children are not put at risk or endanger others by their actions. Advice and policy on bringing children on to University premises is available from the Occupational Safety, Health and Environment Unit.
- 2.6 The University reserves the right to direct that a child be removed from campus where the presence of the child is causing an unacceptable health and safety risk or an unreasonable risk to safeguarding.

3. Receiving and reporting safeguarding concerns

- 3.1 It is the responsibility of all staff, students and volunteers engaged in regulated activity to familiarise themselves with the reporting procedures before undertaking any regulated activity.
- 3.2 The University has a Lead Safeguarding Officer, two Principal Safeguarding Officers and a network of Designated Safeguarding Officers where required. These Officers will work with other agencies where appropriate to ensure legal and regulatory compliance and to achieve the aims of this policy. Current post holders' details can be found on the Safeguarding Public Information pages of the website.
- 3.3 Any concerns should be reported to a Designated Safeguarding Officer (DSO) or who will in turn report to the Lead and Principal Safeguarding Officers as appropriate. All staff should be made aware of who the DSO is in their relevant setting, before working with children or adults at risk.
- 3.4 Allegations or concerns about abuse must be reported to the appropriate person as quickly as possible and at most within 24 hours.
- 3.5 Under no circumstances should members of the University carry out their own investigation into suspicions or allegations of abuse, neither should they question victims beyond collating the information required for a referral, as to do so may undermine evidence and obstruct any investigation that may be carried out subsequently by the Police or Social Services.
- 3.6 Any allegation of abuse made against a member of staff, student or volunteer must be dealt with fairly, quickly and consistently, in a way that provides effective protection for the child/adult at risk, and at the same time supports the person who is the subject of the allegation.
- 3.7 Any employee who considers that they themselves may be an adult at risk can seek support from line management and their trade union.
- 3.8 A staff member who considers that they have been subject to inappropriate behaviour or abuse should report and seek support under the Dignity at Work and Study Policy.
- 3.9 Where an allegation is made against a member of staff, student or volunteer, the University will ensure that person is treated fairly in accordance with the relevant procedures and will try to minimise the stress inherent to the circumstances.
- 3.10 Support for the individual is key to fulfilling this duty and members of staff who face allegations of abuse, harm or neglect can seek support from line management and their trade union.

4. Safeguarding Cardiff University students

Students under the age of 18

- 4.1 An application to study at the University from applicants who will be aged under 18 years at the commencement of their programme of study will be dealt with according to the University's "Policy for students entering the University under the age of 18 years". Risk assessments appropriate to the specific circumstances of the applicant (e.g. age, programme applied for) will be conducted. Risk assessments in

respect of applicants who are under 16 require the approval of the Academic Registrar. Where adaptations are reasonable and proportionate, the University will put in place measures in order to control risks and ensure safeguarding and wellbeing.

- 4.2 The University reserves the right to refuse to admit a child or adult at risk to a programme of study, or other University managed activities, if it judges that the adaptations necessary to safeguard that individual's well-being go beyond what is reasonable and proportionate.
- 4.3 The University will provide particular guidance for applicants who will be aged under 18 years at the commencement of their programme of study about the nature of the University environment, which will include links to the University's broader safeguarding policy and contacts. Prior to enrolment, these documents will automatically be sent to guardian(s)/parent(s) for children aged 16 or under and will be available to guardian(s)/parent(s) of young people aged 17/18 upon request.

Students over the age of 18

- 4.4 Students with additional learning needs may also be adults at risk. Where an accepted applicant has disclosed an appropriate condition, the Disability and Dyslexia Service will request additional information for the purposes of risk assessment to include any safeguarding needs, identifying additional support and reasonable adjustments.

All Students - restrictions that may impact a programme of study

- 4.5 All programmes of study require applicants to be able to access online learning tools, to be able to upload coursework and to communicate via email. If you have, or become subject to, any restrictions arising from criminal convictions on being able to access the internet or to use tools such as email, you are required to let the University know.
- 4.6 Our programmes may include students who are under the age of 18 at the point of enrolment. If you are currently subject, or become subject, to any licence condition or monitoring restriction that would affect your ability to undertake study alongside students under the age of 18, you are required to let us know (see also relevant student policies e.g: [Criminal Convictions Policy, Procedure and Guidance for applicants](#) ; [University accommodation criminal convictions guidance and procedure](#); [Policy for Determining Applicants' Fitness to Practise and Eligibility to Pursue Regulated Programmes](#); [Student Conduct Procedure](#))
- 4.7 You must also let us know if at any time there are any such restrictions in place in terms of curfews, and/or being able to enter locations or areas (including restraining orders), that would impact your ability to be able to attend any element of your course.

5. Contractors staff working on and off University premises

- 5.1 The contractor is responsible, as the employer of staff working on or off the University's premises, to ensure that each individual has been recruited appropriately to the role they are undertaking, and that DBS checks have been acquired where required for all appropriate roles in accordance with the eligibility criteria.
- 5.2 In line with the University's duty of care, Cardiff University will request confirmation from the employer that each worker requiring a DBS check has had a check at the

appropriate level.

- 5.3 Any staff of a contractor whose role gives them contact with children or adults at risk in the course of their duties for the University will be made aware of and will abide by the safeguarding and practice policies of the University and may be required to attend appropriate training.

6. Research

- 6.1 It will be the responsibility of the Line Manager or Student Supervisor with the Lead DBS Counter Signatory² to consider whether anyone working with children or adults at risk as part of a research project (whether staff or student within the University) requires a DBS disclosure.
- 6.2 All research involving children and adults at risk must obtain favourable ethical review from an appropriate ethical review process (please consult with your local SREC or ORIEC to confirm the appropriate ethical review process). Note, all researchers must act in accordance with the University's Research Integrity and Governance Code of Practice. Projects that involve multiple institutions/ organisations must have an agreed safeguarding process/protocol that adheres to the expectations set out in this policy.
- 6.3 For Research involving children (i.e. those under the age of 18), it is usual practice to obtain informed consent from a parent/legal guardian, alongside the consent or assent of the child. Whether the child is competent to give 'consent' will depend on a number of factors, including age, experience and the subject matter of the Research. It may not always be appropriate to obtain parental consent and this will depend on the particular circumstances. Ethics Committees will expect Researchers to justify any departure from usual practice. However, in all cases, informed consent must be obtained from the appropriate person.
- 6.4 Any research activity will respect the person's right to confidentiality and comply with any relevant code of ethics applicable to the type of research being conducted.
- 6.5 The researcher should monitor the effect of the research on the person to ensure that they feel comfortable with continuing with the research.
- 6.6 A risk assessment must be performed to determine for each project the best environment in which the research should take place (for example research location or whether a chaperone is required). The researchers should also take in to account the participant's preferences when making decisions on the best environment in which the research should take place.
- 6.7 Further guidelines for conducting research events is available in the Events Guidance online.

7. Training

- 7.1 Any member of the University who will be planning activities with/for children or adults at risk is required to undertake appropriate training.
- 7.2 Training is mandatory for those with identified safeguarding roles. Training for all categories of Safeguarding Officers is required and must be renewed every 3 years and as/when policies and procedures are changed substantially.

² The first point of contact for the Lead DBS Counter Signatory is Human Resources

- 7.3 Activity organisers for regulated activities (e.g. residential courses for children including supervision between the hours of 2am and 6) are required to undertake appropriate training.
- 7.4 A recommendation to attend safeguarding training should be triggered by the line manager following a requirement for the post-holder of any role to be subject to an enhanced DBS check.
- 7.5 An outline of training requirements is identified in the supporting guidance on the Safeguarding Public Information pages of the website.
- 7.6 Staff training will be recorded and monitored via the Core HR system. A record of safeguarding training undertaken by students and volunteers should be kept on the training log.
- 7.7 A record of all DSOs and Deputy DSOs, along with their training record, is held by Compliance and Risk. Reminders to update this information will be sent to the relevant staff on an annual basis.

8. Referral to Social Services

- 8.1 The Lead Safeguarding Officer and Principal Safeguarding Officer have the responsibility to act on behalf of the University in dealing with allegations or suspicion of abuse or neglect. This will include collating details of the allegation or suspicion and referring the matter to the appropriate statutory authorities.
- 8.2 A written referral to social services should be made as soon as a problem, suspicion or concern becomes apparent, with the aim to report within 24 hours for current (non-historical) concerns.
- 8.3 The appropriate Social Services to be contacted in instances of alleged abuse will be the one which covers the local authority area within which the incident occurred. Therefore, if the incident occurred at the individual's home/school, the appropriate geographical Children/Adult Services would be the one for that local authority area.
- 8.4 During office hours, referrals may be made by telephone to the local social services office. Outside of office hours, a referral should be made to the Emergency duty team.
- 8.5 Social services should acknowledge the written referral within one working day of receiving it. Social services should be contacted again if a response has not been received within 3 working days.
- 8.6 If the decision by social services is that no further action is taken, this should be recorded in writing, including the reasons for that decision.
- 8.7 It is important that any reasonable concerns are referred to social services, even if you think it may be unimportant or that the cultural context is not fully understood. The information provided could be crucial in a broader context.
- 8.8 Under no circumstances should members of the University carry out their own investigation into suspicions or allegations of abuse, neither should they question victims beyond collation of information required to make a referral³, as to do so may undermine evidence and obstruct any investigation that may be carried out subsequently by the Police or Social Services.
- 8.9 You should however be committed to cooperating in any official investigation which

³ See Appendix 3 of the Safeguarding Reporting Procedure

may take place.

- 8.10 It is the task of designated statutory bodies (Police, Social Services, NSPCC) not the University, to assess the information given to them and to decide whether to investigate the matter further.

9. Keeping records

- 9.1 Anyone who processes personal information must comply with the principles of the Data Protection legislation, which includes ensuring that personal information is fairly and lawfully processed, not excessive, is accurate, and kept securely.
- 9.2 Sharing of personal information is legal when the organisation has a legal obligation to fulfil, when they are acting to protect the vital interests of the subject or when it assists in the investigation of criminal activity.
- 9.3 All records relating to the disclosure or referral of a safeguarding concern must be stored securely and treated confidentiality in line with information handling procedures.
- 9.4 Compliance and Risk keep a record of safeguarding concerns, disclosures and referrals. This information is provided to Compliance and Risk by the DSO/LSO/PSO.

10. Roles and responsibilities

- 10.1 A register of the following roles is kept by Compliance and Risk and is updated on an annual basis.
- 10.2 Lead Safeguarding Officer (LSO). The LSO is the Academic Registrar, who has overall accountability and strategic responsibility for safeguarding children and adults at risk within the University.
- 10.3 Principal Safeguarding Officers have responsibility for overseeing the implementation of the safeguarding policy within the University and provide leadership and support to Designated Safeguarding Officer. These are the Director of Human Resources in respect of staff and the Director of Student Life in respect of University students.
- 10.4 Designated Safeguarding Officers (DSO). These are officers appointed in Academic Schools and Professional Service departments where there are programmes or activities where staff and/or students work with children, and adults at risk as part of their roles. A DSO will be appointed to take responsibility for safeguarding within that programme or activity. The DSO will normally be the organiser or coordinator of the programme or activity
- 10.5 Deputy Designated Safeguarding Officer (DDSO). The DDSO is appointed to support the DSO and may be the first point of contact for the activity involving children/adults at risk. Depending on the scale of activity, there may be one or more nominated. Staff in areas that do not have a DSO or DDSO should report any concerns or seek advice from the Lead Safeguarding Officer or Principal Safeguarding Officers.
- 10.6 Research DSO for research activities will be the responsibility of the Head of School to ensure that a Designated Officer is appointed for any research activities involving children or adults at risk. The Designated Officer will usually be the person with overall responsibility for the activity (e.g. Principal Officer). The Designated Officer may appoint a Deputy Designated Safeguarding Officer (DDSO) who is involved in day-to-day activity to support the DSO.

10.7 A full description of the responsibilities of each of these roles, along with the relevant contact details, can be found on the Safeguarding Public Information pages.

Safeguarding Role	Title
Lead Safeguarding Officer	Academic Registrar
Principal Safeguarding Officer - Students	Director of Student Life
Principal Safeguarding Officer- Staff	Director of Human Resources

Designated Safeguarding Officers and Deputy Designated Safeguarding Officers

Role	Area Responsible	Department
Director of Campus Services	Estates, Residences, Sports & Crèche	Campus Facilities
Head of HR Operations	DBS checks; staff records; work experience etc.	HR operations
Head Research Integrity, Governance and Ethics	Research projects/ethics	Research Integrity, Governance and Ethics Ethics
Head of Staff Safety and Environment	Safety/ risk management, link to disability staff	Safety & Wellbeing
Head of Disability and Access Support	Disability and at risk students	Student Support & Wellbeing
Deputy Director/Head of UK Student Recruitment and Outreach	Recruitment, WP and Summer School	Communications and Marketing

Head of Admissions	Admissions	Academic and Student Support Services
Chief Executive Students' Union	SU Designated Officer	Students Union

11. Developing a local procedure

- 11.1 To ensure consistency and legal and regulatory compliance, it will not be expected that Schools or Services develop local procedures that deviate from the central policy unless they can demonstrate a specific need to do so.
- 11.2 Where a need is identified for a local procedure, this must be approved by the Principal Safeguarding Officer or Lead Safeguarding Officer and will be reported to the Safeguarding Steering Group.

12. Monitoring and review

- 12.1 The Safeguarding Steering Group will monitor the effectiveness of this policy and will review its suitability and adequacy annually as part of their governance review.

13 Related policies and procedures

- 13.1 The University has legal responsibilities in areas which align with or otherwise inform our safeguarding duties. Therefore, this policy should be read and actioned in line with the following documents.

- Safeguarding reporting procedures
- [Disclosure Barring Service Policy](#)
- [Criminal Convictions Policy, Procedure and Guidance for applicants](#)
- [University accommodation criminal convictions guidance and procedure](#)
- [Policy for Determining Applicants' Fitness to Practise and Eligibility to Pursue Regulated Programmes](#)
- [Staff Declaration of criminal records](#)
- [Policy for students entering the University under the age of 18 years](#)
- [Code of Practice on Public Interest Disclosure \(Whistleblowing\)](#)
- [Data Protection Policy](#)
- [Modern Slavery and Human Trafficking Statement](#)
- [Prevent Policy](#)
- [Code of Practice on Close Personal Relationships](#)
- [Student Conduct Procedure](#)

Appendix 1 - Definitions/terminology

For the purposes of this policy and appendix, the following definitions will apply:

Term	Definition	Legislation
Child	<p>The term 'child' is used within this document to refer to anyone under the age of 18.</p> <p>"Young person" is used in this document to refer to someone who has not attained the age of 18 but is older than 16.</p>	<p>The Children Act 1989</p> <p>The Health and Safety at Work Regulations 1999 (Reg 19)</p>
Adult at risk	<p>A person over the age of 18 who:</p> <ul style="list-style-type: none"> A. has needs for care and support (whether or not the authority is meeting any of those needs) and B. is experiencing or is at risk of abuse or neglect and C. as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it. <p>People with learning disabilities, mental health problems, older people and disabled people may fall within this definition.</p> <p>Adults will be deemed as 'at risk' or 'vulnerable' at the point at which they are receiving regulated activity.</p>	<p>Under Part 7 of the Social services and Well Being (Wales) Act 2014</p>
Regulated activity with children	<p>Regulated activity with a child includes:</p> <ul style="list-style-type: none"> · Unsupervised teaching, training or instruction of children (teaching/training provided wholly or mainly for children not courses aimed at/delivered to students who are mainly over the age of 18), carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30- day period, or overnight (2am - 6am); · Care (personal and health care) or supervision of children; · Advice or guidance provided wholly or mainly for children relating to their physical, emotional or educational well-being if carried out by the same person frequently (as above); · Moderating a public electronic interactive communication service likely to be used wholly or mainly by children, carried out by the same person frequently (as above); · Driving a vehicle being used to convey 	<p>Safeguarding Vulnerable Groups Act 2006 (amended by the Protection of Freedoms Act 2012). Further information is available at: www.gov.uk/disclosure-barring-service-check/overview</p>

	children	
Regulated activity with adults at risk	<p>Regulated activity with adults at risk includes</p> <ul style="list-style-type: none"> · Personal care (physical assistance with eating or drinking, toileting, washing or bathing, dressing, oral care or care of the skin, hair or nails provided for reasons of age, illness or disability), · healthcare (by a health care professional or a person acting under the direction or supervision of a healthcare professional), · social work, · assistance in day-to-day matters including handling cash, · driving the adult to appointments for the purposes of: health care, personal care or social work required due to age, illness or disability, · people who hold a lasting or enduring power of attorney under the Mental Capacity Act 2005 (MCA), a deputy under the MCA, an Independent Mental Health/Capacity Advocate in respect of the individual. 	<p>Safeguarding Vulnerable Groups Act 2006 (amended by the Protection of Freedoms Act 2012). Further information is available at: www.gov.uk/disclosure-barring-service-check/overview</p>
Abuse	<p>Abuse means physical, sexual, psychological, emotional or financial abuse (and includes abuse taking place in any setting, whether in a private dwelling, an institution or any other place). The full definition of abuse is available in the appendices.</p>	<p>Social Services and Well-Being (Wales) Act 2014</p>
Neglect	<p>Neglect means a failure to meet a person's basic physical, emotional, social, or psychological needs, which is likely to result in an impairment of the person's well-being (for example, an impairment of the person's health or, in the case of a child, an impairment of the child's development).</p>	

Appendix 2 – Safeguarding risk assessment for events and activities including electronic

This template can be used as a starting point for a risk assessment of activities that are aimed at or are likely to include children and/or adults at risk. This should be developed to take into account any specific risks and considerations for the activity.

The lead officer for the activity should complete and adapt this template to meet the needs of the activity. This should then be signed as approved by the relevant director or head of school.

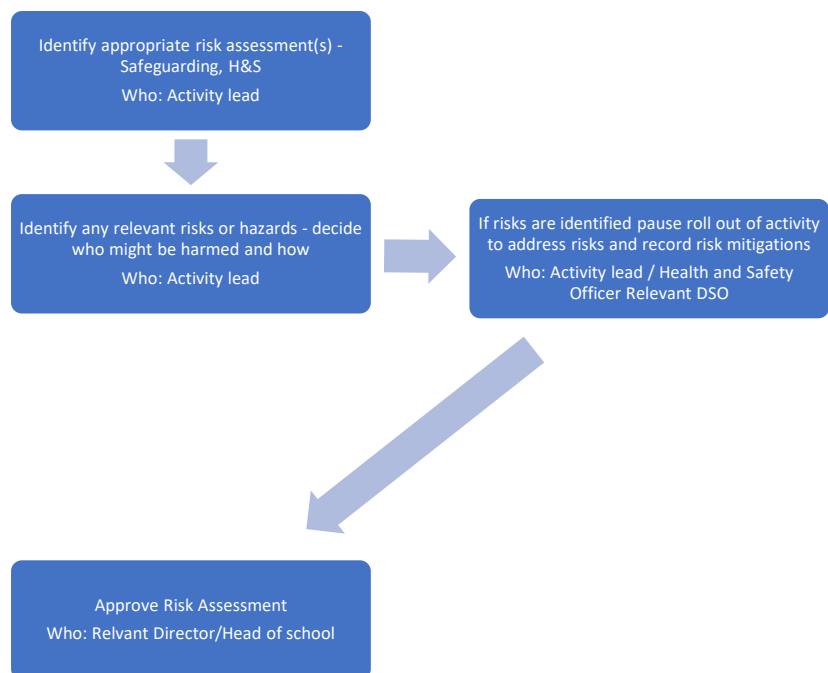
Any activity that involves staff or students (whether acting in a paid or unpaid capacity) working with members of a relevant safeguarding group (e.g. children and young people or adults at risk), should have a safeguarding risk assessment completed before activity begins. For the purpose of this document, we are focused on children (defined as those under the age of 18).

The safeguarding risk assessment for an activity should be completed by the staff or student who is responsible for the activity. It should include clear identification of risks that need to be removed or mitigated, and the operating practice that mitigates or removes those risks. As an example, situations where there is only one member of staff or one student present with a lone child (or adult at risk in a vulnerable situation) may need to be avoided. This may require you to consider alternative working practices.

When conducting a safeguarding risk assessment, we need to take into account many factors to help keep our participants, staff and students safe. This guidance will help you determine the different things you should consider when planning an event for under-18s, and this will inform you in drafting your safeguarding risk assessment.

This document contains a table that explores the risks and impacts for activities involving children and adults at risk. It can be used in conjunction with a health and safety risk assessment.

If there are health and safety risks you need to control you should liaise with your safety officer to ensure this is fully risk assessed.



Date(s) of activities/ frequency	
Lead delivery organisation	
Lead contact(s)	
Delivery organisations lead contact(s)	
Event/activity co-ordinator	
DSO contact	
State the process for recording a concern	Name: Telephone number: Email:

Risk Factor	Things to Consider	Actions	Notes and declaration of understanding
Staff			
Not having sufficient staff members to deliver the activity Lone members of staff delivering activities – increased risk to participants and staff members (e.g. responding to vexatious allegations)	Will there be at least 2 members of staff present at all times? You may need to consider additional members of staff for large groups	Document 2 named members of staff who will be in attendance during all times Ensure that consideration has been given to replacement staff if absence or technology difficulties arise	
Failure to carry out appropriate DBS checks	Does this constitute 'Regulated Activity' requiring staff DBS checks (see University Policy)? HR can provide advice on DBS checks.	Record of DBS check held by Designated Officer	

<p>Staff are not aware of their own safeguarding responsibilities</p> <p>Staff are not aware of how to report concerns</p> <p>Safeguarding concerns are not reported appropriately</p>	<p>Have all staff been made aware of the University's Safeguarding policy, the guidance on delivering electronic content and in particular know who the DO/DDO is for the activity and how to report concerns?</p>	<p>Staff to sign risk assessment to say that they have read, understood and agree to abide by the relevant documents</p>	<p>Signed:</p>
<p>Staff behave in a way that is unprofessional and/or puts them at risk of safeguarding allegations being raised</p>	<p>Have behaviour requirements for staff been developed?</p> <p>Have all staff been made aware of the behaviour requirements developed for the activity and agreed this?</p>	<p>Develop a simple statement about safe behaviours linking also to the Dignity Policy</p> <p>Staff to sign risk assessment to say that they have read, understood and agree to abide by the relevant documents</p>	<p>Signed:</p>
<p>Staff present learning activities from unsuitable/unprofessional locations</p>	<p>Have all staff been made aware of environment considerations (e.g. background, confidentiality etc) and agreed these?</p>	<p>Staff to sign risk assessment to say that they have read, understood and agree to abide by the relevant documents</p>	<p>Signed:</p>
<p>Reporting incidents</p>			
<p>Failure to identify responsibility for safeguarding for the specific learning activity</p>	<p>Is there a Designated officer (and Deputy Designated officer) identified for the activity?</p>	<p>See University Policy for definitions. A specific DO/DDO should be appointed for the activity and should also be aware of the lead and principle safeguarding officers.</p>	
<p>Failure to report safeguarding concerns appropriately due to lack of clear information about how to report</p>	<p>Are all staff aware of how to report any concerns to, how to report and the relevant contact details?</p>	<p>Contact details and procedure for reporting concerns are provided to all staff</p>	

Participants			
Participants behave in a way that may put themselves, other participants or staff at risk of safeguarding concerns/allegations	Have all participants agreed the set of behaviour standards developed for the activity? Can this agreement be evidenced if required?	Develop and provide a set of behaviour standards to all participants Participants to sign declaration confirming they understand and will abide by guidelines	
Online events: Participants take part in learning activities from unsuitable/unprofessional locations – particularly if those locations could cause embarrassment or distress to other participants	Have all participants been provided with information about using an appropriate location/learning environment?	Develop and provide guidance to all participants Participants to sign declaration confirming they understand and will abide by guidelines	
Participants do not know how to report safeguarding issues or concerns	Have all participants been advised on how to raise safeguarding issues including those relating to other participants or staff?	Contact details of Designated Officer provided to participants Participants to sign declaration confirming they understand and will abide by guidelines	
Participants encounter barriers to participation as a result of a protected characteristic	Have staff considered equality, diversity and inclusion in the design of the session? Have participants been made aware of how they can access support during the session?	Advice available from Equality Hub about EDI concerns Outline provisions for accessibility and support at the start of the session	
IT			
Risk of inappropriate content being used (verbally or materials)	Has the responsible Officer reviewed the recommended security controls and implemented these?	Security controls documented and implemented for each activity	

Risk of inappropriate content being accessed	Has the responsible Officer completed the Use of Cardiff University Network by persons under 18 form?	Use of Cardiff University Network by persons under 18 form completed	Signed:
Data Protection, Confidentiality and Copyright			
Risk of personal data not being stored or used in line with data protection law resulting in potential data breach	Which data is being collected for learning activities? Are activities being recorded? If so, have you told participants and provided privacy notices? Is the activity being delivered in partnership with another organisation – what are the arrangements for sharing data?	Existing University guidance on data protection and safeguarding has been considered. Any outstanding concerns about data that will be stored/collected may be directed to inforequest@cardiff.ac.uk Staff to sign risk assessment to say that they have read, understood and agree to abide by the relevant documents	Signed:
Data breaches are not recognised and/or not reported due to a lack of understanding of breaches in the online learning context	Who will have sight of / access to participants' names, email addresses, contact information etc? This should be no different than events undertaken in person. Is it possible for participants to record the session and/or unlawfully store data?	Explain data breach reporting process before activities. Provide examples of breaches in online learning context. Ensure relevant IT controls are in place.	
Personal data of participants or organiser is used maliciously	Have you removed personal data from sight? This may include delivery boxes, letters, highly identifiable views from windows etc.	Guidance to remind organisers and participants of appropriate setting (i.e. neutral location, communal area)	

	Have participants been encouraged to do the same?		
Risk of copyright infringement	Are any materials, images and resources that were not created by the learning providers (e.g. materials found online) being used?	Document permission obtained to use or reproduce these materials.	
Other			

Date of risk assessment review

Signed: (all signatures needed)

Activity Lead :**Date:**

Head School / Director Professional Service/College Registrar:**Date:**

**Appendix 3 – Safeguarding Impact Assessment Template
Admission of Young Persons (Aged 16/17)**

School and Course Programme:			
	Brief description of activities	Any risk identified (see table below)	Any mitigation to be implemented
Relevant Course Activities: - Classroom/lectures/seminars - Programme content - Online activities	For example - analysing violent crimes in criminology	For example- younger students may be more sensitive to subject content People aged 16 or 17 can usually be presumed to have sufficient capacity (and therefore maturity) to make decisions about course content unless there's significant evidence to suggest otherwise.	For example - Ensure that information provided to all applicants is clear about content so individuals can make an informed choice to apply /accept a place.
Any Practical/Lab activities			
Any additional relevant activities e.g. Placements Overseas placements			
Any other potential risks			e.g. It may be helpful to notify the individual's personal tutor that a student is under 18 for awareness and support

Description and location of Hazard	What is the risk?	Comments/Action
Psychological capacity	<p>There will be individual differences in the psychological capacity of young persons based on age and differences in experience, skills, personality and attitudes.</p> <p>However – young people aged 16 or 17 can usually be presumed to have sufficient capacity (and therefore maturity) to make decisions about course content unless there's significant evidence to suggest otherwise.</p>	<p>Ensure that information provided to all applicants is clear about content so individuals can make an informed choice to apply/accept a place.</p> <p>Risk assessments (and any control measures) should concentrate on any activity that could be emotionally challenging e.g. dissection of human cadaver or study of violent crime.</p>
Physical Capacity	Young persons may not be physically capable of some manual handling activities, training and supervision can be provided	Complete a risk assessment in compliance with the manual handling Regulations.
Ionising Radiation	The risk of developing cancer and hereditary defects from exposure to ionising radiation, which increases slightly for young people is controlled by setting statutory dose limits	Design work procedures to keep exposure as low as reasonably practicable.
Biological Agents	Young persons are no more likely to contract infections from biological agents than adults. They may be at greater risk if they suffer from other health conditions or from the effects of medication or pregnancy.	Complete a risk assessment in line with COSHH requirements; identify measures to control any risks
Lab or substance hazard - Toxic, harmful, corrosive and irritant substances	<p>Lack of experience and/or awareness might lead to an increased chance of an accident for younger people.</p> <p>Young persons are not physiologically at any greater risk - the actual risk can be determined through a risk assessment of the particular activity.</p>	Complete a risk assessment in line with COSHH requirements; identify measures to control any risks.
Electrical Hazards	The risk is one of electric shock, burns or electrocution. Young people do not face greater physical risks from electricity than others however lack of experience and/or awareness might lead to an increased chance of an accident for younger people.	Young persons must not carry out any work involving electricity unless they have enough technical knowledge and experience to prevent injury and are under the appropriate supervision.
Handling Animals	Young persons may be more at risk because of their inexperience and lack of appreciation of the risks.	Safety management systems should be in place to provide appropriate training and supervision for any students handling animals.

		Risk assessments should take into account level of experience and maturity
Noise	There is no evidence that young persons face greater risk of damaged hearing from noise exposure than others.	Ensure compliance with the Noise at Work Regulations 2005

Document Name	Safeguarding Policy and procedure	
UEB Policy Sponsor	Chief Operating Officer	
Policy Owner	Compliance and Risk, University Secretary's Office	
Policy Author(s)	Compliance and Risk	
Version Number	V3.0	
Equality Impact Outcome and Form Submission Date	30.04.24	
Privacy Impact Assessment outcome (where applicable)	N/A	
Approval Date	30.04.2024	
Approved By	UEB	
Date of Implementation	01/05/2024	
Date of Last Review	30/04/2024	
Date for Next Review	30/04/2026	
For Office Use – Keywords for search function		

Version amended	Description of Change	Version created
	This was a revision of interim Safeguarding Policy Children and Adults at Risk	V1.0
V.1.0	Revised policy to clarify roles and responsibilities	V2.1
V2.1	Regular review of policy	V2.2
V3.0	Regular review of policy	V3