# Safeguarding Children and Adults at Risk: Guidance Note 2

# List of Officers

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| Name | Role | Department | E-mail | Phone |
| Simon Wright  | Lead Safeguarding Officer  | Academic Registrar | WrightS11@cardiff.ac.uk | 029 208 75829  |
| Ben Lewis  | Principal Safeguarding Officer - Students | Director of Student Support and Wellbeing | LewisBM1@cardiff.ac.uk | 029 208 74179 |
| Sue Midha | Principal Safeguarding Officer - Staff | Director of Human Resources | midha@cardiff.ac.uk | 029 208 79243 |

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| Academic schools |
| *Name* | *Role* | *School* | *E-mail* | *Phone* |
| Lowri Griffiths  | DSO  | Business (admissions & Recruitment) | GriffithL@cardiff.ac.uk | 029 208 76054 |
| Vikki Burge  | DSO  | Business (Staff) | BurgeVL@cardiff.ac.uk | 029 208 70972 |
| Mahmoud Akhtar | DSO | Chemistry | AkhtarM@cardiff.ac.uk | 029 208 70680 |
| Fiona Gagg | DSO | Dentistry | WhiteFS@cardiff.ac.uk | 029 225 10652 |
| John Evans | DSO | Earth and Ocean Sciences  | evansj13@cardiff.ac.uk | 029 208 74335 |
| Deborah Syrop | DSO  | Engineering | SyropDK@cardiff.ac.uk  | 029 225 10062 |
| Michael Francis | DSO  | Engineering | FrancisM7@cardiff.ac.uk | 029 208 70671 |
| Rosie Mellors  | DSO  | Engineering | MellorsR@cardiff.ac.uk  | 029 208 70014 |
| Stephen Mead | DSO  | Engineering | MeadSP@cardiff.ac.uk | 029 208 70423 |
| Michelle Moseley  | DDSO | Healthcare Sciences | MoseleyME1@cardiff.ac.uk | 029 225 10670 |
| Sue Delport | DSO | Healthcare Sciences | delportsm@cardiff.ac.uk | 029 206 87790 |
| Karen Edwards | DDSO | Medicine  | EdwardsKE4@cardiff.ac.uk  | 029 207 42104 |
| Sarah Hatch | DDSO | Medicine  | Hatchs@cardiff.ac.uk | 029 225 10749 |
| Sue Emerson | DSO | Medicine (C4ME) | EmersonS@cardiff.ac.uk | 029 206 87207 |
| Kate Barber | DSO | Modern Languages | BarberKL@cardiff.ac.uk  | 029 208 70881 |
| Lucy Jenkins | DSO | Modern Languages | JenkinsL27@cardiff.ac.uk | 029 208 76630 |
| Meleri Jenkins | DSO | Modern Languages | JenkinsMH@cardiff.ac.uk  | 029 208 74586 |
| Daniel Bickerton | DSO | Music  | BickertonDI@cardiff.ac.uk | 029 208 70405 |
| Lizanne Duckworth  | DSO  | Pharmacy  | DuckworthL@cardiff.ac.uk | 029 208 76147 |
| Paul Roache  | DSO | Physics and Astronomy | RochePD@cardiff.ac.uk | 029 206 87197 |
| Katherine Shelton | DSO  | Psychology | SheltonKH1@cardiff.ac.uk  | 029 208 76093 |
| Peter Gee | DSO | Social Sciences; DECIPHer  | Geep@cardiff.ac.uk | 029 206 87218 |

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| Professional Services |
| *Name* | *Role* | *Dept* | *E-mail* | *Phone* |
| Sally Rutterford  | DSO | Academic and Student Support Services; admissions | rutterfords@cardiff.ac.uk | 029 208 76864 |
| Karen Tanner  | DSO | Campus Facilities; Residences, Sports & Creche | tannerk@cardiff.ac.uk | 029 208 75813 |
| Dave Roylance  | DSO | Communications & Marketing; recruitment WP and summer schools | roylance@cardiff.ac.uk  | 029 208 75241 |
| Catrin Morgan  | DSO | Dept. of Strategic Planning & Governance | MorganCA5@cardiff.ac.uk  | 029 208 70230  |
| Scott McKenzie | DDSO | Marketing & comms | McKenzieSD1@cardiff.ac.uk | +44 29208 70324 |
| Christine Werrell  | DSO | Student support & wellbeing; disabled and at-risk students | werrellc@cardiff.ac.uk | 029 208 79317 |
| Annette Seeley | DSO | University Library Services | SeeleyAM1@cardiff.ac.uk | 029 208 75311 |

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| Other |
| *Name* | *Role* | *School* | *E-mail* | *Phone* |
| Alex Wilson | DDSO | ELP - Pre-sessional 20 & 12 Week | WilsonA26@cardiff.ac.uk | 029 208 70112 |
| Ali Abdi  | DSO  | Grangetown Project  | communitygateway@cardiff.ac.uk | 029 2087 0456 |

**Responsibilities of Safeguarding Officers**

**Lead Safeguarding Officer (LSO)**

* To be accountable to the University Executive Team and Governing Body for the institution’s safeguarding policy and practice.
* Ensure there is a staff structure and committee structure in place to fulfil safeguarding responsibilities
* To develop University wide procedures, practice and guidance for safeguarding that are compliant with Regional Safeguarding Board procedures.
* To Chair the University Safeguarding Steering Group.
* Ensure that safeguarding is afforded utmost priority at the most senior level within the institution.
* Undertake safeguarding training at an appropriate level.
* Ensure that funding and human resources including staff development and training are available to fulfil safeguarding responsibilities.
* Ensure procedures are in place for managing allegations, whistleblowing and safe recruitment practices.
* Ensure that secure records of concerns about children/adults at risk are stored and shared appropriately.
* To create links with the local authority children’s services teams.
* To identify Principal Safeguarding Officers.
* Ensure that monitoring and review systems are in place to incorporate new guidance and legislation and to test out existing systems.
* To act as a source of support, advice and expertise to staff.

**Principal Safeguarding Officers (PSO)**

* Deputise for the LSO in the university senior management structure
* Receive referrals that have been escalated from DSO/DDSO level
* Liaise with the Lead Safeguarding Officer to inform him/her of any issues and on-going investigations
* Devise the means by which the policy is implemented, monitored and refined.
* Ensure each member of staff has access to and understands the USW Safeguarding Policy especially new or part time staff who may work with different educational establishments
* Refer cases of suspected abuse or allegations escalated from DSO/DDSO level to the relevant investigating agencies
* Report such referrals to the Lead Safeguarding Officer.
* Keep detailed, accurate and secure written records of referrals/concerns

**Lead Safeguarding Officer (LSO), Principal Safeguarding Officer (PSO)**

***Training***

* Be trained to an appropriate level in Safeguarding and attend any relevant or refresher training courses at least every two years.
* Be trained in whistleblowing.
* Have a working knowledge of how Regional Safeguarding Boards operate, the conduct of a Child /Adult Protection case conference or strategy meeting and be able to attend and contribute to these effectively when required to do so

**Designated Safeguarding Officer (DSO)**

**Deputy Designated Safeguarding Officer (DDSO)**

* Receive incident or case information from staff or students.
* Refer cases of suspected abuse or allegations to the relevant investigating agencies such as Social Services, Police (DSO).
* Report referrals to Lead Safeguarding Officer when they need to be escalated and keep the LSO aware of developments in cases managed by DSO.
* Act as a source of support, advice and expertise to staff.
* Ensure programmes or activities are planned, organised and delivered in accordance with this policy.
* Undertake safeguarding risk assessments of activities making suggestions for reasonable adjustments (e.g. to curriculum or assessment)
* Liaise with Marketing and Student Recruitment when dealing with under-18s or at risk adult students.
* Provide the Safeguarding Steering Group with any additional safeguarding policies or procedures for implementation at a local level such as a clinic operation.
* Receive relevant and appropriate training to undertake the role.
* Arrange the training, induction and guidance for all staff and volunteers appropriate for programmes or activities concerned, including drawing attention to this policy.
* Ensure all relevant staff have induction training covering safeguarding (Level 1) and are able to recognise and report any concerns immediately they arise to the appropriate person.
* Where appropriate, advise parents of the existence of the Safeguarding Policy, which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later.
* Keep detailed, accurate and secure written records of referrals/concerns.

***DSO/DDSO Training***

* Undertake relevant Safeguarding training and attend any relevant or refresher training courses at least every two years.
* Be trained in whistleblowing.
* Have a working knowledge of how Regional Safeguarding Boards operate, the conduct of a Child / Adult Protection case conference or strategy meeting and be able to attend and contribute to these effectively when required to do so.

**Designated Safeguarding Officers and Deputy Designated Safeguarding Officers**

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| **Name** | **Role** | **Department** | **E-mail** | **Phone** |
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**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 Officer**