# Safeguarding Children and Adults at Risk: Guidance Note 3

# Events and Widening Participation

This guidance note forms part of the wider Safeguarding Policy and aims to provide guidance for University staff organising events on campus for those who are under 18 or classed as adults at risk (see definitions in the Safeguarding Policy). This guidance aims to:

• ensure the protection of children and adults at risk who attend recruitment/widening participation events on campus

• ensure that staff do not put themselves in a situation where allegations could be made against them

• set out the procedure to follow where an incident of abuse is suspected.

The University offers a range of activities and services on the premises and in the community. By the nature of these activities, leisure staff, volunteers and others contracted by academic schools and divisions are in various degrees of contact with children. The University therefore has in place procedures detailing referral and other responses to information that may arise concerning child protection concerns, and the requirements for staff training for those working with children. Working practices and procedures should be adopted that minimise situations where abuse of children and adults at risk may occur, such as unobserved contact.

The document sets out guidelines and good practices to safeguard children and adults at risk visiting the University, which is a predominantly adult environment.

It identifies appropriate training and development for staff who are responsible for events on the University premises or in community settings which are attended by young people and adults at risk. It documents the roles and responsibilities of University staff and external staff who may accompany children and adults at risk when visiting the University.

Detailed guidelines, procedures and documentation have been produced by the Widening Participation Team as models of good practice for visits to the University campuses by secondary school aged pupils. These include detailed risk assessment templates and parental/guardian consent forms. Staff organising such visits to the University are urged to contact the Widening Participation Team ([outreach@cardiff.ac.uk](mailto:outreach@cardiff.ac.uk)) to obtain guidance and copies of the appropriate documentation.

Anyone with a concern or suspicion or who receives an allegation of abuse during the event, should bring their concerns to the attention of the named contact (Designated Officer) with responsibility for safeguarding. The named contact should make all staff and student representatives involved aware of the procedure for managing and reporting concerns in the Safeguarding Reporting Procedure.

In this guidance, the word ‘event’ refers to activity organised by Cardiff University in which children or adults at risk interact with Cardiff University staff, students, volunteers or university agents, either on the university campus or at another location, such as a school. It also refers to events for people with disabilities or learning difficulties of any age organised on the University campus or in other settings.

While not all the advice in this document will be applicable, much of it will also apply when organising research activities.

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|  | **RESPONSIBILITIES** |
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|  | **On University premises** |
| **The parent/guardian/**  **teacher is responsible…** | where children or adults at risk of students, staff members or visitors are accompanied by a parent/guardian/teacher on the University estate or premises. |
| **The University is responsible…** | when children or adults at risk are visiting the University estate or premises without their parent/guardian/teacher. It is the responsibility of the organiser of the activities in which the child is participating to safeguard their wellbeing. |

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|  | **Off University premises** |
| **The parent/guardian/**  **teacher is responsible…** | for safeguarding the wellbeing of children or adults at risk in other establishments. E.g. school students remain the responsibility of their regular staff members. |
| **The University is responsible…** | for ensuring the staff, students or volunteers engaged in activity with children or adults at risk are supported to follow safeguarding procedures and have been subject to the appropriate level of DBS check, where necessary. |

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|  | **PLANNING AN EVENT** |
| **Booking a venue** | Aim to find a space for your event that has a good amount of external visibility in an open environment to avoid private or unobserved situations.  The following areas on campus may be good options if they are available:  VJ Gallery  Bute landing  The Room Bookings Team can provide advice about any rooms or spaces that are unfamiliar to you. |
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| **Who needs to be involved in the planning?** | For all events, there will be a person or persons who are responsible for dealing with any safeguarding issues that arise.  In the case of centrally-organised events, the contact will be the Widening Participation Manager or another appropriate individual with responsibility for running the event.  For all other events, the Designated Safeguarding Officer / Deputy Designated Officer will normally be the individual responsible for organising and running the event. You can find a list of DSOs/DDOs in Guidance Note 2. |
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| **Responsibilities of the event organisers, DSO / DDSO** | **Understand the policy and procedures**  It is the responsibility of the relevant person above to understand and implement the procedures and recommendations set out in the Safeguarding Policy and associated guidance.  **Conduct necessary risk assessments**  The event organiser (for centrally organised events) or Designated Safeguarding Officer and / or Deputy Designated Officer (for locally organised events) is responsible for ensuring that a risk assessment has been considered and acted upon as appropriate. A Risk Assessment document must be completed prior to each event on campus. This should set out potential hazards and the measures taken to ensure the safety of participants. An example of an event risk assessment is available from the widening participation team. Advice relating to risk assessments is available from the Occupational Safety, Health and Environmental Unit.  More information about risk assessments can be found in Safeguarding Guidance Note 4. |
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| **Training** | The Designated Safeguarding Officer / Deputy Designated Officer (and deputy where required) will need to ensure that members of staff and student representatives who come into contact with children and adults at risk:  • are aware of the possibilities of abuse  • are familiar with the Safeguarding Policy  • receive relevant training/information on these issues  Training is organised by Staff Development. The type of training required will depend on the role you are undertaking.  Further information about training requirements can be found in Safeguarding Guidance Note 5. |
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|  | **DURING THE EVENT** |
| **Physical contact**  **including research activities** | Some activities, especially research activities, involving children or adults at risk may necessitate physical contact.  It may also sometimes be necessary for staff or volunteers to do things of a personal nature for a child or adult at risk particularly if they are young or are disabled.  It is important for those in charge of the activity to understand what is appropriate within such activities, to avoid anything that could be misunderstood, and for such activities to be supervised. |
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| **What to do to ensure appropriate physical contact** | Only carry out physical tasks with the full understanding and consent of parents/carer or teacher and, where possible, the child or adult at risk.  Toileting must be undertaken by two people, one of whom must be female when accompanying a female child, or adult at risk (where assistance is needed).  Be responsive to the reaction of a child or adult or risk, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child or adult at risk to carry out particular activities.  Avoid taking on the responsibility for tasks for which you are not appropriately trained.  When physical contact between a member of staff and student is necessary for the student’s learning, its purpose and form should be explained to the student by the member of staff and the student’s consent obtained in advance of physical contact taking place.  In this context, as in all others, a member of staff should be sensitive to feedback from the student and respond accordingly. This is applicable to physical contact with students of all ages, but is particularly important for students who are children or adults at risk.  Ensure that if any form of manual/physical contact is required, it should be provided where you can be observed and clearly seen by others.  If engaging in physical contact in sporting situations, it should be in accordance with guidelines provided by the appropriate National Governing Body.  Keep a written record of any injury that occurs, along with the details of any treatment given. |
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| **What NOT to do** | Do not make or attempt to make physical contact with a child or adult at risk when it is not necessary.  Do not engage in rough physical games, or those that could be considered sexually provocative.  Do not allow or engage in any form of inappropriate touching.  Do not do things of a personal nature for a child or adult at risk that they can do for themselves. |
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| **Providing a supportive environment** | It is important to provide a supportive environment for activities. The guidance below outlines some actions that can be taken to ensure children or adults at risk feel safe and supported while engaging in the activity. |
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| **What to do to provide a supportive environment** | When feedback is necessary, aim to give enthusiastic and constructive feedback rather than negative criticism.  Guidance on giving feedback can be found here…  Involve parents/carers/teachers wherever possible, e.g. by encouraging them to take responsibility for the children or adults at risk in their care in changing rooms, clinics etc.  In a therapeutic, clinical environment relevant ethical and professional guidelines should be adhered to.  If you are in a situation where you are alone with a child or adult at risk make sure that you can be clearly observed or seen by others. |
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| **What NOT to do** | Do not spend time alone with children/ or adults at risk away from others if at all possible.  Do not allow children or colleagues to use inappropriate language unchallenged.  Do not make comments to a child or adult at risk, even in fun, that could be construed as sexually provocative.  Do not deliberately reduce a child or adult at risk to tears as a form of control, belittle or demean a child or adult at risk, or use emotional abuse.  Do not use a mobile phone or camera to photograph a child or adult at risk except for legitimate and express purposes and where relevant written consent (from parent/guardian) has been established beforehand. |
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|  | **OVERNIGHT EVENTS** |
| **Some events may require children or adults at risk to stay overnight** | Persons responsible for the well-being of children up to the age of 18 years between the hours of 2am and 6 am (even once) are in regulated activity and require an enhanced DBS check and a check against the children’s barring list. |
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| **What to do to ensure safe and supportive overnight events** | Ensure you have undertaken and understood all appropriate training before the event  Work in pairs as a minimum when supervising children or adults at risk. |
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| **What NOT to do** | Do not share sleeping accommodation overnight with a Child or Adult at risk.  Do not go into the room of a Child or Adult at risk unless absolutely necessary. If it is necessary, two members of staff should enter. |
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|  | **AFTER THE EVENT** |
| **Record keeping** | Make sure you keep a record of the event arrangements. The arrangements for each event should be documented and maintained for 5 years after the event. Incident/Accident/Near Miss Forms are available from the Occupational Safety, Health and Environmental Unit. |
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| **Further guidance on what NOT to do** | Do not invite a child or adult at risk to stay with you or visit you at your home.  Do not have a Child or Adult at risk in your own in a vehicle (unless this is part of the role employed and an appropriate DBS check has been undertaken).  Do not request to befriend or accept friend requests from children or adults at risk on social media.  And fundamentally do not allow allegations made by a child or adult at risk to go unrecorded or not acted upon. |
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| **What about bringing my own child onto campus?** | Where 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. Whilst staff and students are not prevented from bringing their children into work, 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 brining children on to University premises is available from the Occupational Safety, Health and Environment Unit.  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. |
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