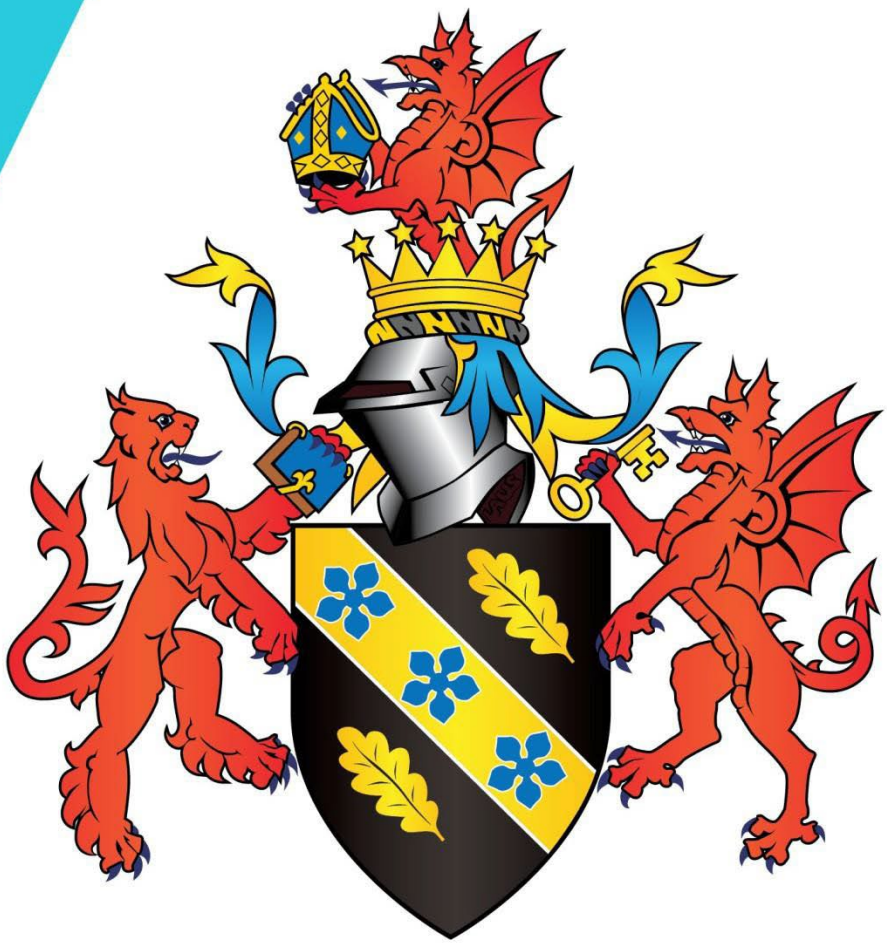
Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David



Safeguarding Policy

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
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1. Introduction

(a) Statement of Principles

The University of Wales Trinity Saint David is committed to:

- Providing a safe environment for all its staff, students and visitors;
- Providing an environment that is safe from harm for those under the age of 18;
- Upholding the rights of children, young people and vulnerable adults to protectionfrom harm, freedom from injury and a safe and healthy environment.

(b) Aim

The aim of this policy is to:

- Ensure that appropriate procedures are in place to safeguard against abuse or harm;
- Ensure that appropriate procedures are in place for dealing with allegations of abuse.

(c) Responsibilities

- The University has a Lead Designated Officer with overall responsibility for safeguarding;
- The University has a Lead Safeguarding Team, which includes the Lead Designated Officer, Operational Officer, Associate Pro-Vice Chancellor (Academic Experience) and Director of Student Services. This team of officers has responsibility for implementing and promoting the University's Safeguarding Policy and associated procedures;
- The University's Safeguarding Forum is responsible for the development, implementation, monitoring and annual review of the University's Safeguarding Policy. The Safeguarding Forum also oversees the relevant operational and administrative arrangements including the administration of Disclosure and Barring Service (DBS) procedures. The University's Safeguarding Forum reports to the Student Experience Committee;
- Registry responsibilities include oversight and verification of DBS procedures for students. Enhanced disclosures will be sought in respect of those roles which involveregularly caring for, training, supervising or being in sole charge of children, young people or vulnerable adults;
- HR responsibilities include oversight and verification of DBS procedures for staff. Enhanced disclosures will be sought in respect of those roles which involve regularlycaring for, training, supervising or being in sole charge of children, young people or vulnerable adults;
- Line managers of academic and professional units are responsible for ensuring that all staff are aware of the University's Safeguarding Policy and associated procedures and for implementing the policy and procedures in their areas as appropriate. This includes ensuring compliance with any advice and guidance provided by the University's Research Ethics Committee and may require that appropriate verification procedures be undertaken for certain individuals carrying out researchwith children, young people and vulnerable adults;
- Each Institute will have a Safeguarding Officer with responsibility for implementing and promoting the University's Safeguarding Policy and associated procedures;
- In relation to working with children, young people and vulnerable adults, all staff should adhere to all legal requirements and procedures as well as have regard to anyguidelines produced by appropriate professional bodies.

(d) Scope of the University's Safeguarding Policy

The University's Policy works in accordance with relevant legislation within Wales and England. Wales specific legislation guides the safeguarding work of the University including the National Wales Safeguarding Procedures (NWSP), and the Social Services and Wellbeing (Wales) Act 2014, which covers both children and vulnerable adults. This legislative approach builds on the Children Act (2004) whichis underpinned by 'Working Together to Safeguard Children' guidance in England. Additional legislation in England informing this policy includes the Safeguarding Vulnerable Groups Act (2006). Although the legislative framework differs between Wales and England, the foundation principles are similar.

This Safeguarding Policy applies to ALL members of staff employed by theUniversity.

This policy also applies to all University activities and facilities, including those involving children and young people under the age of 18, and covers:

- all staff employed by the University;
- all students registered at the University;
- volunteers to include Council and Committee Members;
- contract workers engaged on behalf of the University;
- all circumstances where children and/or young people attend University premisesand/or participate in University activities;

This policy covers both on and off campus settings (e.g. placements, work-based practiceand learning, exchanges and field trips).

The policy covers the University, with the constituent colleges (Coleg Sir Gar and ColegCeredigion) having their own safeguarding policies. These will report to the SafeguardingForum and will be represented at meetings.

For students registered on programmes of study at collaborative partner institutions, the following procedures will apply:

Whilst the students registered on collaborative partnership programmes would not themselvesbe subject to guidelines in a Safeguarding Policy, the University will wish to assure itself that collaborative partners have guidelines to keep children, young people and vulnerable adults safe and to respond to any concerns.

- At the approval stage for collaborative partnerships, proposed institutions are requested to provide their Safeguarding policies, as part of the Institutional Profile Document (as referenced in Appendix CP4 of the AQH)
- Collaborative partners are expected, via their admissions policies, to take full and proper account of prevailing legislation, including in respect of criminal convictions, contact with children or vulnerable adults (Disclosure and Barring Service (DBS) checks or equivalent).They are also expected to ensure that information is kept updated following entry onto the programme, such as any change to criminal conviction status. This is outlined in the Collaborative Partner Operations Manual.
- Collaborative partner students who are on placement are subject to the same protocolsas those for students directly enrolled with the University. Collaborative

partners have access to the 'Placement Risk Assessment Guidance' (Appendix PL1d of the AQH) which hasa 'Safeguarding Factors' section. Collaborative Partner Institutions are requested to confirm annually to the University, via their Collaborative Partnership Annual Programme Monitoring Report(s) (Appendix PV11a of the AQH), whether the University Placement Protocol has been observed.

- In respect of Postgraduate Research Degrees, collaborative partner students are subject to the same Code of Practice for Research Degrees as students directly enrolled with theUniversity, along with its associated policies, including Research Ethics and Integrity Code of Practice, Research Data Management Policy, Intellectual Property Policy, and Health and Safety Policy. All ethics approval processes for research degrees students are handled by the University's Research Ethics Committee. The Director of Studies is responsible for ensuring that an application for ethical approval is submitted to the Research Ethics Committee and that the student is aware of the University's regulations for research degrees as well as regulations and policies on academic misconduct,intellectual property, health and safety, and any ethical issues which may arise during the course of a student's research.
- In addition, it is expected that any safeguarding issues that come to light, in relation to anyaspects of collaborative partnerships, will be reported via the Partnership Team Leaders (PTLs) (9.10.4, Chapter 9 of the AQH outlines the PTL role).

(e) Definitions

For the purposes of this Policy, the following definitions apply:

- "Safeguarding" – 'Agencies (and organisations) working with children and young people take all reasonable measures to ensure that the risks of harm to the individual's welfare are minimised; and 'Where there are concerns about children andyoung people's welfare, all agencies (and organisations) should take all appropriate actions to address these concerns, working to agreed local policies and procedures, working in partnership with other local agencies.' (Children Act, 1989 and Joint Chief Inspectors Report on Arrangements to Safeguard Children, 2002);
- "Child" – a person under the age of 18 (Children Act, 1989);
- "Young person" – a child over 16 years but under 18;
- "Vulnerable Adult" – any person aged 18 years and over who is or may be in need ofcommunity care services by reason of mental or other disability, age or illness and who is or may be unable to take care of himself or herself, or unable to protect himself or herself against significant harm or serious exploitation;

The University recognises that any student may be vulnerable, and it is the role of the University's Safeguarding Officers to determine whether a student is considered to be vulnerable.

2. Students under the age of 18

The University has some students who commence an academic programme before their 18th birthday. The University recognises that:

- Anyone under the age of 18, as a matter of law is a child;

- The University has special duties of care towards a child;
- The University is not in loco parentis.

Students under the age of 18 will be treated in most respects no differently to students aged18 and over. Each Institute will have nominated personal / year tutors who are responsible for the welfare of students. Institute management shall be responsible for ensuring that a personal / year tutor is in place to support any student under the age of 18 and that the appropriate Disclosure and Barring Service (DBS) checks have been carried out on the staffmember/s concerned. Appropriate arrangements for support are also expected for students under the age of 18 enrolled on short-term programmes at the University (e.g. summer courses, outreach activities etc.).

The Registry is responsible for ensuring that the relevant Admissions Tutor, Director of Student Services, relevant Safeguarding Officers and Trinity Saint David Students' Union are informed of the registration of any students under the age of 18.

Personal/year tutors are required to make themselves known to the student at induction and meet with the student regularly to monitor their progress and wellbeing. Pastoral support will also be available from the Students' Union and, where appropriate, hall wardens.

Staff within the University must be aware that having a relationship with a student who isover 16 but under 18 is illegal and that this constitutes a breach of the position of trust inwhich the member of staff has been placed, as detailed in the Sexual Offences (Amendment) Act 2000.

3. Relevant University Policies and Procedures

3.1 Relevant University policies and procedures relating to safeguarding include but are not limited to:

Academic Quality Handbook
Acceptable Use Policy (Information Technology and Systems)
Admissions Policy
Data protection procedures
Disciplinary Policy
Fitness to Practise Policy
Support to Study Policy
Grievance Procedure Harassment and Bullying Policy
Health and Safety Policy
Policy governing professional relationships in the workplace
Prevent policy
Recruitment and Selection Policy
Staff Harassment and Bullying Policy
Standard and Enhanced DBS check
Privacy Policy
Strategic Equality Plan
Non-Academic Misconduct Policy

3.2 The University has a legal requirement to ensure that appropriate verification procedures are undertaken for staff, students and volunteers who work with children,young people and vulnerable adults;

3.3 Where a post, role or activity involves substantial, unsupervised access to children, young people or vulnerable adults on a sustained or regular basis the University willrequire staff or students to disclose any criminal records they may have by undertaking a Disclosure & Barring Service (DBS) check, at the appropriate level, prior to any contact.

3.4 Before any formal University procedures are instigated, the University will consider which procedure(s) are the most appropriate to be used in relation to any safeguarding concerns, including possible referral to an appropriate external agency;

3.5 Safeguarding procedures are often used in conjunction with another policy e.g. Student Disciplinary Policy (non-academic misconduct) or the Fitness to PractisePolicy;

3.6 When formal procedures are instigated, the University will at all key stages re-assesswhat procedures are used and may change procedures as appropriate;

3.7 Reasonable adjustments will be made as appropriate in relation to the safeguardingprocess for students and staff who have disabilities or other health issues.

3.8 The University has a legal duty to refer people to the DBS (upon completion of University internal disciplinary processes) when they have harmed a child, young person or vulnerable adult, or if there was a risk of harm. Anyone barred by the DBScannot work or volunteer with the vulnerable group or groups from which they are barred. Further information can be found from the Disclosure and Barring Service website.

4. Safeguarding and Prevent

4.1 The University has a statutory requirement to meet the Prevent duty guidance underthe Counter Terrorism and Security Act (2015). This guidance identifies a range of areas in which universities are expected to take action in order to prevent people from being drawn into terrorism. The University has developed a range of Prevent- related documents including a Prevent guidance note, an External Events and Speakers Protocol and a Prayer Room and Quiet Room Protocol. All of these documents are included as appendices to the Academic Quality Handbook.

4.2 The University has nominated Lead Officers for Prevent (Safer Communities Officer and Director of Student Services) who lead on the development and implementation of Prevent procedures and the delivery of Prevent-related training. The University is also represented at a South Wales HE Prevent forum which meets on a termly basis and is a means of sharing best practice and disseminating information. The University submits an annual assurance document to HEFCW on its implementation of the Prevent duty.

4.3 The University's approach to Prevent is grounded in the context of its safeguardingrole in preventing vulnerable individuals from being drawn into terrorism.

5. Identifying and acting on concerns or suspicions of harm

All members of staff, students and volunteers have a responsibility to report any concerns or suspicions of harm in accordance with National Wales Safeguarding Procedures, the Social Services and Wellbeing (Wales) Act 2014,the Safeguarding Children: Working Together under the Children Act (2004) and the Safeguarding Vulnerable Groups Act (2006).

- If any member of staff, any student or volunteer would like advice around any potential concerns they should speak to a relevant departmental member of the Safeguarding Forum, a Designated Safeguarding Officer or the Lead Designated Officer.
- If any member of staff, student or volunteer has specific concerns relating to a child's, young person's or vulnerable adult's safety or welfare on any University-related programme or activity, on or off-campus, they should complete a Cause for Concern Form via the Student Services website. This will be reviewed by the Wellbeing triage team and escalated as appropriate by the Head of Student-Wellbeing or Director of Student Services.
- Any referrals will be dealt with and if deemed necessary, referred on to the relevantstatutory agencies promptly, and within 24 hours wherever possible;
- Disclosures within UWTSD's Counselling Service will be dealt with under the relevantprofessional code of conduct (British Association for Counselling and Psychotherapy) and referred when necessary to the Director of Student Services;
- In accordance with the Public Interest Disclosure Act 1988, the University will supportand protect those staff and students who, in good faith and without malicious intent, report suspicions of abuse or concerns about colleagues and their actions;
- Further guidance on how to act when abuse is suspected or reported can be found inAppendix 1.

6. Training and guidance

Training will be provided for relevant staff, students and volunteers on matters relating tosafeguarding.

(a) Training

The University's Safeguarding Forum will oversee training for the University community inrelation to safeguarding matters. The Safeguarding Forum will also regularly consider training needs. The University provides training on a range of appropriate topics using a range of internal and external resources, coordinated by the Safeguarding Operational Officer. Online Safeguarding and PREVENT modules are available on the MyDay Staff Development Hub and all staff members are expected to complete them.

(b) Guidance

This policy and related appendices can be found on MyDay and the University's website.Appendix 1 Safeguarding Procedures and Guidance
Appendix 2 Website Link to Cause for Concern Form
Appendix 3 Information for line managers of academic and professional units in relation tosafeguarding responsibilities
Appendix 4 University Safeguarding Forum

Appendix 5 Designated Safeguarding Officers: contact details
Appendix 6 Policy on the handling of DBS Certificate informationAppendix 7 Policy on the recruitment of ex-offenders

7. Resource Implications

Implication	Detail
Finance	Costs associated with the implementation of this policy will be absorbed within current budget limits.
Staff	There are no additional staff requirements. There are however identified training needs for appropriate staff. A resource (an accredited in-house trainer) is in place to deliver any identified training needs.
Assets	No additional assets are required at this time.
Partners	Liaison with statutory partner agencies is essential in the protection of children, young people and vulnerable adults.
Timescales	The policy will be implemented as per its date of approval.
Leadership	This policy is led by the APVC (Academic Experience)

8. Impact Assessment

Implication	Impact Considered (Yes/No)	Impact Identified
Legal	Y	The University will comply with the legislative framework which includes: The Children Act 1989 The Data Protection Act 1998 The Protection of Children Act 1999 The UN Convention on the Rights of the Child The Sexual Offences (Amendment) Act 2000 Terrorism Act 2000 The Children Act 2004 The Safeguarding Vulnerable Groups Act 2006 The Protection of Freedoms Act 2012 Social Services and Wellbeing Act 2014 Counter Terrorism and Security Act 2015 Counter Terrorism and Border Security Act 2019 Maintaining confidential records of reported safeguarding and child protection cases and action taken.
Contribution to the Strategic Plan	Y	The Policy underpins the University's Mission, Vision and Values set out within the Strategic Plan.
Risk Analysis	Y	The aim of the Policy is to protect children, young people and vulnerable adults. Neglect of these statutory duties can put individuals at risk of harm, along with reputational risk to the University.
Equality	Y	No adverse implications have been identified. A full equality impact assessment will be conducted under separate cover and will be brought to the

		Safeguarding Forum for consideration.
Welsh Language	Y	Individuals being dealt with under this Policy will be offered the choice of communicating with the University in Welsh. This will include both written and verbal communication. Similarly, to support bilingualism within the University, staff will be offered translation services during training sessions that support this Policy. This Policy will be translated upon its final approval.
Environmental and Sustainability	Y	No adverse impact has been identified at this time.
Communication/ Media / Marketing	Y	Upon final approval of this Policy, staff will be made aware of its existence through the staff bulletin. Relevant parts of the Policy (i.e. excluding parts that contravene data protection legislation) will be published on the intranet, and if appropriate, via the University's Publication Scheme. Communication is key to the effective implementation of this policy.

Policy author(s):

Lead Safeguarding Team: APVC (Academic Experience), Lead Designated Officer, Operational Officer, Director of Student Services

9. Document version control

Version No:	Reason for change:	Author:	Date of change:
1.0	Consideration at Student Affairs Committee (amendments made following committee)	Dai Rogers	19.02.15
1.1	Consideration at SMT meeting (minor amendments made following SMT)	Dai Rogers	03.03.15
1.2	Consideration at Senate	Dai Rogers	11.03.15

	(minor amendment to Safeguarding Forum membership)		
1.3	Added to Policy Template	Claire Godden	07.04.15
1.4	Incorporation of amendments requested at Council Resources Committee	Dai Rogers	30.04.15
2.0	Change to Document Version Control following approval at Council on 21.05.15	Claire Godden	09.05.15
2.1	Updated	Dai Rogers	08.05.17
3.0	Updated / re-written	Dai Rogers (with Lead Safeguarding Team)	25.11.17
3.1	Updated following meeting of Safeguarding Forum on 7.12.17	Dai Rogers	03.01.18
3.2	Updated following meeting of Safeguarding Forum on 25.11.19	Dai Rogers Sioned Saer Catharine Bleasdale	10.12.19
3.3	Updated following meeting of Safeguarding Forum on 20.01.20 and comments received from Chair.	Dai Rogers	27.01.20
3.4	Updated December 20	Rhys Dart Catharine Bleasdale	17.12.20
3.5	Updated January 21 following meeting of Safeguarding Forum Jan 21	Rhys Dart	26.01.2021
3.6	Updated ahead of Safeguarding Forum Jan 23	Rhys Dart Natalie Owens	13.12.2022

Current status of Policy: Version 3.6 ratified by Student Experience Committee
The Policy is applicable to: HE

Date ratified:24.05.23

Date effective from: May 2023

Policy review date: January 2025

Appendix 1 – Safeguarding Procedures and Guidance

1. Forms of Abuse: Child Protection

In relation to **child protection**, the University has adopted the definition of harm asoutlined in the National Wales Safeguarding Procedures. This definition is taken from Welsh legislation but is adopted across all University sites and activity, including outside Wales.

Harm is defined as:

- ill treatment - this includes sexual abuse, neglect, emotional abuse and psychological abuse
- the impairment of physical or mental health (including that suffered from seeing or hearing another person suffer ill treatment).
- the impairment of physical, intellectual, emotional, social or behavioural development(including that suffered from seeing or hearing another person suffer ill treatment).

Types of harm include:

1.1 Physical Abuse
This involves deliberate physical harm to children. It includes hitting, shaking, throwing, squeezing, burning and biting, as well as giving children alcohol, inappropriate drugs or poisonous substances. It also includes attempted suffocation or drowning and fabricating thesymptoms of an illness. Reasonable physical restraint to prevent a child from harming themselves, another person, or from causing serious damage to property is not deemed to be abuse.

1.2 Sexual Abuse
This involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening and involves the use of children byadults – both male and female – to meet their own sexual needs. This could include directsexual activity, penetrative or non-penetrative acts, masturbation, taking indecent photographs or videos, or showing children pornographic material or encouraging them tobehave in sexually inappropriate ways.

1.3 Neglect
This involves the failure to meet the child's physical and/or psychological needs and is likely to result in the serious impairment of the child's health or development. It may involve a failure to provide food, warmth, clothing, love, affection, attention and recognition, or a failureto protect a child from physical harm or danger, or a failure to ensure access to appropriate medical care or treatment. This may also include financial abuse.

1.4 Emotional Abuse
This involves the persistent emotional ill treatment of a child such as to cause a severe and adverse effect on the child's emotional development. As well as persistent lack of love and attention, this includes constant criticism, threats, taunting and words and action that demean the child. Within the context of a University, it may include persistent denigration of a child's work or ability. It may involve conveying to the child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It mayinvolve causing a child to feel frightened or in danger, or the exploitation or corruption of children. There is some level of emotional abuse in all types of child abuse, but it can also occur alone.

1.5 Bullying
This is deliberate, hurtful behaviour, usually repeated over a period of time where it is difficult for those being bullied to defend themselves. Bullying can be verbal, written or physical.

1.6 Other actual or potential harm
Risk from other actual or potential harm to a child or young person may also result from:

- Criminal exploitation such as county lines (CCE)

- Child sexual exploitation
- Radicalisation
- Female genital mutilation
- Modern slavery
- Online abuse
- Financial absue of a vulnerable 15ndividual
- Forced marriage
- Radicalisation / vulnerable individuals being drawn into terrorism.

2. Risk: Vulnerable Adults

In relation to **safeguarding vulnerable adults** the following definition of "at risk" is outlined in the National Wales Safeguarding Procedures and drawn from the Social Services and Wellbeing (Wales) Act 2014. This definition is taken from Welsh legislation but is adopted across all University sites and activity, including outside Wales.

S126(1) of the Social Services and Well-Being (Wales) Act defines an adult at risk as an adult who:

2.1 Is experiencing or is at risk of abuse or neglect,

2.2 Has needs for care and support (whether or not the authority is meeting any of those needs), and

2.3 As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

2.4 Abuse can be physical, sexual, psychological, emotional or financial. Abuse can take place in any setting, whether in a private dwelling, an institution or any other place.

2.5 Neglect describes the failure to meet a person's basic needs: physical, emotional, social or psychological, which is likely to result in the impairment of the person's well-being or health. Neglect can take place in any setting, whether in a private dwelling, an institution or any other place.

2.6 Behaviours which increase the risk of neglect and/or abuse

The following behaviours could place the adult at risk of abuse or neglect:

- Violence against women, domestic abuse and sexual violence (VAWDASV), including Female Genital Mutilation;
- Domestic abuse and violence;
- Modern slavery;
- Criminal exploitation.

This list is not exhaustive.

3. What to do if abuse is suspected or reported.

3.1 The recognition of abuse in children and vulnerable adults is not always easy and the University acknowledges that its staff are not experienced in this area and will not easily know whether or not abuse is taking place. Indeed, it is not the place of University members to make such a judgement.

However, it the responsibility of all University staff to:

- be alert to indicators of abuse and neglect;
- have access to and comply with the Wales National Safeguarding Procedures;
- participate in relevant training and access briefings prepared by the University.
- understand how to raise issues and report concerns;
- report safeguarding concerns and disclosures using the protocols outlined in thisPolicy;
- to act on concerns in order to safeguard the welfare of the individual.

3.2 If members of the university would like advice around any potential concerns they should contact either a relevant departmental member of the Safeguarding Forum, a Designated Safeguarding Officer or the Lead Designated Officer.
If any member of staff, student or volunteer has specific concerns relating to a child's, young person's or vulnerable adult's safety or welfare on any University- related programme or activity, on or off-campus, they should complete a Cause for Concern Form via the Student Services website. This will be reviewed by the Wellbeing triage team and escalated as appropriate by the Head of Student-Wellbeing or Director of Student Services. If those concerns relate to someone in the designated safeguarding team please liaise with another member of the safeguarding team.

3.3 Every effort should be made to maintain confidentiality in line with safeguarding legislation. Suspicions must not be discussed with anyone else on campus other than those nominated above.

3.4 The Designated Safeguarding Officers have the responsibility to act on behalf of the University indealing with allegations or suspicion of abuse or neglect. This will include collating details ofthe allegation or suspicion and referring the matter to the appropriate statutory authorities. Itis the responsibility of Social Services or the Police, not the University, to investigate matters relating to child protection and the abuse of vulnerable adults.

3.5 Under no circumstances should members of the University carry out their own investigation into suspicions or allegations of harm, abuse or neglect, neither should they question children or vulnerable adults involved closely, as to do so may distort any investigation that may be carried out subsequently by the Social Services or the Police.

3.6 If a child or vulnerable adult says something or acts in such a way that abuse is suspected, the person receiving the information should:

- React in a calm but concerned way;
- Tell the child/vulnerable adult that they are right to share what has happened; and that they are not responsible for what has happened;
  Find an early opportunity to explain that it is likely that the information will need to be shared – do not promise to keep secrets;
- Take what is said seriously and allow the reporting individual to continue at their own pace.
- Keep questions to an absolute minimum only to clarify what the reporting individual is saying; not to interrogate. Do not ask a question that suggests a particular answer;
- Do not interrupt the reporting individual when they are recalling significant events;

- Reassure the reporting individual that the problem can be dealt with.Tell the reporting individual what you will do next and with whom the information will be shared. Say that you cannot promise to keep secrets;
- Make a full record of what is said and done, though this should not result in a delay in reporting the problem.

3.7 The record should include:

- A verbatim record of the disclosure. This may be used later in a criminal trial and it is vital that what is disclosed is recorded as accurately as possible. Therefore, the record must be drafted in the reporting individual's words and should not include the assumptions or opinions of others;
- The nature of the allegation or concern;
- A description of any visible physical injury (clothing should not be removed to inspect the child). Children / vulnerable adults should not be medically examined by a member of the University;
- The reporting individual's account of what has occurred;
- Any dates, times or places and any other potentially useful information.

3.8 The problem should be reported IMMEDIATELY using the Cause for Concern Form on the Student Services Website. This will be triaged by the Wellbeing team and escalated where appropriate. If a person is at immediate risk of harm call 999. it is expected that the University is informed as soon as possible. Information and advice can be sought other external agencies where necessary. Details of such organisations can be found under the Safeguarding section of the Student Services website.

3.9 It is recognised that staff may need support after receiving a disclosure from a child / vulnerable adult and appropriate counselling will be offered by the University.

3.10 As noted in 3.4 above, child protection concerns should be referred to the appropriate authorities (social services or police) for investigation. If the individual(s) involved are students, then the Director of Student Services should be informed. Likewise, if the individuals involved are staff, the Director of Human Resources should beinformed.

4. Procedure for dealing with allegations or suspicion of child / vulnerable adult abuse against a member of the University

4.1 The university takes all allegations seriously. When a concern arises relating tochild abuse, there are three processes that may need to take place. These are:

- A safeguarding investigation.
- A criminal investigation.
- Action by the University to discipline the member of the University.

4.2 It is important that these are properly co-ordinated and that events are managed in the right order. For this reason, the University will not normally take any immediate direct action against a member of the University without the advice and agreement of the investigating agencies (e.g. the Police or Social Services), except where such action is necessary to protect a child / vulnerable adult.

4.3 Irrespective of the outcome of the Social Services and Police investigations, the University may consider suspension and/or disciplinary action in accordance with its disciplinary procedures.

5. Procedure for dealing with concerns of possible child / vulnerable adult abuseoutside the University

5.1 As a result of their contact with a child / vulnerable adult within the University or on University business, members of the University may become concerned about the welfare of the child / vulnerable adult and may be concerned that the child / vulnerable adult is being abused by someone unconnected with the University, or by a member of the University in their private capacity. In these circumstances the individual should report their concerns as outlined above.

6. Procedure for dealing with external organisations using University facilities

6.1 Many of the University facilities, particularly sporting facilities, are hired by external organisations, including children's clubs and under these arrangements the University has no control over, and assumes no liability for, the conduct of individuals from these organisations. However, the University wishes to ensure, as far as it is able, that these organisations are not abusing children and that they are able to deal with any such disclosures appropriately.

6.2 On occasion, a child or vulnerable adult who is on campus through an external organisation may make an allegation of abuse to a member of the University about an adult member of that external organisation. In this situation, the member of the University will report the allegation to the external organisation and will notify their line manager, Safeguarding Officer or Director of Student Services of their action. The University expects the organisation to follow its own safeguarding policy and will require confirmation that the appropriate action has been taken. In addition, the APVC (Academic Experience), in consultation with the University's Senior Directorate, will consider whether it is permissible to allow the external organisation continued use of University facilities during the investigation period and beyond.

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APPENDIX SC16

Appendix 2 – Web Link for Cause for Concern Form

English https://live.uniticms.com/uwtsd/register/?form=welfare
Welsh https://live.uniticms.com/uwtsd/register/?form=form33

Appendix 3 – Information for line managers of academic and professional units in relation to safeguarding responsibilities

Line managers of academic and professional units are responsible for:

- Ensuring that staff are aware of the University's Safeguarding Policy and ensuring that the policy is appropriately implemented;
- Ensuring that any programme or activity involving children, young people and vulnerable adults is risk assessed, and that it is planned, organised and delivered, (including explicitly noting any child protection issues), in a manner that is consistent with this Safeguarding Policy;
- Ensuring that arrangements are in place to identify children, young people and vulnerable adults who fall within their sphere of responsibility and making sure adequate arrangements are in place to ensure that appropriate members of staff are notified;
- Ensuring that all staff posts involving substantial unsupervised access to children, young people and vulnerable adults are identified and that the relevant statutory verification procedures (such as Disclosure and Barring Service (DBS) checks) are undertaken;
- Ensuring that degree programmes and modules that they deliver are assessed to identify any substantial, unsupervised involvement with children, young people and vulnerable adults, and where such involvement is identified, that the programme and module specification requirement explicitly state the need for verification procedures (such as DBS checks);
- Ensuring that staff, students and volunteers involved in any programme or activity involving children, young people and vulnerable adults are appropriately trained;
- Informing the relevant Safeguarding Officer of specific safeguarding measures for the programme or activity, including, where appropriate, the name of any appointed person for those safeguarding measures;
- Ensuring that in drawing up any collaborative partnerships the requirements of the University's Safeguarding Policy are included and reflected in relevant documentation;
- Ensuring that suitable procedures are in place which authorises, or otherwise, members of staff and students to bring children, young people or vulnerable adults onto University property;
- Any Institutes, Disciplines or Professional Services accepting children, young people or vulnerable adults on work experience should adhere to the requirements of relevant University policies including those relating to Health and Safety and Acceptable Use of IT

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Appendix 4 – University Safeguarding Forum

The University's Safeguarding Forum is responsible for the development, implementation, monitoring and annual review of the University's Safeguarding Policy. The Safeguarding Forum also oversees the relevant operational and administrative arrangements including the administration of Disclosure and Barring Service (DBS) procedures. The University's Safeguarding Forum reports to the Student Experience Committee.

Terms of Reference:

- Ensure the effectiveness of safeguarding procedures across the University;
- Develop, implement, monitor and undertake an annual review of the University's Safeguarding Policy;
- Oversee relevant operational and administrative arrangements including the administration of Disclosure and Barring Service (DBS) procedures;
- Identify and review the University's training needs in relation to safeguarding;
- Oversee the provision of advice, information and training to the University community in matters relating to safeguarding;
- Collaborate effectively with relevant partnerships and agencies in order to raise awareness and understanding of safeguarding matters.

Membership:
Chair, appointed by the Senate
Lead Designated Officer (LDO)
Pro-Vice Chancellor (Academic Experience)
Operational Officer for Safeguarding
Director of Student Services
Executive Head of Registry
Director of Human Resources
The Safeguarding Officer(s) from each Institute
The Safeguarding Officer(s) from the following units and services: Apprenticeship Unit; Human Resources; Information and Technology Services; Operations; Registry; Safer Communities; Wales Global Academy; Widening Access team
Principal Officer Student Services
One Students' Union representative nominated by the Students' UnionOne FE representative of the constituent college

Observers: a Students' Union staff member, nominated by the Students' Union ChiefExecutive; a representative from the Student Cases team (Academic Office)

Membership will be extended to include external representatives as and when required

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Appendix 5 – Designated Safeguarding Officers: Contact details

Lead Designated Officer: Michou Burckett St Laurent (Head of Student Well-Being) m.bstlaurent@uwtsd.ac.uk
Director of Student Services: Rhys Dart r.dart@uwtsd.ac.uk
PVC (Academic Experience): Mirjam Plantinga m.plantinga@uwtsd.ac.uk
Executive Director of Human Resources: Jane O'Rourke J.ORourke@uwtsd.ac.uk

Appendix 6 – Policy on the handling of DBS Certificate information

1.1 General principles
As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, the University of Wales Trinity Saint David complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

The University of Wales Trinity Saint David has implemented an online checking process with an external provider (GBG). This now applies in all cases, apart from those courses which have been identified as requiring a DBS check following entry to the course. In the small number of cases where this applies, a paper DBS check, as requested by Human Resources will be undertaken.

1.2 Storage and access
Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

1.3 Handling
In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

To note: those registered care homes which are inspected by the Care Quality Commission (CQC), those organisations which are inspected by Ofsted and those establishments which are inspected by the Care and Social Services Inspectorate for Wales (CSSIW) may retain the certificate until the next inspection.

Once the inspection has taken place the certificate should be destroyed in accordance with the code of practice.

1.4 Usage
Certificate information is only used for the specific purpose for which it was requested andfor which the applicant's full consent has been given.

1.5 Retention
Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six

months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give fullconsideration to the Data Protection and Human Rights of the individual before doing so.
Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

1.6 Disposal
Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning.
While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we maykeep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

1.7 Acting as an umbrella body
Before acting as an umbrella body (an umbrella body being a registered body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations), we will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of certificate information in full compliance with the code of practice and in full accordance with this policy.

We will also ensure that anybody or individual, at whose request applications for DBS certificates are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

Appendix 7 – Policy on the recruitment of ex-offenders as members of staff

1 As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the University of Wales Trinity Saint David (UWTSD) complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

2 UWTSD undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

3 UWTSD can only ask an individual to provide details of convictions and cautions that UWTSD are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

4 UWTSD can only ask an individual about convictions and cautions that are not protected.

5 UWTSD is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

6 UWTSD has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.

7 UWTSD actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

8 UWTSD select all candidates for interview based on their skills, qualifications and experience.

9 An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

10 UWTSD ensures that all those in UWTSD who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

11 UWTSD also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

12 At interview, or in a separate discussion, UWTSD ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevantto the position sought could lead to withdrawal of an offer of employment.

13 UWTSD makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.

14 UWTSD undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.