

Safeguarding Vulnerable Groups Policy

1. WHAT IS SAFEGUARDING?

1.1 Safeguarding is defined by the Children Act 1989 and Joint Chief Inspectors Report on Arrangements to Safeguard Children (2002) as meaning that:

‘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 and young people’s welfare, all agencies [and organisations] should take all appropriate actions to address those concerns, working to agreed local policies and procedures, working in partnership with other local agencies’.

2. WHO ARE WE SAFEGUARDING?

2.1 Safeguarding practices are most commonly applied to children and young people under the age of eighteen. The Children Act 1989 defines a 'child' as a person under the age of 18. The Management of Health and Safety Regulations 1999 regard a 'child' as a person who is not over the minimum school leaving age and a 'young person' as a person who has not attained the age of 18. For the purpose of this policy, a 'child' is under 16 and a 'young person' is over 16 but under 18. Both children and young people are included in this policy.

2.2 Key aspects of legislation have recently been extended to include similar standards of protection to ‘vulnerable adults’. A vulnerable adult is defined as a person aged eighteen or over, who has either a dependency upon others in the performance of, or a requirement for, assistance in the performance of basic functions; a severe impairment in the ability to communicate with others; or has a reduced ability to protect themselves from assault, abuse or neglect. This can be as a result of a learning or physical disability; a physical or mental illness chronic or otherwise; or a reduction in physical or mental capacity. **Key legislation and codes of practice are listed in Appendix 4.**

3. WHY IS SAFEGUARDING NECESSARY IN HIGHER EDUCATION?

3.1 Primary and secondary schools and Further Education colleges have a statutory duty to safeguard and protect young people in their care. Higher education institutions are not specifically named in their duty to safeguard and protect children and young people since their core client group is aged between eighteen and twenty one. They do, however, have a common law duty to take such steps that, in the circumstances of an educational institution, are reasonable to ensure that children, young people and vulnerable adults are safe and that reasonably foreseeable harm does not occur as a result of careless acts or omissions of the institution. The forthcoming Independent Safeguarding Authority Scheme will also have an impact on HEIs in terms of those engaged in ‘regulated’¹ activities.

4. STATEMENT OF POLICY

4.1 The University aims to provide a safe and secure environment for all students, staff and individual visitors who access its facilities and services.

¹ Regulated activities include

- Any activity which involves contact with children or vulnerable adults and is of a specified nature (eg teaching, training, care, supervision, advice, treatment or transport) frequently, intensively and/or overnight
- Any activity allowing contact with children or vulnerable adults and is in a specified place (eg schools, care homes, etc) frequently or intensively
- Fostering and childcare
- Certain defined positions of responsibility (eg school governor, director of social services, trustees of certain charities)

4.2 The University recognises its particular responsibility to safeguard the wellbeing of children, young people and vulnerable adults engaged in the breadth of the University's activities by ensuring that there are appropriate arrangements in place to enable it to discharge its duty to provide a safe and secure environment and to deal with issues concerned with suspected or reported abuse of children, young people and vulnerable adults.

4.3 The University seeks to ensure that its policy and procedures comply with statutory duties and the All Wales Child Protection Procedures, reflect guidance and good practice in safeguarding children, young people and vulnerable adults, and that safeguarding arrangements are proportionate and based upon common sense.

4.4 The University recognises that it has a duty to help staff and students (through guidance, support and training), to promote safe working practices in order to minimise risk to vulnerable individuals and protect staff and the institution from the possibility of false allegations. It is not intended that staff should be restricted from normal ways of working, but staff are advised to consider how an action may be perceived. **Guidelines for Working with Children, Young People and Vulnerable Adults are in Appendix 1**

5. SAFEGUARDING STRUCTURE AND RESPONSIBILITIES

5.1 The University has in place an organisational structure for safeguarding children, young people and vulnerable adults. Key staff with designated safeguarding responsibilities (as set out in paragraphs 5.2 to 5.4 below) are members of the Safeguarding Working Group, which meets regularly and on an as-needs basis in order to monitor, review and develop the work of the University in delivering its duty of care.

5.2 The University Lead Safeguarding Officer (LSO), who has overall accountability and strategic responsibility for safeguarding vulnerable groups within the University, is the Registrar. The LSO chairs the Safeguarding Working Group.

5.3 The Principal Safeguarding Officers (PSO), who have operational responsibility for safeguarding vulnerable groups within the University and carry out a leadership and co-ordination role are the Director of Human Resources and the Director of Student Services. Both Directors are supported in this role by their deputies to whom responsibility may be delegated from time to time.

5.4 In those programmes or activities where staff and students work with children, young people and vulnerable adults as part of their roles, a Designated Safeguarding Officer (DSO) will take responsibility for safeguarding within that programme or activity. The DSO will normally be the organiser or co-ordinator of the programme.

This person will be supported by a Designated Deputy Safeguarding Officer (DDSO). **The responsibilities of all Safeguarding Officers can be found in Appendix 2.**

5.5 Staff and students working in direct contact with vulnerable individuals on a day-to-day basis (i.e. staff involving in teaching and providing pastoral guidance to students) may come across signs of harm and/or abuse. Staff need to ensure that any concerns for the wellbeing of a child, young person or vulnerable adult are reported to the appropriate DSO or DDSO, or the PSO (if DSO and DDSO are not available) as quickly as possible (at most, within 24 hours). (See Referral Form in Appendix 3)

5.6 The PSO will invoke the appropriate procedures to protect the child, young person or vulnerable adult, involving Social Services and the Police as appropriate. Where staff members are unsure and need guidance about safeguarding issues, they are encouraged to seek support from the PSO.

5.7 External organisations such as Victim Support can provide support for children, young people and vulnerable adults who disclose that they have been or are being abused or are the victim of other inappropriate behaviour.

5.8 Where an allegation of abuse or inappropriate behaviour is made against a member of staff, in addition to actions set out in paragraph 5.5 above, Human Resources will advise and guide the line manager of the member of staff against whom allegations have been made in relation to employment and disciplinary issues.

5.9 Where an allegation of abuse or inappropriate behaviour is made against a student, in addition to actions set out in paragraph 5.5 above, the Academic Registrar will advise and guide the School in relation to student discipline issues.

5.10 It is the responsibility of the Safeguarding Working Group to review this policy as necessary from time to time.

6. 'CONTROL MEASURES'/PROCEDURES

6.1 Students

6.1.1 The University takes a risk management approach to safeguarding vulnerable groups, in organising learning and teaching, and delivery of services to students and the public. Schools and Services are required to carry out risk assessments, and make reasonable, proportionate adaptations to their activities.

See Appendix 4: Information for the University's Under 18's Policy and Procedure

6.1.2 The University reserves the right to refuse to admit a child, young person or vulnerable adult to a programme of study, or other University-managed activities, if it judges that the adaptations necessary to safeguard that individual's wellbeing go beyond what is reasonable and proportionate.

6.1.3 Where adaptations are reasonable and proportionate, the University then puts in place a number of 'control measures' (in the language of health and safety) in order to safeguard the wellbeing of vulnerable groups. These control measures are kept under review, and amended as necessary, by the Safeguarding Working Group.

6.1.4 Except in relation to 6.1.5 below, the University has a limited power to ask about unspent criminal convictions on admission as a student and where, in the course of exercising that power, a conviction is disclosed which indicates that the individual poses a clear risk to vulnerable groups, the University has the right to deny admission as a student. (See Appendix 5 for the *Procedures to be followed when candidates indicate that they have a criminal record.*)

6.1.5 As a condition of admission to certain programmes of study, where they will come into close contact with vulnerable groups (typically in childhood studies, health and social care), students are required to undergo an enhanced Criminal Records Bureau check prior to the commencement of placement activity. The University is obliged to refuse admission if the CRB disclosure, on a reasonable assessment, would disqualify the applicant from entering placement or practising as the relevant health/social care professional.

6.1.6 The University does not consider it practicable to take steps other than those described in paragraphs 6.1.2 and 6.1.3 above, to vet the backgrounds of students who, during the course of learning and teaching activities and administrative activities, come into contact with other students who are children, young people or vulnerable adults. The University takes a risk management approach to organising curriculum and service delivery; Schools and Services carry out a risk assessment, and make reasonable adaptations to the delivery of curriculum and/or services. The University Admissions Policy is available at <http://www.swansea.ac.uk/admissions/AdmissionsPolicy/>

6.2 Staff

6.2.1 All University staff members, contractors and volunteers are advised to minimise physical contact with students, except for reasons of health and safety, or where physical contact may be a necessary part of learning (e.g. safe manual handling of patients, for health-related study) or the provision of personal care (e.g. volunteers working as carers to disabled students).

6.2.2 The University has a responsibility for the safety of the learning community, and therefore reserves the right to deny employment to individuals where CRB checks suggest that they might pose a danger to that community. The University is creating new policies where necessary and reviewing all of its policies, processes and procedures in order to fully comply with the Safeguarding Vulnerable Groups Act 2006. The Universities Recruitment and

Selection Procedures are available at <http://www.swansea.ac.uk/personnel/RecruitmentSelection/>

6.2.3 The University reserves the right, in accordance with its employment procedures, to suspend and/or dismiss staff members from employment or from undertaking a specific role with respect to that employment (e.g. academic staff acting as personal tutor). This may be in circumstances where the individual acquires or extends a relevant criminal record, or where they have withheld information about their criminal record at the point of employment. Disciplinary action may also be taken against staff, in accordance with the University's employment procedures, for a failure to comply with this policy.

6.2.4 The University recognises its responsibility for the wellbeing of staff. Any staff member who considers that they themselves may be a vulnerable adult, can seek support from the University Occupational Health service and the Staff Counselling Service. In certain circumstances, it may also be appropriate for the staff member to seek additional help and guidance from the individual's trade union. These sources of support are available equally to a member of staff who faces allegations of inappropriate behaviour, abuse and/or neglect. Any staff member who considers that they have been subject to inappropriate behaviour or abuse will also have access to the University's Dignity at Work and Study Policy which is available at <http://www.swansea.ac.uk/media/Media,8959,en.pdf>.

6.2.5 All University staff, contractors and volunteers are reminded of the offence of abuse of positions of trust under sections 16 to 19 of the Sexual Offences Act 2003, which makes it an offence for a person aged 18 or over intentionally to behave in certain sexual ways in relation to a child aged under 18, where the person aged 18 or over is in a position of trust defined as looking after a child aged under 18 who is receiving education at an educational institution and the child aged under 18 is receiving, and person aged 18 or over is not receiving, education at that institution. A person "looks after" a child in this context if he/she is regularly involved in caring for, training, supervising or is in sole charge of a child or children.

6.2.6 The University obtains enhanced CRB disclosures for all staff and volunteers working in 'regulated positions' (as defined by the Criminal Justice and Court Services Act 2000). The University has procedures to evaluate information about any staff member's or volunteer's criminal record, and making sensible, fair and consistent judgements about whether the individual is safe to engage (or remain engaged) in the employment role, office or voluntary activity.

6.2.7 Many staff are engaged in roles that are not 'regulated positions' (see paragraph 6.2.7 above), yet are involved in activities that may also involve children or vulnerable adults. As outlined in paragraph 6.1.1 above, the University takes a risk management approach to delivery of learning and teaching, and University-managed activities involving the wider public.

6.3 External organisations

6.3.1 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 vulnerable people and that they are able to deal with any such disclosures appropriately.

6.3.2 All external organisations requesting use of University facilities for activities with vulnerable people will be required to sign a declaration. This will confirm that the organisation has obtained the appropriate checks on their staff and volunteers before permitting such individuals to have access to vulnerable people. In addition, the organisation will be asked to confirm that they have a safeguarding policy in place.

6.3.3 If an organisation that works with vulnerable people does not have a vulnerable people policy, then they will not be permitted to use University facilities. This includes existing users of University facilities.

6.3.4 Persons working in a regulated position who are not directly employed by the University -but are employed by contractors (or sub-contractors) -will also undergo criminal record clearance and checks against the statutory child protection/vulnerable adult lists. However, these checks will have to be carried out by their employer - and the University will ensure that these obligations are reflected where possible in any contract between the University and the contractor. Contract staff without such clearance will not be permitted unsupervised access to children under any circumstances.

6.4 Other groups

6.4.1 Where children of students, staff members or visitors are present on the University campuses, they remain the responsibility of their parent/guardian or those acting in loco parentis such as teachers, unless they are enrolled as students, or are otherwise involved in a University-managed activity (see para 6.4.2 below).

6.4.2 Safeguarding the wellbeing of children visiting the campus (without their parent/guardian) is the responsibility of the organiser of the activities in which the child is participating.

6.5 Insurance

The University has a duty of care to all staff, students and visitors, and has in place, both Employer's Liability and Public Liability covers for its legal liability.

7. PROCEDURES TO BE INVOKED WHEN HARM/ABUSE IS SUSPECTED

7.1 The procedures to be invoked when harm/abuse is suspected can be found at appendix 1

8. KEY CONTACTS

Safeguarding Role	Title	Name	Ext	Email
Lead Safeguarding Officer	Registrar	Raymond Ciborowski	5342	raymond.ciborowski@swansea.ac.uk
Principal Safeguarding Officer	Director of Human Resources	David Williams	5352	d.g.williams@swansea.ac.uk
Principal Safeguarding Officer	Director of Student Services	Simon Wright	5356	s.w.wright@swansea.ac.uk
Designated Safeguarding Officer Sports Centre	Head of Sport and Physical Recreation	Gwyneth Diment	3552	g.m.diment@swansea.ac.uk
Deputy Designated Safeguarding Officer Sports Centre	Assistant Head of Sport and Physical Recreation	Kevin Harrison	3553	k.m.harrison@swansea.ac.uk
Designated Safeguarding Officer Reaching Wider	Project Development Officer	Alice Davies	2125	a.t.davies@swansea.ac.uk
Deputy Designated Safeguarding Officer Reaching Wider	Project Development Officers	Julia Hall Rebecca Griffiths	2126 2162	j.e.hall@swansea.ac.uk r.griffiths@swansea.ac.uk

Designated Safeguarding Officer	Head of Cultural Services	Sybil Crouch	5491	s.e.crouch@swansea.ac.uk
Deputy Safeguarding Officer	Front of House Duty Officer	Debra Jones-Gammon	5567	d.m.jones-gammon@swansea.ac.uk
Designated Safeguarding Officer Egypt Centre	Assistant Curator	Wendy Goodridge	5960	w.r.goodridge@swansea.ac.uk
Deputy Designated Safeguarding Officer Egypt Centre	Volunteer Manager	Ashleigh Taylor (from Nov 2008)		
Designated Safeguarding Officer Schools Liaison	Manager, UK Student Recruitment Office	Barrie Clark	5889	b.m.clark@swansea.ac.uk
Deputy Designated Safeguarding Officer Schools Liaison	Recruitment Officer, UK Student Recruitment Office	Dr Caroline Coleman-Davies	3131	c.c.coleman@swansea.ac.uk

Guidelines for Staff Working with Vulnerable Groups

1. PRINCIPLES

These guidelines reflect the principles that:

- The welfare of children, young people and vulnerable adults is paramount.
- All children, young people and vulnerable adults should be treated with respect and dignity.
- Staff should understand their responsibilities to safeguard and promote the welfare of children, young people and vulnerable adults.
- All members of the University should demonstrate exemplary behaviour when working with children, young people and vulnerable adults in order to protect them from abuse and to protect themselves from false allegations.
- Staff should discuss and/or take advice promptly from the Designated Safeguarding Officer (DSO) about any incident or behaviour which may give rise to concern.
- Any allegations or suspicions of abuse should be reported immediately to the Designated Safeguarding Officer or Deputy Designated Safeguarding Officer (DDSO).
- Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary or criminal action being taken against them.
- Staff should know the procedures for handling allegations against staff and to whom they should report concerns.

2. WORKING WITH CHILDREN AND YOUNG PEOPLE

You should :

- Maintain a register of children and young people working with you at any given time.
- Work in an open environment avoiding private or unobserved situations and encouraging open communication. Avoid spending time alone with children or young people away from others.
- Treat all children and young people equally, with respect and dignity.
- Always put the welfare of the child or young person first.
- Maintain a safe and appropriate distance with children and young people. It is not appropriate for staff, students or volunteers to have an intimate relationship with a child or young person.
- Ensure that if any form of manual/physical touching is required, it should be provided openly. In sporting situations, this should be according to guidelines provided by the Department of Physical Recreation and the appropriate National Governing Body.
- Involve parents/carers/teachers wherever possible, e.g. by encouraging them to take responsibility for the children and young people in their care in changing rooms or the laboratory.
- Be an excellent role model.
- When feedback is necessary give enthusiastic and constructive feedback rather than negative criticism.
- Keep a written record of any injury that occurs, along with the details of any treatment given.
- Attend relevant training courses that the University provides.

You should never:

- Engage in rough physical games, or those that could be considered as sexually provocative.
- Share a room overnight with a child or young person.

- Go into a child's or young person's room unless absolutely necessary. (If it is necessary, two members of staff should enter, preferably a male and a female.)
- Allow or engage in any form of inappropriate touching.
- Allow children, young people or colleagues to use inappropriate language unchallenged.
- Make comments to a child or young person, even in fun, that could be construed as sexually provocative.
- Deliberately reduce a child or young person to tears as a form of control, belittle or demean a child or young person or use emotional abuse.
- Allow allegations made by a child or young person to go unrecorded or not acted upon.
- Invite or allow children or young people to stay with you at your home unsupervised.
- Do things of a personal nature for children or young people that they can do for themselves. (It may sometimes be necessary for staff or volunteers to do things of a personal nature for children or young people, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents/carer or teacher and, where possible, the child or young person. There is a need to be responsive to a child's or young person's reactions, 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 young person to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained). Sports and some research activities involving children or young people may necessitate physical contact. It is important for adults to understand what is appropriate within such activities, to avoid anything that could be misunderstood, and for such activities to be supervised.
- Transport children or young people on your own in a vehicle except in emergency situations
- Spend time alone with a child or young person. If you are in a situation where you are alone with a child or young person, make sure that you can be clearly observed or seen by others.

3. WORKING WITH VULNERABLE ADULTS

A common sense approach should be taken to applying the guidelines listed above as far as they are appropriate. There are situations, such as in the provision of personal care to a disabled person, where it will be necessary to have a degree of physical contact in a one-to-one situation. The key principle is that the person should be treated with respect and dignity and that their consent should be obtained to any action taken.

4. RECOGNITION OF ABUSE

It is recognised that some members of the University will have insufficient contact with vulnerable groups at work and consequently may not be in a position to recognise abuse.

Abuse can and does occur both within families and in institutional or community settings. The University acknowledges that some individuals seek to use voluntary and community organisations to gain access to vulnerable people, and that it is necessary to have an open mind when the possibility arises that a member of the University is suspected of abuse or inappropriate activity. The following may indicate that abuse is taking place:

- Unexplained or suspicious injuries, particularly if such an injury is unlikely to have occurred accidentally.
- An injury for which the vulnerable person's explanation appears inconsistent.
- The vulnerable person describes an abusive act or situation.
- Unexplained changes in behaviour.
- Inappropriate sexual awareness or sexually explicit behaviour.
- Apparent mistrust of others.
- The vulnerable person is not allowed to be involved in normal social activities.
- The vulnerable person becomes increasingly dirty or shabby.
- The quality of their academic work deteriorates.

5. WHAT TO DO IF ABUSE IS REPORTED OR SUSPECTED

The recognition of abuse 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 is their responsibility to act on concerns in order to safeguard the welfare of vulnerable groups.

Any concerns should be reported to the Designated Safeguarding Officer for the activity or programme concerned or the Principal Safeguarding Officer (PSO). (See Referral Form in Appendix 3)

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

The Principal Safeguarding Officer has 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.

NB: It is the task of Social Services, not the University, to assess the information given to them and to decide whether to investigate the matter further, under section 47 of the Children Act 1989.

Under no circumstances should members of the University carry out their own investigation into suspicions or allegations of abuse, neither should they question victims closely, as to do so may contaminate evidence and obstruct any investigation that may be carried out subsequently by the Police or Social Services.

6. INCIDENTS THAT MUST BE REPORTED/RECORDED

- If a vulnerable person is accidentally hurt.
- If you are concerned that a relationship is developing that could represent an abuse of trust.
- If you are concerned that the vulnerable person is becoming attracted to you or a colleague who cares for them.
- If you are concerned that a colleague is becoming attracted to someone in his/her care.
- If a vulnerable person misunderstands or misinterprets something you have done.
- If you have had to use reasonable physical restraint to prevent a vulnerable person harming themselves, or another, or from causing significant damage to property.
- If a vulnerable person makes an allegation of abuse
- If you see any suspicious marks on a vulnerable person
- If you notice sudden changes in behaviour

7. RESPONDING TO SUSPICIONS OF ABUSE

If a vulnerable person 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 vulnerable person that s/he is right to share what has happened; and that s/he is not responsible for what has happened.
- Take what the vulnerable person says seriously.
- Keep questions to an absolute minimum only to clarify what the vulnerable person is saying; not to interrogate.
- Not interrupt the vulnerable person when they are recalling significant events.
- Reassure the vulnerable person that the problem can be dealt with.

- Not give assurances of confidentiality which cannot be kept but should reassure the vulnerable person that the information will only be passed on to those people who need to know.
- Make a full record of what is said and done, though this should not result in a delay in reporting the problem.

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. Do not ask leading questions. The record must be drafted in the vulnerable person's words and should not include the assumptions or opinions of others.
- A nature of the allegation or concern.
- A description of any visible physical injury (clothing should not be removed to inspect the injury).
- The vulnerable person's account of what has occurred.
- Any dates, times or places and any other potentially useful information.

The problem should be reported IMMEDIATELY to the Designated Safeguarding Officer who will alert the Principal Safeguarding Officer to take the appropriate action. If the concern arises out of normal office hours (evenings and weekends), contact should be made with the Social Services Emergency Duty Team on 01792 775501. Advice can also be sought from the NSPCC 24 hour helpline on 0800 800500 or from the Police child protection team on 0116 2222222.

It is recognised that staff may need support after receiving a disclosure and will be offered appropriate counselling.

8. WHISTLEBLOWING

Whistleblowing is an important aspect of a safeguarded institution whereby staff, student mentors and volunteers are encouraged to share genuine concerns about a colleague's behaviour in confidence, with a Designated Safeguarding Officer, line manager or senior manager.

Working with vulnerable people places staff and volunteers in positions of power. In order to retain the trust of vulnerable people, it is essential that all reasonable steps are taken to ensure this power is exercised responsibly.

There may be situations whereby staff or volunteers have genuine concerns about the conduct of a colleague towards a participant. All members of the University have the right and the responsibility to raise concerns, without prejudice to their own position, about the behaviour of staff, managers, volunteers, students or others, which may be harmful to those in their care and will receive appropriate support when doing so.

In accordance with the Public Interest Disclosure Act 1988 and the University's Policy of Public Interest Disclosure, the University will support and protect those staff and students who, in good faith and without malicious intent, report suspicions of abuse or concerns about colleagues and their actions. Members of the University are expected to follow the procedures laid out in this policy.

Whistleblowing should be part of transparent work practices and is not intended to set up mistrust or suspicion among staff and volunteers.

Staff who want to get free confidential advice about whistleblowing can contact Public Concern at Work on 020 7404 6609 or visit their website at: www.pcaew.org.uk.

9. ALLEGATIONS OR SUSPICION OF ABUSE AGAINST A MEMBER OF THE UNIVERSITY

This can be an extremely difficult issue to deal with. It can be difficult to accept that a colleague may deliberately harm a vulnerable person. It may also be that the behaviour that causes concern is bad practice rather than abuse. Any concerns should be reported to the Designated Safeguarding Officer in the first instance. Concerns about the Designated Safeguarding Officer should be reported to the Principal Safeguarding Officer.

It is important that any response is properly co-ordinated and that events are managed in the right order. For this reason, the University will take no direct action against a member of the University without the advice and agreement of the investigating agencies (e.g. the police, NSPCC or Social Services), except where such action is necessary to protect a vulnerable person.

If, following consideration and any consultation, the concern is clearly about bad practice rather than abuse, the University will take the necessary action to advise, manage or instigate disciplinary action against the member of the University about whom the allegation has been made.

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

10. CONCERNS OF POSSIBLE ABUSE OUTSIDE THE UNIVERSITY

As a result of their contact with a vulnerable person, members of the University may become concerned that the person is being abused by someone unconnected with the University. In these circumstances the individual should report their concerns to the Principal Safeguarding Officer.

11. ALLEGATIONS OF ABUSE BY AN INDIVIDUAL FROM AN EXTERNAL ORGANISATION USING UNIVERSITY FACILITIES

A vulnerable person 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 Principal Safeguarding Officer. The PSO will report the matter to the external organisation and will notify the Lead Safeguarding Officer 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 Lead Safeguarding Officer will consider whether it is permissible to allow the external organisation continued use of the facilities during the investigation period and beyond.

12. WORKING WITH VULNERABLE GROUPS IN RESEARCH

There are important issues to consider when working with vulnerable groups on a research project :

- any proposed clinical trial research involving subjects under 5 years of age must be referred to the University's insurance providers before such research can be agreed.
- The Head of School/Department must consider whether anyone working with vulnerable groups as part of the research project (whether staff or student within the School) requires a Criminal Records Bureau disclosure.

- The researcher should ensure that informed consent has been obtained from parents of children under 18. Children should be given the opportunity also to consent to participation, but parental consent is essential.
- Any research activity will respect the vulnerable person's right to confidentiality, and comply with any relevant code of ethics applicable to the type of research being conducted.
- The researcher should monitor the effect of the research on the vulnerable person to ensure that they feel comfortable with continuing with the research.
- Wherever possible, a same sex chaperone should always be present during the research.
- Staff or students who work with vulnerable groups should be provided with appropriate training.

Individual Departments/Schools or Sections eg Egypt Centre, Sports Centre may wish to develop their own guidance in accordance with this policy.

13.PHOTOGRAPHING, VIDEOING AND FILMING VULNERABLE GROUPS

There is evidence that some people have used sporting venues and activities as an opportunity to take inappropriate photographs or film footage of children, young people and vulnerable adults. The following requirements apply to activities in which children, young people or vulnerable adults are participating:

- Where appropriate all materials promoting Swansea University events or activities shall state that accredited photographers will be present.
- Where possible consent from the parent/guardian for photographing, videoing and/or filming of a child, young person or vulnerable adult must be obtained prior to the event or activity.
- Where possible anyone wishing to use photographic/film/video equipment at a venue must obtain the approval of Designated Safeguarding Officer for the activity.
- An activity or event specific identification badge/sticker must be provided to and clearly displayed at all times by accredited photographers, film and video operators on the day of the activity or event.
- No unsupervised access or one-to-one sessions are to be permitted unless this has been approved in advance by the child, young person or vulnerable adult, parent/guardian and the organisation, and appropriate vetting has occurred e.g. CRB check of individual wanting to photograph, film or video.
- Swansea University reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.
- The requirements above will be publicly promoted to ensure all people present at the event or activity understand the procedure and are aware of who to contact if concerned.
- In cases of dispute the decision of the Lead Safeguarding Officer will be final.

Responsibilities of Safeguarding Officers

Lead Safeguarding Officer (LSO)

- To be accountable for the institution's safeguarding practice
- Ensuring that safeguarding is afforded utmost priority at the most senior level within the institution
- Ensuring there is a staff structure and committee structure in place to fulfil safeguarding responsibilities
- Ensuring that funding and Human Resources are available to fulfil safeguarding responsibilities
- Ensuring procedures are in place for managing allegations against staff, safeguarding, whistleblowing and safe recruitment practices. This should include any press strategy.
- Ensuring that secure records of safeguarding concerns are stored and shared appropriately.
- To develop university wide procedures, practice and guidance for safeguarding that are compliant with Local Safeguarding Children Board (LSCB) procedures
- To create links with the local authority Children's Services Teams
- To create a network of Designated Safeguarding Officers
- Ensuring that monitoring review systems are in place to incorporate new guidance and legislation and to test out existing systems.

Principal Safeguarding Officers (PSO)

Referrals

- Refer cases of suspected abuse or allegations to the relevant investigating agencies (See Referral Form in Appendix 3)
- Act as a source of support, advice and expertise within the University when deciding to make a referral by liaising with relevant agencies
- Liaise with the Lead Safeguarding Officer to inform him/her of any issues and ongoing investigations and ensure there is always cover for this role.

Training

- They should be trained to identify signs of abuse and when it is appropriate to make a referral
- Training in whistleblowing.
- Have a working knowledge of how (LSCBs) operate, the conduct of a safeguarding case conference or strategy meeting and be able to attend and contribute to these effectively when required to do so
- Ensure each member of staff has access to and understands the Safeguarding Policy especially new or part time staff who may work with different educational establishments
- Ensure all staff have induction training covering Safeguarding and are able to recognise and report any concerns immediately they arise
- Be able to keep detailed, accurate and secure written records of referrals/concerns
- Obtain access to resources and attend any relevant or refresher training courses at least every two years.

Raising Awareness

- Ensure the University Safeguarding Policy is updated and reviewed regularly.
- Ensure that all relevant parties are informed of and able to access the University Safeguarding Policy.

Designated Safeguarding Officer (DSO)

- Ensure the programme or activity is planned, organised and delivered in accordance with this policy
- Devise the means by which the policy is implemented
- Provide any safeguarding statement or documentation for the programme or activity additional to this policy
- Training in whistleblowing.
- Arrange the training, induction and guidance for all staff and volunteers appropriate for the programme or activity concerned, which includes drawing attention to this policy
- Inform the Lead and Principal Safeguarding Officers of specific safeguarding measures for the programme or activity, including the name of a designated Deputy Safeguarding Officer.

Referral Form for Suspicions or Allegations of Abuse of a Child, Young Person or Vulnerable Adult

This form must be completed as soon as possible after receiving information that causes suspicion or an allegation of the abuse of a child or vulnerable adult. This must be passed to the Principal Safeguarding Officer as soon as possible after completion. Do not delay by attempting to obtain information to complete all the details.

Note: Confidentiality must be maintained at all times. Information must only be shared on a need to know basis i.e. only if it will protect the vulnerable person. Do not discuss this incident with anyone other than those who need to know.

Continue on a separate sheet of paper if required and attach securely to this form.

Details of person making report

Name:
Position:
Contact telephone number:

Details of Child/Young Person/Vulnerable Adult

Name:
Date of Birth:
Address:
Contact telephone number:
Names and address of parents/guardian/carers:

Details of person about whom there is concern

Name:
Position:
Date of Birth:
Address:
Relationship to child/young person/vulnerable adult:

If you are reporting this alleged incident on behalf of someone else, please provide details of that person:

Name:
Position:
Address:

Contact telephone number:

Date this person advised you of alleged incident:

Record here the information you were given from this person about the alleged incident:

Details of the alleged incident

Date of alleged incident:

Time:

Place:

Names and addresses of witnesses:

Describe in detail what happened (Please use additional paper if required):

Describe in detail visible injuries/bruises and concerning behaviour of the child/young person/vulnerable adult, if any (use diagrams if this helps you to describe) (Please use additional paper if required):

Was the child/young person/vulnerable adult asked what happened: YES/NO

If yes, record exactly what they said in their own words and any questions asked if the situation needed clarifying (Please use additional paper if required):

Details of action taken

Detail what action, if any, has been taken following receipt of this information:

ONLY AFTER SEEKING ADVICE FROM THE POLICE/SOCIAL WORK DEPARTMENT,
were the child/young person/vulnerable adult's parent's/guardian/carers contacted?

Details of external agencies contacted

Police	Police station contacted: Name and contact number: Advice received:
Social Work Department	Social Work Dept: Name and contact number: Advice received:
Other	Name of organisation: Name and contact number: Advice received:

Other information

Record any other information you have about this matter (it is important that all information is passed on even that which you think is not important or helpful).

Signature: _____

Print name: _____

Date: _____

Where a referral has been made to the Police and Social Work Department a copy of this form must be sent to them as soon as possible.

Under 18's Policy & Procedure

1. Swansea University has a duty of care towards all its students, staff and visitors. In the case of students joining the University before their 18th birthday, this duty is enhanced as such students are regarded as children under UK law.
2. In admitting students under the age of 18 the University must ensure that the following legal obligations are recognised and discharged:
 - i) Anyone under 18 is, as a matter of law, a child.
 - ii) The University will have special duties of care towards a child.
 - iii) The University should inform the parents that it is not in loco parentis
 - iv) The University should have a list of the child's emergency contact details, in particular those of parents and guardians.
 - v) Wardens, Pastoral Tutors and anyone with a particular connection with a child should have Criminal Record Bureau and/or List 99 checks run
 - vi) The same staff should be reminded of the offence of abuse of position of trust under s.3 of the Sexual Offences (Amendment) Act 2000.
 - vii) The University should notify its insurers and enquire whether they require any specific steps to be taken.
 - viii) The child should be informed that he/she may not enter licensed premises or hold office.
 - ix) Obtain a guarantee from the child's parents to honour any contracts the child may purport to enter into.

Parental consent

3. The leaflet at Annex A sets out useful information about the university to assist in managing the expectations of parents of students under the age of 18. The leaflet will be provided to parents at the time of application and includes a consent form that parents will be asked to ensure is completed and returned with the acceptance of the offer. The following wording will be used to make clear that return of the consent form is a condition of offer:

"This offer is also subject to agreement by your parent/guardian to the terms laid out in the University's under-18 consent form. Please see the letter from the University's Admissions Officer."

For international students it will be the responsibility of the agents to provide the leaflet to parents of students under the age of 18.

Guardian consent

4. The contact details and consent of a nominated Guardian who is resident in the UK is required.

Student Consent

5. In the event that a student under the age of 18 fails to pay any sums agreed under a contract with the University it would be necessary to disclose personal data relevant to the pursuance of such a debt. In order to do this it is necessary under the Data Protection Act to obtain the consent of the student.

Departmental Responsibilities

6. Departments that admit students under the age of 18 are required to:
 - Identify a named person in the department who will have responsibility as the personal tutor for all students under 18 in the department.
 - Remind those staff of the offence of abuse of position of trust under the Sexual Offences (Amendment) Act 2000.
 - Ensure that students under 18 meet with their personal tutor on a monthly basis. This would establish *substantial contact* over and above the contact such a student might have with other members of staff in the department.
 - Ensure that the personal tutor for students under the age of 18 has a Criminal Records Bureau (CRB) check.

Support for personal tutors of students under 18

7. The new Student Services department will establish an annual forum to support the personal tutors of students under the age of 18.

Accommodation

8. As a matter of policy halls tutors will also be required to have CRB checks and be reminded of the offence of abuse of position of trust under the Sexual Offences (Amendment) Act 2000.

University Insurance

9. Advice from the university insurers states that there is no bar whatsoever to the ages of students and therefore no Cover restrictions apply provided a risk assessment has been undertaken and adequate steps put in place to mitigate against areas of concern. In addition Heads of department should ensure that they are aware of any students under the age of 18 and that any equipment used is suitable.

Procedure

10. A pack of information will be sent to all Heads of Departments. This will contain:
 - A covering letter
 - Return form
 - Policy and Procedure Document
 - Advice Leaflet for parents
 - Advice about the offence of abuse of trust under s.3 of the Sexual Offences (Amendment) Act 2000
 - CRB Disclosure Application Form

The return form shall be sent to Simon Wright, Director of Student Services and the CRB Disclosure Application Form to Jason Williams, Personnel Officer. Reports on the implementation of the policy will be made periodically to the Registrar.

The information leaflet will be translated into relevant languages, primarily Mandarin. The International Office will notify all agents used for recruiting International Students of the policy and provide them with sufficient copies of the information leaflet for distribution. All future agreements with agents will clearly state that agents are responsible for providing parents of students under the age of 18 with the information leaflet.

The consent form will be returned to the Admissions Office at the time an offer is accepted and then passed to Student Services.

ANNEX A

INFORMATION FOR STUDENTS AGED UNDER 18 AND THEIR PARENTS

Swansea University has a duty of care towards all its students and staff. In the case of students joining the University before their 18th birthday, this duty is enhanced as such students are regarded as children under UK law. In order that families can be assured of the University's commitment to the safety and well-being of younger students, this document has been produced as a guide to the level of care provided by the institution.

Students and their families should bear in mind that Swansea University is an adult environment. Students are expected to behave like adults and to assume an adult level of responsibility. Universities in the UK do not provide the same level of supervision as universities in many other countries. Students are expected to have the necessary skills to study and live independently alongside people from a wide variety of backgrounds. Swansea University has students of all ages from over 100 different countries. It is necessary for these students to adapt to academic life in the UK and to living away from home and looking after themselves in all practical matters. This can be particularly challenging for younger students. For this reason, every student aged under 18 at the time of enrolment with the University will be allocated a personal tutor who has special responsibility for younger students.

The University is not in loco parentis i.e. it is not in the same position as a parent and does not accept that level of responsibility for its students. For this reason, if a student's parents are not resident in the UK, it will be necessary for them to appoint a guardian in the UK and provide contact details for this person and their informed consent to acting in this capacity.

Being a guardian involves carrying out the tasks and responsibilities of the parent as delegated by the child's parents. As such it is a private arrangement between the parent and the guardian. The University is not able to assist parents in finding a suitable guardian but for those families who do not have friends or relatives in the UK, a list of accredited agencies can be obtained from:

The Association of Educational Guardians for International Students (AEGIS)
66 Humphreys Close
Randwick
Stroud
GL5 4NY
Tel/Fax: +44 (0)1453 755160
Email: aegisuk@btopenworld.com

The list is available on their website at www.aegisuk.net

In rare instances, consent for emergency medical treatment may be required before parents or guardians can be contacted. The University therefore requires parents to

give their consent that, in the case of such an emergency, the University has parental permission to act on medical advice and do what is in the best interests of the child.

As a general rule, those under the age of 18 are unable to enter into contracts. Where these are required, e.g. for accommodation, the University requires parents to act as guarantors i.e. to agree to pay any sums agreed under a contract if the student fails to do so.

Although those under 18 are regarded as children under the law, they still have the right under the Data Protection Act for information about them not to be disclosed without their consent. This means that the University is not able to give information to parents regarding the student's progress, results etc unless the students has given their specific consent.

However if the student fails to pay any sums agreed under contract it will be necessary to disclose this information to their parents and possibly also a debt collection agency. For this reason the Student is asked to sign the declaration at the bottom of the page. Failure to pay debts due to the University could also result in the student's enrolment at the University being suspended.

If your child decides to accept the offer of a place at Swansea University, please ensure the declarations below are completed, signed and returned with the acceptance of the offer.

Parent / Guardian

1. I understand that Swansea University is not in loco parentis and have appointed a guardian in the UK who will also act as a Financial Guarantor. Their contact details and authorisation are provided below.
2. I consent to the activities that the student will be undertaking as a participant on the course.
3. I consent to Swansea University acting on medical advice in the best interests of the child to authorise emergency medical treatment if it is not possible to contact either myself or the appointed guardian.
4. I agree to accept liability for my son/daughter's debts to Swansea University.
5. I understand and accept that Swansea University is an adult environment and that my son/daughter will generally be treated as an adult.
6. I understand and accept that while studying at Swansea University my son/daughter will be subject to UK law and the rules of the University.
7. I understand and accept that Swansea University cannot release information relating to my son/daughter's progress, either academic or social, without my son/daughter giving the University express consent to release the information.

I (name) _____ Parent/Guardian (please delete as applicable)
of (name of student) _____

declare that I have read and accept the above conditions.

Signed: _____ Date: _____

Guardian

Name: _____

UK address: _____

Telephone: _____ Fax: _____

Email: _____

I agree to act as Guardian and Financial Guarantor to the above named student.

Signed: _____ Date: _____

Student

I (name), _____, agree that Swansea University may disclose any personal data relevant to the pursuance of unpaid fees or charges.

Signed: _____ Date: _____

SWANSEA UNIVERSITY

ADMISSIONS OFFICE

Procedures to be followed when candidates indicate that they have a criminal record

These procedures apply to undergraduate and postgraduate candidates (excluding applicants for Childhood Studies, Health-related courses Medicine and Social Work, for whom separate procedures apply).

1. The application form shall be referred to the Selector highlighting the disclosure of a criminal record and requesting the Selector to make an offer on academic grounds.
2. The offer shall be communicated to the candidate in the normal way, including the condition, “this offer is also subject to receipt of satisfactory information regarding your criminal conviction(s)”. The Admissions Officer shall also write to the candidate requesting further details of the criminal record. The candidate shall be assured that the information will remain confidential to the staff involved in the admission of students and that it will not form part of the candidate’s subsequent record at Swansea.
3. The information provided by the candidate, together with the full application form and all relevant supporting material, shall be referred to the Dean of Admissions. The Dean shall consider all material and decide whether or not the application can proceed. The decision of the Dean shall be final.
4. The Admissions Officer shall communicate the decision of the Dean to the candidate.
5. The formal, final decision on the application shall be conveyed to the candidate in due course.

EXAMPLE OF PARENTAL CONSENT FORM

Egypt Centre Children's Workshop

Date of Visit:.....

Name of Child..... **Please Print Clearly**

Date of birth.....

Address.....
.....Tel.....

School.....School Year.....

Does your child suffer from a medical condition? (eg. Asthma, epilepsy, or diabetes).....
.....

Medication details.....
.....
(Please clearly label your child's medication and indicate dosage).

Does your child have any learning disabilities we need to be aware of in order to plan activities effectively?.....
.....

Any allergies?.....
Name of Doctor.....
Address.....
.....
Tel.....

Details of two emergency contacts
Contacts Must Be Available and Contactable!

Name.....	Name.....
Address.....	Address.....
.....
tel.....	tel.....
.....

I give permission for photographs to be taken of my child for advertising/archive purposes YES/ NO

Signature of parent or guardian.....

WORK EXPERIENCE

Health and Safety Policy Arrangements

Young Persons

Introduction

The University's policy on the presence of children on University premises balances the requirements of health and safety regulations and the legitimate need, in certain circumstances, for children to be admitted to University premises. The policy is not designed to stop staff or students bringing children to work but to ensure the safety of the children whilst they are present in the University and that all children are protected from any form of abuse and that staff are protected from unreasonable allegations. It also identifies the responsibility of individuals and ensures they are aware of their statutory duty towards children in their care.

Definitions

Child - a person under the minimum school leaving age (MSLA), normally under 16 years old or may have just reached 16 years old. *

Young Person - a person under 18 years of age **

Work Experience Scheme - an official Government funded scheme intended to allow children/young persons to experience the world of work.

*, ** These are definitions from Health & Safety Regulations. There are other definitions that may differ from these.

Relevant Legislation

Health and Safety at Work etc. Act

Management of Health and Safety at Work Regulations

Children (Protection at Work) Regulations

Policy

Swansea University is aware of the additional risks that may arise as a consequence of the employment of young persons and will take all measures necessary to minimise those risks so far as is reasonably practicable.

The University is aware of the statutory restrictions imposed upon work undertaken by young persons and will comply with these restrictions.

Young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.

Arrangements

Risk Assessment

Heads of Schools or Divisions, 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.

It is not proposed that permission is sought or required on a daily basis, but as the Head of a School or Service Department is responsible for safety, it is essential that they are made aware of any hazards that are introduced into their area of control. A generic assessment will

suffice for most areas but specific assessments should be carried out for entry into locations where there are known hazards, e.g. laboratories, workshops.

A suitable and sufficient risk assessment will be undertaken prior to young persons starting work with particular attention paid to their lack of experience, immaturity and reduced awareness of risk.

The extent of the risk will determine whether the work of young persons will be restricted. In the case of young people under the minimum school leaving age, their parents (or those having the parental responsibility) will be informed of the key findings of the risk assessment and the control measures taken

Work Restrictions

Young persons will not be employed to undertake any work which:

- is beyond their physical or psychological capacity
- involves exposure to toxic or carcinogenic substances, or substances that cause heritable genetic damage, harm to unborn children, or cause any other chronic health effect
- involves harmful exposure to radiation
- involves a risk of accidents which a young person may not reasonably recognize
- presents a risk to health from:
 - extreme temperature
 - noise
 - vibration.

Provided the young person is over minimum school leaving age, the above restrictions will not apply where:

- it is necessary for the young persons training
- the young person is supervised by a competent person
- any risk is reduced to the lowest level reasonably practicable.

Supervision

The Head of School/Service Department is responsible for what happens in his/her area of control and when drawing up safety policies and procedures all members of the School/Division should take the possible presence of children and young persons into account just as they would any other person or visitor.

Schools/Departments must monitor and enforce their written policy regarding children and young persons just as they must all other health and safety policies.

Young persons will be adequately supervised by a competent person. The level of supervision will depend on the risk involved and the competency of the individual employee.

Hours of Work and Rest Periods

Work will not be undertaken by young persons between 10.00p.m. and 06.00 a.m. unless their health and capabilities have been assessed beforehand.

Minimum rest periods will be taken as follows:

- 30 minutes rest break in every 4½ hours of work
- 12 hours rest in every 24 hour period
- 48 hours rest in every 7-day period in which they work.

Children under the minimum school leaving age

Where appropriate, the University will ensure that:

- children under the age of 14 years are not employed (except for 13 year old children who may be permitted by Local Authority bye laws to undertake 'light duties')
- only 'light duties' (work not likely to be harmful to the safety, health and development of the child) are undertaken by children below the minimum school leaving age
- no child under the age of 15 years is employed on a non school day which is not a Sunday
- no child over the age of 15 years is employed for more than 8 hours on a non school day
- during school holidays children under 15 years are employed for no more than 25 hours per week
- during school holidays children over 15 years are employed for no more than 35 hours per week
- children working more than 4 hours have a rest break of one hour
- during school holidays, 2 consecutive weeks are kept free from employment.

Information

Young persons and where appropriate, parents or guardians of children will be provided with comprehensible and relevant health and safety information about identified risks and the associated precautions.

Records

Records will be kept of:

- risk assessments undertaken
- information and training provided
- information communicated to the parents in the case of a young person under the minimum school leaving age

Further Information

For further information, please refer to:

Swansea University Safety Intranet Site <http://www.swansea.ac.uk/safety>

Risk Assessment Manual

Safe Working Guidelines

Quality Control Data: Document H&S/P14		
Issue	Author	Date
001 Draft A	GJ	02/05/2008

WORK EXPERIENCE LETTER

Dear

OLCHFA COMPREHENSIVE SCHOOL
Work Experience Placement - Session 2006/2007
Period between Monday, March 19, 2007 and Friday, March 30, 2007

I am now writing to advise you that you have been accepted into a Work Experience Placement in the I.T Wales. During your placement you will be under the supervision of Mrs Beti Williams. Please report to Mrs Williams at 9:30 in the Talbot Building on your first day.

Please note that Mrs Beti Williams and Olchfa Comprehensive School, will need written confirmation from yourself should you decide not to attend on any of the scheduled days of your placement.

For your guidance I am enclosing a map of the University Campus. Also enclosed is the University's booklet Statement of Safety Policy as required by the Health & Safety at Work Etc. Act, 1974. There is no strict dress code within the University but students should wear sensible and safe clothing.

The University of Wales Swansea is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of work experience placement students under its care. The department meets the requirements of all applicable and current health and safety legislation and students are covered by the University of Wales Swansea's Public Liability Insurance.

Please refer any queries concerning the progress of the placement to the above named supervisor. I can be contacted via email M.E.Davies@swansea.ac.uk or telephone 01792 295139 should you require any further information prior to the placement. I trust that you will find your Work Experience enjoyable and beneficial.

Yours sincerely

Mary E Davies
Personnel Assistant

Some Useful Definitions

Child/Young person

The Children Act 1989 defines a 'child' as a person under the age of 18. The Management of Health and Safety Regulations 1999 regard a 'child' as a person who is not over the minimum school leaving age and a 'young person' as a person who has not attained the age of 18.

Children may be present on the University premises or under the supervision or direction of University staff in a wide number of circumstances including for example:

- University students under the age of eighteen
- Attending crèches
- Attending summer schools
- Using sports facilities
- Work experience placements or temporary employees
- Brought on site by parents during school holidays
- Living in halls over the holiday period (e.g. as part of school party)
- Attending open days as potential student applicants
- Attending interviews for admission to the University
- As subjects of academic research
- As visitors for any other reason

Definitions of child abuse and neglect (from All Wales Child Protection Procedures)

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger. A child or young person up to the age of 18 years can suffer abuse or neglect and require protection via an inter-agency Child Protection Plan.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after. This situation may be described as fabricated or induced illness by carer.

Emotional abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse 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. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non contact activities, such as involving children in looking at, or in the production of, pornographic material or in watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or

psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Bullying is the persistent, intentional harming of another person within an unequal power relationship. The types of bullying fall into a number of categories:

- VERBAL –threatening or intimidating behaviour with consequences, spreading rumours, excluding, calling names, teasing, making sexual, racial, sectarian remarks, picking on physical appearance
- PHYSICAL - kicking, punching, hitting, spitting, biting, tripping
- EMOTIONAL – “sending to Coventry”, talking behind backs, staring out, writing nasty notes/letters/graffiti
- NON-VERBAL - getting people into trouble, leaving out of games, writing letters/text messages or through internet chat rooms (NSPCC Inform).

Vulnerable Adult

A vulnerable adult is a person aged 18 or over who:

- is living in residential accommodation, such as a care home or a residential special school;
- is living in sheltered housing;
- is receiving domiciliary care in his or her own home;
- is receiving any form of health care;
- is detained in a prison, remand centre, young offender institution, secure training centre or attendance centre or under the powers of the Immigration and Asylum Act 1999;
- is in contact with probation services;
- is receiving a welfare service of a description to be prescribed in regulations;
- is receiving a service or participating in an activity which is specifically targeted at people with age-related needs, disabilities or prescribed physical or mental health conditions or expectant or nursing mothers living in residential care (age-related needs includes needs associated with frailty, illness, disability or mental capacity);
- is receiving direct payments from a local authority/HSS body in lieu of social care services;
- requires assistance in the conduct of his or her own affairs.

Abuse of vulnerable adults

Abuse is a violation of an individual human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal, or psychological, it may be an act of neglect or omission to act; or it may occur where a vulnerable person is persuaded to enter into a financial or sexual transaction to which s/he has not consented, or cannot consent. Abuse may occur in domestic, institutional and public settings:

- Domestic settings: including their own home, or another person's home.
- Institutional setting: including day care, residential care, nursing homes and hospitals.
- Public settings: including in the street, any public area or social or work environment.

Relevant Legislation, Guidance and Codes of Practice

The Children Act 1989
UN Convention on the Rights of the Child (ratified by UK Government 1991)
The Police Act 1997
The Data Protection Act 1998
The Human Rights Act 1998
Public Interest Disclosure Act 1998
Protection of Children Act 1999
Working Together to Safeguard Children 1999
Criminal Justice and Court Services Act 2000
The Learning and Skills Act 2000
Education Act 2002
Sexual Offences Act 2003
Every Child Matters 2003
The Children Act 2004
What to do if you're worried a child is being abused (DfES 2003)
Safeguarding Children in Education (DfES 2004)
Aim Higher....Aim Safer: A Framework for Safeguarding Children and Young People in HEIs (2005)
All Wales Child Protection Procedures 2006
Safeguarding Vulnerable Groups Act 2006
Safeguarding Children: A Framework for HEIs (2007)
Safeguarding Children: Guidance for English HEIs (2007)