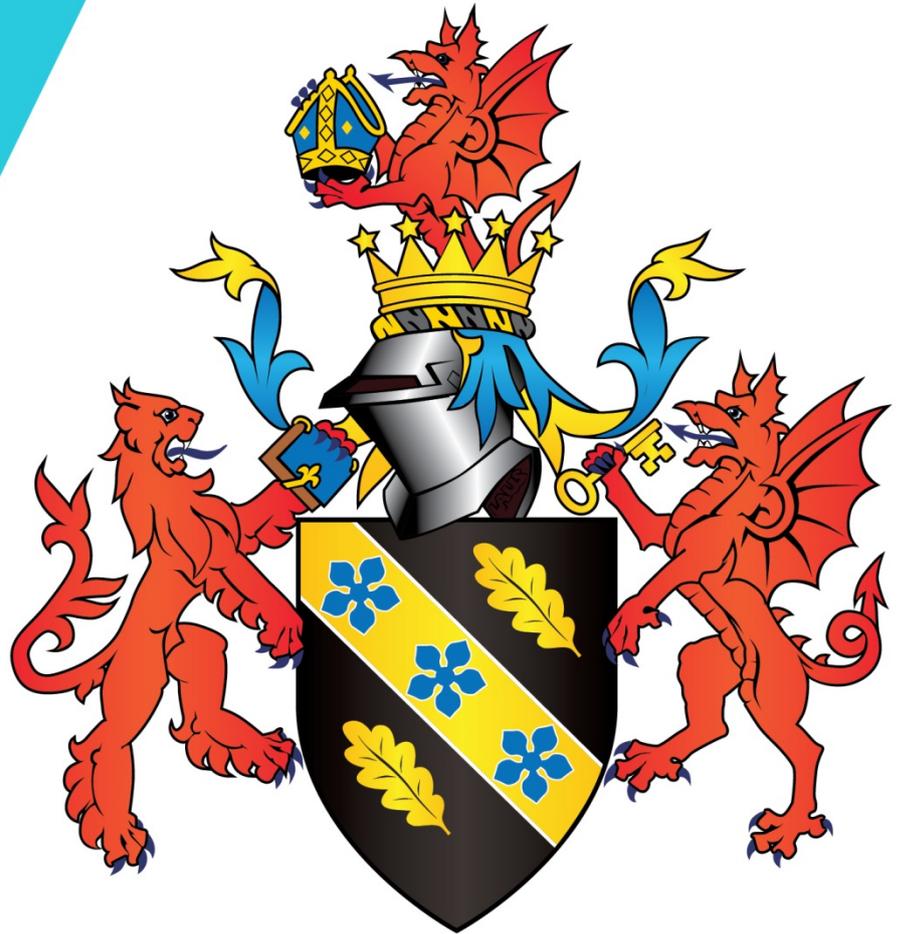




Prifysgol Cymru  
Y Drindod Dewi Sant  
University of Wales  
Trinity Saint David



# Safeguarding Policy

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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 protection from 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 identified a member of the University Council who has oversight of all matters in relation to safeguarding;
- 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 (Student 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 Corporate Policy Committee.
- Registry responsibilities include oversight and verification of DBS procedures for students. Enhanced disclosures will be sought in respect of those roles which involve regularly 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 regularly caring 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 Ethics Committee and may require that appropriate verification procedures be undertaken for certain individuals carrying out research with children, young people and vulnerable adults;
- Each Faculty 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 any guidelines produced by appropriate professional bodies.

**(d) Scope of the University's Safeguarding Policy**

In accordance with "Safeguarding Children: Working Together under the Children Act (2004)", this Safeguarding Policy applies to ALL members of staff employed by the University.

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 premises and/or participate in University activities;

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

The policy covers the University, with the constituent colleges (Coleg Sir Gar and Coleg Ceredigion) having their own safeguarding policies.

For students registered on programmes of study at collaborative partner institutions, normally procedures from that institution are followed in the first instance.

The Gamfa Wen crèche is regulated by CSSIW regulations.

## (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 and young 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 of community 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 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 aged 18 and over. Each Faculty will have nominated personal / year tutors who are responsible for the welfare of students. Faculty 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.

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 and relevant Safeguarding Officers 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 is over 16 but under 18 is illegal and that this constitutes a breach of the position of trust in which 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:

Health and Safety Policy

Recruitment and Selection Policy

Disciplinary Policy

Admissions Policy

Student Disciplinary Policy

Fitness to Practise Policy

Fitness to Study Policy

Harassment and Bullying Policy

Acceptable Use Policy (Information Technology and Systems)

Prevent-related procedures

Data protection procedures

Academic Quality Handbook

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 will require 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 the alleged offence, 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 Practise Policy.
- 3.6 When formal procedures are instigated, the University will at all key stages re-assess what procedures are used and may change procedures as appropriate.
- 3.7 Reasonable adjustments will be made as appropriate in relation to the safeguarding process 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 DBS cannot 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 under the 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 a nominated Lead Officer for Prevent (Principal Officer, Student Services) who leads 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 proving useful as a means of sharing best practice and disseminating information. The University submits an annual monitoring report to HEFCW on its implementation of the Prevent duty.
- 4.3 The University's approach to Prevent is very much seen in the context of its safeguarding role 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 “Safeguarding Children: Working Together under the Children Act 2004.”

- If any member of staff, any student or volunteer has knowledge concerns or suspicions that a child, young person or vulnerable adult is suffering, has suffered or is likely to be at risk of harm, then they must refer the matter to their line manager, Safeguarding Officer or, if this is not possible, directly to the Director of Student Services who will liaise with the relevant statutory agencies;
- If any member of staff, student or volunteer has specific concerns relating to a child, young person’s or vulnerable adult’s safety or welfare on any University-related programme or activity, on or off-campus, they should refer the matter to their line manager, Safeguarding Officer or, if this is not possible, directly to the Director of Student Services who will liaise with the relevant statutory agencies;
- Any referrals will be dealt with, and if deemed necessary, referred on to the relevant statutory agencies promptly, and within 24 hours wherever possible;
- Disclosures within UWTSD’s Counselling Service will be dealt with under the relevant professional 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 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;
- Further guidance on how to act when abuse is suspected or reported can be found in Appendix 1.

## **6. Training and guidance**

It is essential that training is provided for relevant staff, students and volunteers on matters relating to safeguarding.

### **(a) Training**

The University’s Safeguarding Forum will oversee training for the University community in relation to safeguarding matters. The Safeguarding Forum will also regularly consider training needs. The University has an accredited trainer who is able to deliver in-house training and development in relation to safeguarding and child protection. The University will

also collaborate with relevant partnerships and agencies in order to raise awareness and understanding of safeguarding matters.

**(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 - Safeguarding Referral Form

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

Appendix 4 - University Safeguarding Forum

Appendix 5 - Safeguarding: contact details

Appendix 6 - Policy on the handling of DBS Certificate information

Appendix 7 - Policy on the recruitment of ex-offenders

**7. Resource Implications**

<b>Implication</b>	<b>Detail</b>
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 (Student Experience)

## 8. Impact Assessment

Implication	Impact Considered (Yes/No)	Impact Identified
Legal	Y	<p>The University will comply with the legislative framework which includes:</p> <p>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 The Children Act 2004 The Safeguarding Vulnerable Groups Act 2006 The Protection of Freedoms Act 2012</p> <p>Maintaining confidential records of reported safeguarding and child protection cases and action taken.</p>
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 (Student 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 (minor amendment to Safeguarding Forum membership)	Dai Rogers	11.03.15
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

**Current status of Policy:**

**The Policy is applicable to:** HE

**Date ratified:** 03.05.2018

**Date effective from:** May 2018

**Policy review date:** May 2019

## Appendix 1 - Safeguarding Procedures and Guidance

### 1. Forms of Abuse

In relation to child protection, there are five main forms of abuse, although there are variations within these: (From All Wales Child Protection Procedures 2008)

#### 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 the symptoms 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 by adults – both male and female – to meet their own sexual needs. This could include direct sexual activity, penetrative or non-penetrative acts, masturbation, taking indecent photographs or videos, or showing children pornographic material or encouraging them to behave 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 failure to protect a child from physical harm or danger, or a failure to ensure access to appropriate medical care or treatment.

#### 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 may involve 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.

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 the individual.

Other safeguarding concerns may include but are not limited to:

- On-line abuse;
- Financial abuse of a vulnerable individual;
- Forced marriage;
- Radicalisation / vulnerable individuals being drawn into terrorism.

## **2. What to do if abuse is suspected or reported.**

2.1 Members of the University are encouraged to discuss any concerns with their line manager, relevant Safeguarding Officers or the Director of Student Services. If those concerns relate to the Safeguarding Officer or the Director of Student Services, members are expected to discuss the matter with the APVC (Student Experience) or to contact Social Services directly (see Appendix 4 for contact details).

2.2 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.

2.3 The Lead Safeguarding Team 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. It is the responsibility of Social Services or the Police, not the University, to investigate matters relating to child protection.

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

2.5 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 that s/he is right to share what has happened; and that s/he is 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 his/her 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.
- 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.

#### 2.6 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.

2.7 The problem should be reported IMMEDIATELY to one of the University's Safeguarding Officers who will take appropriate action. If the concern arises out of normal office hours (evenings and weekends) and it is clear that abuse has occurred or there is an immediate threat, contact should be made with the relevant Social Services Emergency Duty Team. (see Appendix 4 for contact details) Advice can also be sought from the NSPCC helpline on 0808 800 5000 or from the Police on 101. The police do have emergency powers to place a child in protective custody. If a problem has been reported to external agencies, it is expected that the University is informed as soon as possible.

2.8 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.

2.9 If the individual(s) affected are students, then the matter should be referred immediately to the Director of Student Services. In such cases, referrals may be made to the University's student support services and the University's Student Disciplinary Policy or Fitness to Practice Policy may apply. If a criminal act has been suspected, the University may liaise with the police.

2.10 If the individual(s) affected are staff, then the matter should be referred immediately to the Director of Human Resources. In such cases, the University's Staff Disciplinary Policy may apply. If a criminal act has been suspected, the University may liaise with the police.

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

3.1 This can be an extremely difficult issue to deal with. It can be difficult to accept that a colleague may deliberately harm a child / vulnerable adult. When a concern arises relating to child abuse, there are three processes that may need to take place. These are:

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

3.2 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.

3.3 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.

#### **4. Procedure for dealing with concerns of possible child / vulnerable adult abuse outside the University**

4.1 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 to one of the Safeguarding Officers as outlined in 2.1 above.

#### **5. Procedure for dealing with external organisations using University facilities**

5.1 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.

5.2 On occasion, a child 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 (Student 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.

Appendix 2 (SQ1a) – Safeguarding Referral Form

**Safeguarding Referral Form** (also available separately on the website)

**STRICTLY CONFIDENTIAL**

**Child / Young Person's / Vulnerable Adult details:**

Surname:  Click here to enter text. Forename(s)  Click here to enter text.

Date of birth:  Choose an item. /  Choose an item. /  Choose an item.

Gender: Male  Female

Address:  Click here to enter text.

Post code  Click here to enter text.

Parents' / Carers' address: (if different from above)

Click here to enter text.

Post code.  Click here to enter text.

Siblings: (Brothers / Sisters)

Relationship to child / young person:

Name:

Click here to enter text.

**Summary of reason for referral:**

(Please include details of relevant dates, times, locations in relation to the referral. Continue on extra sheet if required)

**What will be the expected outcome for the child / young person / vulnerable adult?**

**Details of any other person known to have information on the referral:**

Surname Click here to enter text.  
text.

Forename(s) Click here to enter

Date of birth: Choose an item. / Choose an item. / Choose an item.

Address: Click here to enter text.

Post code Click here to enter text.

Contact details:

Telephone Click here to enter text.

Mobile Click here to enter text.

Email Click here to enter text.

**Date of referral:** Click here to enter a date.

Referred by:

Surname: Click here to enter text.  
text.

Forename(s) Click here to enter

Post: Click here to enter text.

School / Department: Click here to enter text.

Contact details:

Telephone Click here to enter text.

Mobile Click here to enter text.

Email Click here to enter text.

Signature: Click here to enter text.

**Date form received:** Click here to enter a date.

**Action taken:**

Signature:

Date: Click here to enter a date.

### **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 Faculties, Schools 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.

## **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 Corporate Policy Committee.

### **Terms of Reference:**

- (1) To ensure the effectiveness of safeguarding procedures across the University;
- (2) To develop, implement, monitor and undertake an annual review of the University's Safeguarding Policy;
- (3) To oversee relevant operational and administrative arrangements including the administration of Disclosure and Barring Service (DBS) procedures;
- (4) To identify and review the University's training needs in relation to safeguarding;
- (5) To oversee the provision of advice, information and training to the University community in matters relating to safeguarding;
- (6) To collaborate effectively with relevant partnerships and agencies in order to raise awareness and understanding of safeguarding matters.

### **Membership:**

Associate Pro Vice-Chancellor (Student Experience) (Chair)  
Lead Designated Officer (LDO)  
Operational Officer  
Director of Student Services  
Executive Head of Registry  
Director of Human Resources  
Representative of Widening Access and Community Engagement sub-committee  
The Safeguarding Officer from each Faculty  
The Safeguarding Officer for the Birmingham and London campuses  
Principal Officer Student Services  
One student representative nominated by the Students' Union  
One representative from the constituent colleges  
One representative from Information Technology and Systems  
Observer: a Students' Union staff member, nominated by the Students' Union Chief Executive

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

## **Appendix 5 - Safeguarding: Contact details**

### **UNIVERSITY OF WALES TRINITY SAINT DAVID**

Catherine Bleasdale (Lead Designated Officer) Tel: 01267 676835  
[c.bleasdale@uwtsd.ac.uk](mailto:c.bleasdale@uwtsd.ac.uk)

Sioned Saer (Operational Officer) Tel: 01267 676916  
[s.saer@uwtsd.ac.uk](mailto:s.saer@uwtsd.ac.uk)

Dr Mirjam Plantinga (Associate PVC – Student Experience / Chair of Safeguarding Forum)  
[secases@uwtsd.ac.uk](mailto:secases@uwtsd.ac.uk)

Jane O'Rourke (Director of Human Resources) / Responsible Officer for Y Gamfa Wen  
Tel: 01267 676897 / 01792 481277 [j.orourke@uwtsd.ac.uk](mailto:j.orourke@uwtsd.ac.uk)

Dai Rogers (Director of Student Services) Tel: 01267 676677  
[d.rogers@uwtsd.ac.uk](mailto:d.rogers@uwtsd.ac.uk)

Out of Hours (via Porters / Security) 07767 842738

Alun Thomas (Lead Officer for Prevent)  
Tel: 01792 481004 [alun.thomas@uwtsd.ac.uk](mailto:alun.thomas@uwtsd.ac.uk)

### **UWTSD Safeguarding Officers:**

Faculty of Education and Communities/Yr Athrofa:  
Sioned Saer Tel: 01267 676916 [s.saer@uwtsd.ac.uk](mailto:s.saer@uwtsd.ac.uk)

Faculty of Art and Design:  
Gwenllian Beynon Tel: 01792 481285 Ext 3224 [g.beynon@uwtsd.ac.uk](mailto:g.beynon@uwtsd.ac.uk)

Faculty of Architecture, Computing and Engineering:  
Roger Dowden Tel: 01792 481166 [roger.dowden@uwtsd.ac.uk](mailto:roger.dowden@uwtsd.ac.uk)

Faculty of Business and Management:  
Karen Burton [karen.burton@uwtsd.ac.uk](mailto:karen.burton@uwtsd.ac.uk)

Faculty of Humanities and Performing Arts:  
Dr Harriet Webster Tel: 01570 424809 [h.webster@uwtsd.ac.uk](mailto:h.webster@uwtsd.ac.uk)

### **SOCIAL SERVICES** **Carmarthenshire**

Carmarthenshire Referrals  
Tel: 01554 742322

Carmarthenshire: Outside Office Hours – Emergency Duty Team  
Tel: 01558 824283

## **Ceredigion**

Ceredigion Referrals  
Tel: 01545 574000

Ceredigion: Outside Office Hours – Emergency Duty Team  
Tel: 0845 6015392

## **Pembrokeshire**

Pembrokeshire Referrals  
Tel: 01437 776322

Pembrokeshire: Outside Office Hours – Emergency Duty Team  
Tel: 08708 509508

## **Powys**

Powys Referrals

Brecon / Ystradgynlais Tel: 01874 624298  
Newtown Tel: 01686 617520  
Radnor Tel: 01597 827128  
Welshpool Tel: 01938 551899

Powys: Outside Office Hours – Emergency Duty Team  
Tel: 0845 7573818

## **Swansea**

Swansea Central Advice, Referral and Assessment Team  
Tel: 01792 635700

Swansea Emergency Duty Team (Outside Office Hours)  
Tel: 01792 775501

## **Cardiff**

Cardiff Children's Services Tel: 029 2053 6490

Cardiff: Out of Hours Emergency Duty Team Tel: 029 2078 8570

## **London**

Lambeth Tel: 020 7926 6508  
Lambeth: Out of hours Tel: 020 7926 1000

Contact details for all other London boroughs at:

<http://www.londonscb.gov.uk/contacts/referrals/>

## **POLICE**

You can contact the Police on 101 and ask to be put through to your local police station

## **OTHER AGENCIES / ORGANISATIONS:**

### **Childline:**

Tel: 0800 11 11

[www.childline.org.uk](http://www.childline.org.uk)

**NSPCC** Support, advice and information

Tel: 0808 800 5000

[www.nspcc.org.uk](http://www.nspcc.org.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.

### **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 and for 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 full consideration 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 may keep 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 relevant to 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.

