

MAS Psychotherapeutic Practice: Humanistic

PD6 - Placement Agreement Documentation

PLACEMENT PROVIDER AGREEMENT

PLACEMENT PROVIDER CONTACT

INFORMATION

Name of organisation:	
Placement Site Address:	
Workplace Supervisor Name (or other provider contact):	
Workplace Supervisor (or contact) Position:	
Telephone:	
E-mail:	

UNIVERSITY PLACEMENT COORDINATOR CONTACT INFORMATION

Name of Placement Coordinator:	Ruth Groff or Katie Ruddy
Address:	UWTSD SA1 Waterfront Campus
Telephone:	01792 482106
E-mail:	ruth.groff@uwtsd.ac.uk or k.ruddy@uwtsd.ac.uk

STUDENT AND PLACEMENT DETAILS

Name of student(s):			
Start Date:		End date:	
Duration of Placement:		Normal Working Hours:	
Outline of Placement Activity/Duties:			

Dear Placement Provider

Re: Work Experience Placement

Thank you for agreeing to accept our student on the work experience placement at your organisation. Quality work experience is vital to equip our students for their future careers and the University is grateful for your offer of this placement opportunity. We hope our student will learn from this placement the skills and competencies specific to their discipline or profession as well as more general work-related and employability skills (time management, team working, communications skills, etc.).

Would you please check that the Placement Provider information and placement details on page 1 are complete and correct, amending if necessary?

Student placements are a partnership between the student, the University and the Placement Provider in which each has specific roles and responsibilities. It is important that all three parties clearly understand the responsibilities and expectations of everyone involved and so the responsibilities are detailed below.

During the placement, we expect the student to prove to be an effective, safe and reliable individual. However, you will appreciate that during this period the student is under your control and therefore the primary duty of care and consequent liabilities must rest with you. As the student's Placement Provider the University requests you to treat them in the same way as your employees.

The University therefore requests that you as Placement Provider will:

- a) Confirm acceptance of the arrangements and responsibilities set out in the Placement Provider Agreement.
- b) Provide a safe working environment. Comply with health and safety legislation and define the liability and other insurance cover that will be provided for the activities of the student, with regard to the student and to others who could be affected by the student's actions or inactions. See Placement Provider Health and Safety Questionnaire in this document.
- c) Provide a designated Workplace Supervisor/Mentor who will:
 - a. act as the first point of contact for any problems or queries during a student's placement and contact the University immediately in cases of serious accidents, incidents or breaches of discipline involving the student;
 - b. conduct or make arrangements for the day-to-day supervision of the student including periodic progress checks and instruction regarding hazards and health and safety precautions;
- d) Provide the student with a full and clear induction to the organisation and its working practices, procedures and requirements, including health and safety arrangements, how to report accidents, incidents and unsafe conditions. See Induction Checklist on page 22 of this document.
- e) Ensure that the student is fully informed about responsibilities, including those contained in any statutory legislation and/or honorary contract.
- f) Provide the student with appropriate instruction and training in working practices to enable them to carry out their duties efficiently and safely.
- g) Work with the student to identify appropriate learning outcomes for the placement (these must be agreed by the student, the Workplace Supervisor and the University).

- h) Facilitate access to the student for visits by the Placement Tutor, where appropriate.
- i) Ensure that the student is treated with respect.
- j) During and on completion of the placement, provide feedback to the University on the student's performance and confirmation of the hours in practice, where required.

The University of Wales Trinity Saint David will:

- a) Commit appropriate levels of staff and other resources to placement governance activity to ensure strategic oversight for the learning to be delivered and managed by the Placement Provider. This may include the identification of (i) a Placement Coordinator, whose duties would normally include the authorisation of placements and organising/managing the placement arrangements, in liaison with the Placement Provider and student, and (ii) a Placement Tutor, who will act as the first point of contact, visit the student on placement, where appropriate, and/or assess the student.
- b) Ensure that any placement learning that forms part of a programme of study has associated learning outcomes which:
 - are clearly defined;
 - contribute appropriately to the overall aims of the programme;
 - are appropriately assessed. In cases where it is considered appropriate for the assessment be jointly conducted by the University and the Placement Provider, the Placement Tutor will work with the Workplace Supervisor to establish and document the procedure by which this shall be achieved.
- c) Assess the suitability of a proposed placement through appropriate and proportionate placement due diligence procedures, using a risk-based assessment process. The approval process will require the Placement Coordinator to undertake a Risk Profile for each placement using the Placement Risk Profiling Guidance, and record the outcomes in the Placement Risk Assessment form in this document. This risk assessment activity will include consideration of the information supplied in Placement Provider Agreement, Placement Provider Health and Safety Questionnaire and Student Placement Agreement (all within this document).
- d) Negotiate reasonable adjustments with the Placement Provider in the case of a student assessed under the Equality Act, 2010.
- e) Provide specialist advice and guidance for students with additional support needs.
- f) Clearly define appropriate points of contact and lines of communication between the University, the Placement Provider and the student. These should include:
 - i. Mechanisms for the Placement Provider to raise concerns or complaints about any aspect of the placement, including an individual student's performance or conduct.
 - ii. University emergency contact details.
- g) Retain a full and detailed record of each placement.
- h) Provide students with appropriate briefing, including health and safety, prior to commencement of any placement.

- i) Monitor all placement activity, ensuring that milestones are established, maintained and records, and identifying and addressing issues of concern and sharing good practice.
- j) Arrange appropriate opportunities for gathering feedback from students, Placement Providers and Placement Tutors, including suggestions for improvement.

Students are required to:

Prior to placement: students cannot commence a placement until they have completed all the necessary preparatory work detailed below, and received authorisation from the Placement Coordinator. Students are required to:

- a) Identify a suitable placement
- b) Attend placement preparation briefings, including health and safety.
- c) Complete an Enhanced Disclosure and Barring Service (DBS) check. The student will retain the original and submit a copy to the University. The student must make the Placement Provider aware of any issues arising from the DBS check and discuss any convictions with the Placement Coordinator.
- d) Complete the ethics approval processes, where relevant.
- e) Have a dialogue with the Placement Coordinator or Placement Tutor to clarify placement requirements, expected learning outcomes and assessment requirements.
- f) Inform the Placement Coordinator and Placement Provider of any personal factors (e.g. health, disability, linguistic or cultural) that may affect the level of risk or may require adjustments.
- g) Complete the defined placement registration and approval process in full. See Student Placement Agreement.
- h) Confirm acceptance of the arrangements and responsibilities set out the Student Placement Agreement.

During the placement the student is required to:

- a) Comply with all rules regarding health and safety requirements, and other practices and procedures of the placement organisation.
- b) Report to the University any incidents in which they are involved and any health and safety concerns that are not addressed by the Placement Provider, e.g. in the event that appropriate induction and health and safety training is not provided.
- c) Carry out the work programme specified by the Placement Provider under the supervision of the Workplace Supervisor.
- d) Keep a log of hours worked.
- e) Monitor their progress in achieving the identified learning outcomes and discuss these regularly with the Workplace Supervisor and Placement Tutor, as appropriate.
- f) Conduct themselves in an appropriate manner within the relevant ethical framework, ensuring confidentiality and treating others with respect and dignity.

- g) Act in a professional manner, including notifying the Placement Provider in a timely fashion in the event that they are unable to attend their placement due to illness etc.
- h) Respect any other requirements of the workplace such as dress codes.
- i) Notify their Placement Coordinator or Tutor should any issues of concern arise.
- j) Consult with the Placement Coordinator or Tutor prior to seeking any changes in the terms and duration of the placement.
- k) Complete all relevant academic coursework relating to the placement experience.

Would you please confirm that you accept the above responsibilities by signing below?

Also attached is the Placement Provider Health and Safety Questionnaire. Please could you arrange to complete the questionnaire with regard to your health and safety and insurance arrangements?

I'd be grateful if you would return the completed versions of the Placement Provider Agreement form and Placement Provider Health and Safety questionnaire either by postal mail or email to the contact details specified on page 1.

If you have any questions or problems, please don't hesitate to get in touch.

Yours sincerely

Placement Coordinator

PLACEMENT PROVIDER AGREEMENT

I confirm that I accept the responsibilities as detailed above.

Signed:	
Name in block capitals:	
Position:	
Date:	

PLACEMENT PROVIDER HEALTH AND SAFETY QUESTIONNAIRE

Name of provider's organisation:			
Placement Site Address:			
Workplace Supervisor Name (or other provider contact):			
Workplace Supervisor (or contact) Position:			
Telephone:			
E-mail:			
Name of student(s):			
Duration of Placement:		Start Date:	

Dear Placement Provider

Re: Health and Safety for Work Placements

The University of Wales Trinity Saint David has a duty of care to ensure, so far as is reasonably practicable, the health and safety of our students whilst on placement. We ask for your assistance in meeting this obligation by completing this questionnaire and supplying (if requested), a copy of your health and safety policy and insurance certificates.

I'd be grateful if you would return the documents either by postal mail or email to the contact details below.

If you have any questions or problems, please don't hesitate to get in touch.

Yours sincerely

Placement Coordinator

Insert Placement Coordinator's address, email and telephone number

PLACEMENT PROVIDER HEALTH AND SAFETY QUESTIONNAIRE

		Yes	No
1.	Does your organisation have a written health and safety policy? If no, please give reason:	☐	☐
2.	Do you have a policy regarding health and safety training for people working in your undertaking, including use of vehicles and equipment, and will you provide all necessary health and safety training for our placement student(s)? If no, please give reason:	☐	☐
3.	Is the organisation registered with:		
	a) The Health and Safety Executive?	☐	☐
	b) The Local Authority Environmental Health Department?	☐	☐
	c) The relevant authority in your country (if outside the UK)?	☐	☐
	d) The relevant National Governing Body Registration number: Last assessment date:	 / /	
4.	Insurance (UK Placements)		
	a) Is Employer Liability Insurance held?	☐	☐
	b) Is Public Liability Insurance held?	☐	☐
	c) Will your insurance cover any liability incurred by a student as a result of attendance at your course/training sessions?	☐	☐
5.	Insurance (EU/International Placements, i.e. non-UK)		
	a) Will your insurance cover liability for injuries or sickness suffered by placement students attributable to their duties with your organisation?	☐	☐
	b) Will your insurance cover liability incurred by the student for injuries to other parties (including their co-workers) or property damage arising from their duties with your organisation?	☐	☐
	c) Will your insurance cover any liability incurred by a student as a result of attendance at your course/training sessions?	☐	☐
6.	Risk Assessment		
	a) Have you carried out risk assessment of your work practices to identify possible risks, to employees and to others within your undertaking?	☐	☐
	b) Are there effective control measures in place for the risks?	☐	☐
	c) Are risk assessments kept under regular review?	☐	☐
	d) Are the results of risk assessment implemented?	☐	☐
	e) Will the student be undertaking any higher risk activities? <i>(If Yes, please provide copies of your health & safety policy and insurance certificates when returning this form)</i>	☐	☐
6.	Accidents and Incidents		
	a) Is there a formal procedure for reporting and recording accidents and incidents (in accordance with RIDDOR in the UK or other country legislation if an international placement)?	☐	☐
	b) Have you procedures to be followed in the event of serious and imminent danger to people undertaking courses/training?	☐	☐

	c)	Will you report to the University <i>all</i> recorded accidents involving our students?	☐	☐
	d)	Will you report to the University any sickness involving our students which may be attributable to the work?	☐	☐
7	Contact Personnel			
		Who is your nominated contact for compliance with these requirements of health and safety legislation?		
		Name:		
		Position:		

CONFIRMATION

I confirm that the preceding information is correct to the best of my knowledge. I confirm also that the student will receive:

- Induction briefing on their first day of attendance.
- Appropriate training and supervision in relation to their placement.

Signed:			
Name in block capitals:			
Position:		Date:	

Thank you for completing this questionnaire. Please return it as soon as possible to the Placement Coordinator (contact details on page one)

STUDENT PLACEMENT AGREEMENT

STUDENT CONTACT INFORMATION

Student Name:		Student number:	
Mobile Telephone:			
University e-mail:			
Personal e-mail:			
Emergency contact and relationship:		Tel:	

CONFIDENTIAL STUDENT HEALTH INFORMATION:

	YES	NO
1. Do you currently have or have you previously had any form of asthma; diabetes; epilepsy; heart disease; nervous or mental illness; rheumatic fever; stroke; tuberculosis?		
2. Do you currently have or have you previously had any other form of serious illness or operation that may affect your or others health and safety whilst on placement?		
3. Are you currently receiving medical treatment and/or medication?		
4. Are you visually impaired/blind?		
5. Are you hard of hearing/deaf?		
6. Disability - 'a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day duties'. Do you consider yourself to have a disability as defined in the Single Equality Act 2010?		
If the answer to any of the questions above is "yes", please give further details as to the nature of your circumstances. Please include dates.		
Name, address and contact details of your doctor (for emergency use):		

To protect your health and safety it is imperative that you notify us of any disability or condition that may impact upon health and safety during work placement. If you fail to disclose this it may place you at a disadvantage and impact upon your own health and safety.

PLACEMENT PROVIDER CONTACT INFORMATION

Name of organisation:	
Placement Site Address:	
Workplace Supervisor (or provider contact) Name:	
Workplace Supervisor (or contact) Position:	
Telephone:	
E-mail:	

PLACEMENT DETAILS

Start Date:		End date:	
Duration of Placement:		Normal Working Hours:	
Outline of Placement Activity/Duties:			
Outline of Placement learning/assessment focus:			
Please tick to confirm that you have current DBS approval (if applicable)	YES ☐	NO ☐	N/A ☐

UNIVERSITY PLACEMENT COORDINATOR CONTACT INFORMATION

Name of Placement Coordinator:	
Telephone:	
E-mail:	

Dear Student

Re: Work Experience Placement

Welcome to the UWTSD Placement! Quality work experience is vital to equip you for your future career and will enhance your employability. We hope you will learn from this placement the skills and competencies specific to your discipline or profession as well as more general work-related and employability skills (time management, team working, communications skills, etc.).

Would you please complete the previous sections of this document, ensuring that full and correct information is provided?

Student placements are a partnership between the student, the University and the Placement Provider in which each has specific roles and responsibilities. It is important that all three parties clearly understand the responsibilities and expectations of everyone involved and so the responsibilities are detailed below.

***Prior to placement:* students cannot commence a placement until they have completed all the necessary preparatory work detailed below, and received authorisation from the Placement Coordinator.** Students are required to:

- i) Identify a suitable placement.
- j) Attend placement preparation briefings, including health and safety.
- k) Complete an Enhanced Disclosure and Barring Service (DBS) check and sign up for the 'Update Service'. The student will retain the original and submit a copy to the University. The student must make the Placement Provider aware of any issues arising from the DBS check and discuss any convictions with the Placement Coordinator.
- l) Complete the ethics approval processes, where relevant.
- m) Have a dialogue with the Placement Coordinator or Placement Tutor to clarify placement requirements, expected learning outcomes and assessment requirements.
- n) Inform the Placement Coordinator and Placement Provider of any personal factors (e.g. health, disability, linguistic or cultural) that may affect the level of risk or may require adjustments.
- o) Complete the defined placement registration and approval process in full. See Student Placement Agreement.
- p) Confirm acceptance of the arrangements and responsibilities set out in the Student Placement Agreement.

During the placement the student is required to:

- l) Comply with all rules regarding health and safety requirements, and other practices and procedures of the placement organisation.
- m) Report to the University any incidents in which they are involved and any health and safety concerns that are not addressed by the Placement Provider, e.g. in the event that appropriate induction and health and safety training is not provided.
- n) Carry out the work programme specified by the Placement Provider under the supervision of the Workplace Supervisor.
- o) Keep a log of hours worked.

- p) Monitor their progress in achieving the identified learning outcomes and discuss these regularly with the Workplace Supervisor and Placement Tutor, as appropriate.
- q) Conduct themselves in an appropriate manner within the relevant ethical framework, ensuring confidentiality and treating others with respect and dignity.
- r) Act in a professional manner, including notifying the Placement Provider in a timely fashion in the event that he/she is unable to attend their placement due to illness etc.
- s) Respect any other requirements of the workplace such as dress codes.
- t) Notify their Placement Coordinator or Tutor should any issues of concern arise.
- u) Consult with the Placement Coordinator or Tutor prior to seeking any changes in the terms and duration of the placement.
- v) Complete all relevant academic coursework relating to the placement experience.

The Placement Provider will:

- k) Confirm acceptance of the arrangements and responsibilities set out in the Placement Provider Agreement.
- l) Provide a safe working environment. Comply with health and safety legislation and define the liability and other insurance cover that will be provided for the activities of the student, with regard to the student and to others who could be affected by the student's actions or inactions. See Placement Provider Health and Safety Questionnaire.
- m) Provide a designated Workplace Supervisor/Mentor who will:
 - a. act as the first point of contact for any problems or queries during a student's placement and contact the University immediately in cases of serious accidents, incidents or breaches of discipline involving the student;
 - b. conduct or make arrangements for the day-to-day supervision of the student including periodic progress checks and instruction regarding hazards and health and safety precautions;
 - c. provide the University with student attendance data, where required.
- n) Provide the student with a full and clear induction to the organisation and its working practices, procedures and requirements, including health and safety arrangements, how to report accidents, incidents and unsafe conditions. See Induction Checklist.
- o) Ensure that the student is fully informed about responsibilities, including those contained in any statutory legislation and/or honorary contract.
- p) Provide the student with appropriate instruction and training in working practices to enable him/her to carry out his/her duties efficiently and safely.
- q) Work with the student to identify appropriate learning outcomes for the placement (these must be agreed by the student, the Workplace Supervisor and the University).
- r) Facilitate access to the student for visits by the Placement Tutor, where appropriate.
- s) Ensure that the student is treated with respect.
- t) During and on completion of the placement, provide feedback to the University on the student's performance and confirmation of the hours in practice, where required.

The University of Wales Trinity Saint David will:

- k) Commit appropriate levels of staff and other resources to placement governance activity to ensure strategic oversight for the learning to be delivered and managed by the Placement Provider. This may include the identification of (i) a Placement Coordinator, whose duties would normally include the authorisation of placements and organising/managing the placement arrangements, in liaison with the Placement Provider and student, and (ii) a Placement Tutor, who will act as the first point of contact, visit the student on placement, where appropriate, and/or assess the student.
- l) Ensure that any placement learning that forms part of a programme of study has associated learning outcomes which:
 - are clearly defined;
 - contribute appropriately to the overall aims of the programme;
 - are appropriately assessed. In cases where it is considered appropriate for the assessment be jointly conducted by the University and the Placement Provider, the Placement Tutor will work with the Workplace Supervisor to establish and document the procedure by which this shall be achieved.
- m) Assess the suitability of a proposed placement through appropriate and proportionate placement due diligence procedures, using a risk-based assessment process. The approval process will require the Placement Coordinator to undertake a Risk Profile for each placement using the Placement Risk Profiling Guidance, and record the outcomes in Placement Risk Assessment form below. This risk assessment activity will include consideration of the information supplied in Appendix the Placement Provider Agreement, Placement Provider Health and Safety Questionnaire and Student Placement Agreement.
- n) Negotiate reasonable adjustments with the Placement Provider in the case of a student assessed under the Equality Act, 2010.
- o) Provide specialist advice and guidance for students with additional support needs.
- p) Clearly define appropriate points of contact and lines of communication between the University, the Placement Provider and the student. These should include:
 - iii. Mechanisms for the Placement Provider to raise concerns or complaints about any aspect of the placement, including an individual student's performance or conduct.
 - iv. University emergency contact details.
- q) Retain a full and detailed record of each placement.
- r) Provide students with appropriate briefing, including health and safety, prior to commencement of any placement.
- s) Monitor all placement activity, ensuring that milestones are established, maintained and records, and identifying and addressing issues of concern and sharing good practice.
- t) Arrange appropriate opportunities for gathering feedback from students, Placement Providers and Placement Tutors, including suggestions for improvement.

Would you please confirm that you accept the above responsibilities by signing below?

I'd be grateful if you would return the completed version of this form to the Placement Coordinator using the contact details specified on page 2.

If you have any questions or problems, please don't hesitate to get in touch.

Yours sincerely

Placement Coordinator

STUDENT PLACEMENT AGREEMENT

I confirm that I accept the responsibilities as detailed above.

Signed:	
Name in block capitals:	
Programme of study:	
Date:	

PLACEMENT RISK ASSESSMENT

Placement Provider	Student (or student group if risk factors the same)	Start Date	End Date
Company:			
Location:			
General Control Measures	Yes / No	Actions Necessary?	Action Completed
Has the student received sufficient briefing?	Yes / No		
Has the student submitted a signed PL1C Student Placement Agreement?			
Has the placement provider returned a signed PL1A Placement Provider Agreement and PV1B Health and Safety Questionnaire?			
Has this provider been used before and been reviewed? If yes, do any concerns remain unresolved?			
Risk Profiling & Further Actions Required	Risk Profile High, Med, Low	Actions Necessary?	Action Completed
Individual Student Factors - <i>Skills, abilities, pre-existing medical conditions, disability, etc.</i>			
Work Factors - <i>Risks associated with student's expected work activities.</i>			
Location and/or Region - <i>Crime, civil disorder, remote working, etc.</i>			
Insurance limitations - <i>Provider has adequate insurance in place to cover student on placement.</i>			
General / Environmental Health Factors - <i>Very hot or cold working conditions, inoculations required, etc</i>			
Travel & Transportation - <i>Commuting to/from work & driving for work purposes.</i>			
Safeguarding - <i>Work with children or vulnerable adults.</i>			
Conclusion	Yes / No	Action Necessary?	Action Completed
Is a site safety visit required before placement is approved?			
Are risks acceptable / tolerable such that the placement can be approved?			

PLACEMENT APPROVAL

I approve this placement.

Signed:			
Name in block capitals:			
Position:		Date:	

PLACEMENT RISK ASSESSMENT (worked example)

Placement Provider	Student or student group	Start Date	End Date
Company: Location:			
General Control Measures	Yes / No	Actions Necessary?	Action Completed
Has the student received sufficient briefing?			
Has the student submitted a signed PL1C Student Placement Agreement?			
Has the placement provider returned a signed PL1A Placement Provider Agreement and PV1B Health and Safety Questionnaire?			
Has this provider been used before and been reviewed? If yes, do any concerns remain unresolved?			
Risk Profiling & Further Actions Required	Risk Profile High, Med, Low	Actions Necessary?	Action Completed
Individual Student Factors - Skills, abilities, pre-existing medical conditions, disability, etc.			
Work Factors - <i>Risks associated with student's expected work activities.</i>			
Location and/or Region - <i>Crime, civil disorder, remote working, etc.</i>			
Insurance limitations - <i>Provider has adequate insurance in place to cover student on placement.</i>			
General / Environmental Health Factors - <i>Very hot or cold working conditions, inoculations required, etc</i>			
Travel & Transportation - <i>Commuting to/from work & driving for work purposes.</i>			
Safeguarding - <i>Work with children or vulnerable adults.</i>			
Conclusion	Yes / No	Action Necessary?	Action Completed
Is a site safety visit required before placement is approved?			
Are risks acceptable / tolerable such that the placement can be approved?			

PLACEMENT APPROVAL

I approve this placement.

Signed:			
Name in block capitals:			
Position:		Date:	

PLACEMENT RISK PROFILING GUIDANCE

Factor	Rating profile	Risk Indicators	Examples of Specific Actions Necessary to Reduce Risk
INDIVIDUAL STUDENT FACTORS	High	The student has relevant personal factors e.g. pre-existing medical condition, disability, pregnancy, linguistic or cultural factors, which may increase the risk of accident or illness during placement related activities even following reasonable adjustments. The student has personal factors which may require specific adjustments or support if living away from home, or makes them susceptible to episodes of illness. The student's knowledge, understanding, and skills are low for the type of work involved.	Appendix PL1A Placement Provider Agreement (signed and returned); Appendix PL1B Placement Provider Health and Safety Questionnaire (signed and returned); Appendix PL1C Student Placement Agreement; Discuss activities with the student to try eliminate or reduce potential risk where possible; Engage with Student Services to develop reasonable adjustments; Confirm these in written communication with the Provider; Pre-placement visit maybe required; Provision of specific workplace H&S information to students. Placement must not commence if remaining risk is still high
	Medium	The student has personal factors which may require specific adjustments or support during placement, or in social interactions at work (e.g. health, disability, pregnancy, linguistic or cultural factors).	Appendix PL1A Placement Provider Agreement (signed and returned); Appendix PL1B Placement Provider Health and Safety Questionnaire (signed and returned); Appendix PL1C Student Placement Agreement; Engage with Student Services to develop reasonable adjustments; Confirm these in written communication with the Provider; Provision of generic workplace H&S information to students.
	Low	The student has no personal factors likely to cause episodes of illness or require specific adjustment whilst on placement. The student has relevant knowledge, understanding, and skills for the type of work involved.	Appendix PL1A Placement Provider Agreement (signed and returned); Appendix PL1B Placement Provider Health and Safety Questionnaire (signed and returned); Appendix PL1C Student Placement Agreement; No special measures required, generic placement risk assessment; Provision of generic workplace H&S information to students.

Factor	Rating Profile	Risk Indicators	Examples of Specific Actions Necessary to Reduce Risk
WORK FACTORS	High	Work with hazards that have potential to cause permanent injury or fatality, including: - Construction site work, forestry, agricultural, motor vehicle repair; - Metal/wood workshops (operation of machinery with mechanical hazards e.g. high speed rotating parts, crushing, entanglement risks, etc.); - Lab or other work with toxic / hazardous materials. Community / social work / journalism with known high risk groups/clients e.g. drug abusers, homeless, violent patients. Work with animal bedding, large or dangerous animals. Activities requiring specific licenses or qualifications (e.g. diving, flying, etc.). Work involving significant hazards in small companies that do not have professional health and safety advice.	Appendix PL1A Placement Provider Agreement (signed and returned); Appendix PL1B Placement Provider Health and Safety Questionnaire (signed and returned); Appendix PL1C Student Placement Agreement; Seek confirmation from Provider about expectations of students competency in high risk activities, and ensure student meets these; Confirm that training and supervision will be provided by the Provider throughout the placement; Include details in the written communication with the Provider; Pre-placement visit maybe required; Provision of specific workplace H&S information to students; Specific H&S briefing session. Placement must not commence if remaining risk is still high
	Medium	Working in proximity to high risk factors (but not directly with them).	Appendix PL1A Placement Provider Agreement (signed and returned); Appendix PL1B Placement Provider Health and Safety Questionnaire (signed and returned); Appendix PL1C Student Placement Agreement; Seek confirmation in writing from Provider that the student will not be expected to participate in high risk activities, and will be appropriately supervised in medium risk activities; Specific risk assessment may be required dependent on response; Provision of generic workplace H&S information to students.

	Low	Office based type activities, administration, education, retail, design studios, IT or other low hazard environments and activities.	Appendix PL1A Placement Provider Agreement (signed and returned); Appendix PL1B Placement Provider Health and Safety Questionnaire (signed and returned); Appendix PL1C Student Placement Agreement; No special measures required, generic placement risk assessment Provision of generic workplace H&S information to students
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Factor	Rating profile	Risk Indicators	Examples of Specific Actions Necessary to Reduce Risk
LOCATION / REGIONAL FACTORS	High	Significant risk of civil disorder, crime or similar danger. Unavoidable lone / remote working in an area of significant risk. Medical & rescue services not readily available. Means of communications likely to be difficult or compromised.	Appendix PL1A Placement Provider Agreement (signed and returned); Appendix PL1B Placement Provider Health and Safety Questionnaire (signed and returned); Appendix PL1C Student Placement Agreement; Check Foreign and Commonwealth Office restrictions and recommendations; Further research and advice required; Consult guides on appropriate behaviour, clothing, etc. Specific risk assessment required; Pre-placement visit maybe required; Specific H&S briefing session; Placement must not commence if remaining risk is still high
	Medium	Higher than normal risk of civil disorder, crime or similar danger. Delays likely in communicating with tutors / others. Placements abroad in areas identified as low risk by the Foreign and Commonwealth Office (FCO).	Appendix PL1A Placement Provider Agreement (signed and returned); Appendix PL1B Placement Provider Health and Safety Questionnaire (signed and returned); Appendix PL1C Student Placement Agreement; Check FCO restrictions and recommendations; Further research and advice required; Provide information to students on guides on appropriate behaviour, clothing, etc. Supplement general briefing with information about medium factors; Specific risk assessment may be required; Provision of generic workplace H&S information to students.
	Low	Placements with no significant local risks.	Appendix PL1A Placement Provider Agreement (signed and returned); Appendix PL1B Placement Provider Health and Safety Questionnaire (signed and returned); Appendix PL1C Student Placement Agreement; No special measures required, generic placement risk assessment Provision of generic workplace H&S information to students

Factor	Rating profile	Risk Indicators	Examples of Specific Actions Necessary to Reduce Risk
INSURANCE FACTORS	High	Locations, activities and/or circumstances are excluded from the University's insurance cover. Provider's insurance will not cover the student on placement with them.	Appendix PL1A Placement Provider Agreement (signed and returned); Appendix PL1B Placement Provider Health and Safety Questionnaire (signed and returned); Alternative placement required; Consult University's insurance section; Specific risk assessment required. Placement must not commence if remaining risk is still high
	Medium	Locations, activities and/or circumstances require confirmation of cover from University's insurers.	Consult University's insurance section; Specific risk assessment may be required; Appendix PL1A Placement Provider Agreement (signed and returned); Appendix PL1B Placement Provider Health and Safety Questionnaire (signed and returned);
	Low	Locations, activities and/or circumstances that are automatically included in the University's insurance cover. UK locations, where the Placement Provider must have employers' liability insurance cover.	No special measures required, generic placement risk assessment; Appendix PL1A Placement Provider Agreement (signed and returned); Appendix PL1B Placement Provider Health and Safety Questionnaire (signed and returned); Provision of generic workplace H&S information to students.

STUDENT PLACEMENT INDUCTION CHECKLIST

Student Name:	
Name of Placement Provider organisation:	
Placement Site Address:	

As a minimum, the topics listed below should be included within the induction that you provide for the student on placement, preferably on their first day. Please check off the subjects as they are covered.

Health & Safety Issues	No	Yes	Date
1. Introduction to key staff members and their roles explained			
2. Location of welfare facilities (e.g. toilets, kitchen, rest room, showers, etc.)			
3. Emergency procedures			
4. Copy of safety policy received or location known			
5. Location of first aid facilities and contact for first aiders			
6. Fire procedures and location of fire-fighting equipment			
7. Accident/incident reporting and location of accident book			
8. Use/control measures for hazardous substances in the workplace (e.g. COSHH) – if applicable			
9. Display Screen Equipment Regulations and associated procedures – if applicable			
10. Manual handling procedures – if applicable			
11. Protective clothing/equipment arrangements – if applicable			
12. Instruction on equipment you will be using (list equipment)			
13. Specific training for tasks to be undertaken			
14. Specific information relating to risk assessments covering tasks to be undertaken			
15. Location of health and safety information and advice			
16. Specific disability related induction issues			
17. Other issues covered/to be covered please state:			

PLACEMENT PROVIDER CONFIRMATION

I confirm that the student has been provided with the induction specified above:

Signed:			
Print Name:			
Position:		Date:	

STUDENT CONFIRMATION

I confirm that I have been provided with an appropriate induction as specified above:

Signed:			
Print Name:			
Position:		Date:	

Thank you! Please return the completed checklist to the Placement Organiser within one week of the student starting placement.

Insert Placement Organiser contact details here

--

For office use only

PLACEMENT COORDINATOR RECEIPT

Signed:			
Print Name:			
Position:		Date of receipt:	
Action required?			

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

(b) Governance arrangements and responsibilities

The University has identified a member of the University Council who has oversight of all matters in relation to safeguarding.

The Lead Designated Officer with overall responsibility for safeguarding within the University is the Head of Centre – South West Wales Centre of Teacher Education and chairs the University's Safeguarding Forum.

At an operational level, the Director of Student Services has responsibility for implementing and promoting the University's Safeguarding Policy and associated procedures.

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.

The University recognises that the success of its Safeguarding Policy will depend on its effective implementation. The University is committed to ensuring that the Safeguarding Policy is disseminated throughout the University and will provide training for key staff and others as appropriate.

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

(c) Scope of the University's Safeguarding Policy

This Policy 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.

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 identified Safeguarding Officers (supported by lead officers) to determine whether a student is considered to be vulnerable.

The Gamfa Wen creche is regulated by CSSIW regulations.

(d) Relevant Legislation, Policies and Procedures

In relation to working with children, young people and vulnerable adults, staff should adhere to all legal requirements and procedures as well as have regard to any guidelines produced by appropriate professional bodies.

The University will comply with the legislative framework which includes:

The Children Act 1989
The Data Protection Act 1998
The Protection of Children Act 1999
The UN Convention on the Rights of the Child
The Sexual Offences (Amendment) Act 2000
The Children Act 2004
The Safeguarding Vulnerable Groups Act 2006
The Protection of Freedoms Act 2012

In addition the following legislation, procedures and guidance should be taken into account:

Provision and Use of Work Equipment Regulations 1998
The Management of Health and Safety at Work Regulations 1999
The Care Standards Act 2000
The All Wales Child Protection Procedures 2008
Qualifying to Teach – Professional Standards for Qualified Teacher Status and Requirements for Initial Teacher Training
Disclosure and Barring Service (DBS) Guidelines
ISA Guidance on Vetting and Barring
ISA Referral Guidance
Safeguarding Children: Working Together under the Children Act 2004 (March 2013)
DBS Checks for ITT trainees (UCET, January 2015)

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

Health and Safety Policy
Recruitment and Selection Policy
Disciplinary Policy
Procedure for Student Discipline

2. Areas of activity involving children, young people and vulnerable adults

The following are identified as activities and/or circumstances which involve children, young people and vulnerable adults:

- Young people and vulnerable adults who are registered as students at the University
- Young people and vulnerable adults employed by the University
- Children, young people and vulnerable adults undertaking work experience at the University
- Young people and vulnerable adults residing in University managed accommodation and their guests
- Children, young people and vulnerable adults in University-owned or managed accommodation
- Children, young people and vulnerable adults attending the University to carry out a sporting or recreational activity
- Children of University staff or students brought onto University premises
- Children attending nurseries or crèche facilities on University premises
- Children, young people and vulnerable adults visiting University premises on non-University organised events, for open days, or other University-organised events
- Children, young people and vulnerable adults attending University-organised events at venues away from University premises
- Children, young people and vulnerable adults taking part in University research activities run by University staff or students

3. Responsibilities

(a) Lead Designated Officer

The Head of Centre – South West Wales Centre of Teacher Education is the Lead Designated Officer for safeguarding in the University and chairs the University's Safeguarding Forum. The Lead Designated Officer is responsible for:

- Overall accountability and strategic responsibility for safeguarding in the University;
- Ensuring that the University fulfils its obligations in all matters relating to safeguarding;
- Chairing the University's Safeguarding Forum;

- Ensuring that the University commits the resources necessary to meet its obligations with regard to safeguarding;
- Working effectively in collaboration with partner agencies including the Local Safeguarding Children Boards;
- Liaising with the Director of Student Services on all matters relating to safeguarding.

(b) Safeguarding Forum

The University's Safeguarding Forum is responsible for the development, implementation, monitoring and annual review of the University's Safeguarding Policy. The Safeguarding Forum also oversees the relevant operational and administrative arrangements including the administration of Disclosure and Barring Service (DBS) procedures. The University's Safeguarding Forum reports to the Student Affairs Committee. Terms of reference and membership of the University's Safeguarding Forum are provided in Appendix 3.

(c) Director of Student Services

The Director of Student Services is responsible for:

- Implementing and promoting this Safeguarding Policy;
- Ensuring the Policy is monitored and reviewed in accordance with any changes in legislation and / or guidance on safeguarding and the protection of children, young people and vulnerable adults;
- Acting as the main contact within the University for safeguarding;
- Ensuring that members of the University community staff are provided with information and advice on matters relating to safeguarding;
- Establishing and maintaining contact with local statutory agencies including the police and social services;
- Responding appropriately to disclosures or concerns which relate to safeguarding;
- Maintaining confidential records of reported safeguarding and child protection cases and action taken;
- Where necessary, and following the University's procedures, making referrals to the Disclosure and Barring Service;
- Where necessary, and following the University's procedures, making referrals to the University's Procedure for Student Discipline, and in the cases of staff, making referrals to the University's Human Resources department.

In the absence of the Director of Student Services, the Principal Officer (Student Services) will take responsibility and liaise with relevant agencies.

(d) Deans of Faculty, Heads of School and Heads of Professional Services

Deans of Faculty, Heads of School and Heads of Professional Services are the identified Safeguarding Officers for their respective Faculty, School or Department. In discharging their duties they can assign a member of staff to act on their behalf. The identified Safeguarding Officer is responsible for the following:

- 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 Director of Student Services 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.

4. Students under the age of 18

The University has some students who commence their studies 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 Academic School will have nominated personal / year tutors who are responsible for the welfare of students. The Head of School 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.

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, when it 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.

The Registry is responsible for ensuring that the relevant Dean and the Director of Student Services are informed of the registration of any students under the age of 18.

5. Staff, students and volunteers working with children, young people and vulnerable adults: procedures

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.

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.

Verification procedures for staff will be undertaken by the University's Human Resources department. Verification procedures for students will be undertaken by the Registry. Enhanced Disclosures will be sought in respect of those posts or roles which involve regularly caring for, training, supervising or being in sole charge of children, young people or vulnerable adults.

Deans of Faculty, Heads of School and Heads of Professional Services should ensure compliance with any advice and guidance provided by the University's Ethics Committee.

This may require that appropriate verification procedures be undertaken for certain individuals carrying out research with children, young people and vulnerable adults.

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.

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.

6. 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 designated 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 programme, activity or during their use of University facilities they should refer the matter to their designated

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 the 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;
- Members of the University community are expected to follow the procedures outlined in this policy. 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.

7. 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 undertake annual audits of 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

The University will also develop resources that can be accessed from the University's web pages and/or Virtual Learning Environment (Moodle).

Appendix 1 – Safeguarding Procedures and Guidance

Appendix 2 – Safeguarding Referral Form

Appendix 3 – University Safeguarding Forum

Appendix 4 – Safeguarding: contact details

8. Resource Implications

Implication	Detail
Finance	Costs associated with the implementation of this policy will be absorbed within current budget limits.
Staff	There are no additional staff requirements. There are however identified training needs for appropriate staff. These will be identified during annual training audits. 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 protection children, young people and vulnerable adults. Such liaison will be co-ordinated by the Director of Student Services.
Timescales	The policy will be implemented as per its date of approval.
Leadership	This policy is led by the Director of Student Services.

9. Impact Assessment

Implication	Impact Considered (Yes/No)	Impact Identified
Legal		These are detailed in the Policy.
Contribution to the Strategic Plan		The Policy underpins the University's Mission, Vision and Values set out within the Strategic Plan.
Risk Analysis		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.
Equality		No adverse implications have been identified. A full equality impact assessment will be conducted under separate cover.
Welsh Language		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		No adverse impact has been identified at this time.
Communication/ Media / Marketing		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.

Policy author(s):

Dai Rogers - Director of Student Services

10. 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

Current status of Policy: Approved

The Policy is applicable to: HE

Date ratified: 21/05/2015

Date effective from: 21/05/2015

Policy review date: 21/05/2016

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 / terrorism.

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

2.1 Members of the University are encouraged to discuss any concerns with one of the University's identified 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 Lead Designated Officer or to contact Social Services directly (see Appendix 4 for contact details).

2.2 Every effort should be made to maintain confidentiality. Suspicions must not be discussed with anyone else on campus other than those nominated above. If the concerns relate to child protection and the Safeguarding Officers / Director of Student Services are absent, then individuals should not delay and should contact Social Services.

2.3 The Director of Student Services 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 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 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 the child says seriously and allow the child to continue at his/her own pace.
- Keep questions to an absolute minimum only to clarify what the child is saying; not to interrogate. Do not ask a question that suggests a particular answer.
- Not interrupt the child when they are recalling significant events.
- Reassure the child that the problem can be dealt with.
- Tell the child 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 child's disclosure. This may be used later in a criminal trial and it is vital that what the child discloses is recorded as accurately as possible. Therefore, the record must be drafted in the child'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 should not be medically examined by a member of the University.
- The child'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.

2.8 It is recognised that staff may need support after receiving a disclosure from a child 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 Procedure for Student Discipline may apply. If a criminal act has been committed, the University may liaise with the police.

3. Procedure for dealing with allegations or suspicion of child 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. 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 take no 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.

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 abuse outside the University

4.1 As a result of their contact with a child within the University or on University business, members of the University may become concerned about the welfare of the child and may be concerned that the child 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 the identified Safeguarding Officer or Director of Student Services of their action. The University expects the organisation to follow its own child protection policy and will require confirmation that the appropriate action has been taken. In addition, the Lead Designated Officer, in consultation with the relevant University senior manager, 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: Forename(s)

Date of birth:

Gender: Male ☐ Female ☐

Address:

Post code

Siblings: (Brothers / Sisters)

Relationship to child / young person:

Name:

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

Forename(s)

Date of birth:

Address:

code

Post

Contact details:

Date of referral:

Referred by:

Surname:

Forename(s)

Post:

School / Department:

Contact details:

Telephone

Date form received: [Click here to enter a date.](#)

Action taken:

Appendix 3 - University Safeguarding Forum

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

Terms of Reference:

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

Membership:

Lead Designated Officer or nominee (Chair)
 Director of Student Services
 Acting Executive Head of Registry
 Representative of Human Resources department
 Representative of Widening Access and Community Engagement sub-committee
 One Safeguarding Officer from each Faculty
 One Safeguarding Officer to represent Professional Services
 One Students' Union representative
 One representative from each FE structural partner
 Membership will be extended to include external representatives as and when required

Appendix 4 - Safeguarding: Contact details

UNIVERSITY OF WALES TRINITY SAINT DAVID

Director of Student Services Tel: 01267 676677
Out of Hours (via Porters / Security) 07767 842738

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

NSPCC Support, advice and information

Tel: 0808 800 5000

www.nspcc.org.uk