

SECTION 5 – GENERAL INFORMATION

Appendix 16 – CONTACT DETAILS FOR KEY OFFICE HOLDERS

FOR SAFEGUARDING

OFFICE HELD	NAME	JOB TITLE	EMAIL	CONTACT NO.
Lead Safeguarding Officer (LSO)	Professor Tim Woods	Pro Vice-Chancellor, Learning, Teaching and Student Experience	tww@aber.ac.uk	01970 622009
Designated Reporting Officer (DRO)	Caryl Davies	Head of Student Support & Careers Services	ccd@aber.ac.uk	01970 621761
Principal Safeguarding Officer (PSO) – Staff	Nick Rogers	Director of Human Resources and Organisational Development	nir24@aber.ac.uk	01970 622053
Principal Safeguarding Officer (PSO) – Students	Emma Williams	Academic Registrar	elw40@aber.ac.uk	01970 622013
Departmental Research Safeguarding Officers (DRSO)				
Departmental Safeguarding Officers	Amanda Trubshaw	Creative Learning Manager at the Arts Centre	amj@aber.ac.uk	01970 621609
	Rachael Davey	IEC Director	rad27@aber.ac.uk	01970 621985
	Sarah McKenna	IEC Co-ordinator	srm@aber.ac.uk	01970 622548
	Vacant	Registry Admin Manager		

FOR DISCLOSURE AND BARRING SERVICES

OFFICE HOLDER	NAME	JOB TITLE	EMAIL	CONTACT NO.
Lead Signatory	Heather Hinkin	Deputy Director of HR	heh@aber.ac.uk	01970 622484
Counter Signatory	Emma Williams	Academic Registrar	elw40@aber.ac.uk	01970 622013

Counter Signatory	Alison Mackiewicz	Lecturer in Psychology	alm53@aber.ac.uk	01970 621919
Counter Signatory	Carolyn Gittins	Academic Registry Manager	cjj@aber.ac.uk	01970 621678

Appendix 17 - Data Protection

14.1 DBS - Disclosure Information

14.1.1 Handling

In accordance with section 124 of the Police Act 1997, disclosure information is only passed to those entitled to see it in the course of their duties. This includes the Lead Signatory and the Human Resources Department or Admissions Team as appropriate.

14.1.2 Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given. In addition, details of a DBS disclosure will not be kept on an employee's file or student record and will always be kept separately and securely, in lockable, non-portable storage containers with access strictly controlled and limited to those who are entitled to see the information as part of their duties.

14.1.3 Retention

Once a recruitment decision had been made, disclosure information is not kept for longer than is absolutely necessary. This is generally for a period up to six months to allow for the consideration and resolution of any disputes or complaints. If, in exceptional circumstances it is considered necessary to keep the disclosure information for longer than six months, the University may consult the DBS and will give full consideration to the General Data Protection Regulations and the individual's human rights before so doing. Throughout this time the above conditions regarding safe storage and controlled access will prevail.

14.1.4 Disposal

Once the retention period has elapsed, the University will ensure that any disclosure information is destroyed by secure means. Whilst awaiting destruction disclosure information will not be kept in any insecure receptacle. The disclosure information will not be photocopied nor will any other image of the documentation be retained. Notwithstanding the above, we may keep a record of the contents of the disclosure, the name of the subject, the unique reference number and the details of the recruitment decision taken.

14.2 – Information in relation to allegations of abuse or neglect

14.2.1 Handling

In accordance with GDPR requirements, information relating to an allegation(s) made under this policy will only be shared with those entitled to see it in the course of their duties. This includes the Lead Signatory and the Human Resources Department or Admissions Team as appropriate.

14.2.2 Usage

Details of an allegation(s) and their investigation will not be kept on an employee's file or student record and will always be kept separately and securely, in lockable, non-portable storage containers with access strictly controlled and limited to those who are entitled to see the information as part of their duties. For investigations concerning staff, this information will be stored by the PSO Staff in the HR Department. For investigations concerning students, the information will be stored by the PSO for Students in the Student Support and Careers Service Department.

14.2.3 Retention

Information gathered as part of an investigation will not be kept for longer than is absolutely necessary. This is generally for no longer than the duration of any warning or penalty imposed. If, in exceptional circumstances it is considered necessary to keep the information for longer than the period specified in the outcome letter to the employee or student, the University will consult the University's Information Governance Manager and give full consideration to the General Data Protection Regulation and the individual's human rights before deciding to keep the information for longer. Throughout this time the above conditions regarding safe storage and controlled access will prevail.

14.2.4 Disposal

Once the retention period has elapsed, the University will ensure that any information in relation to the allegation/investigation is destroyed by secure means. Whilst awaiting destruction the information will not be kept in any insecure receptacle. The information will not be photocopied nor will any other image of the documentation be retained. Notwithstanding the above, we may keep a record of the contents of the information, the name of the subject, any unique reference number and the details of the decision taken.

14.3 Documentation concerning allegations about contractors or visitors

This information will be held by the DRO separately from other records. All associated processes and follow-up actions will also be documented in the same file. Retention and disposal will be in line with 14.2.3 and 14.2.4 above.

APPENDIX 18 - Acronyms used in the Policy

DBS	Disclosure and Barring Services
DRO	Designated Reporting Officer
HoD	Head of Department
HR	Human Resources
HR&OD	Human Resources and Organisation Development
LSO	Lead Safeguarding Officer
PSO	Principle Safeguarding Officer
PVC	Pro Vice-Chancellor
DRSO	Departmental Research Safeguarding Officer
DSO	Departmental Safeguarding Officer

APPENDIX 19 - DEFINITIONS

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

Section 1

'Child' is defined as anyone under the age of 18 years.

'Young person' refers to those under the age of eighteen who have left full time education.

For the purpose of this policy, the term 'child/young person/people' has the same meaning.

'Adult' is defined as all people over 18 years of age.

Student includes home (UK), European Union (EU), offshore or international students, enrolled on any AU programme of study and includes individuals who sit outside of the traditional scope of engagement with University activities.

Vulnerable Adult

The core definition of 'vulnerable adult' from the 1997 Consultation 'Who Decides?' issued by the Lord Chancellor's Department, is a person:

'Who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of unable to protect him or herself against significant harm or exploitation'.

The definition and use of 'vulnerable adult' will have been used in many older safeguarding vulnerable adults policy and procedures but should now be replaced with the new definition from the Care Act (2014) – see definition for 'adults at risk of harm' below for the new definition.

The University considers any person to be vulnerable if they need additional protection or input to enable them to achieve their full potential. An individual's vulnerability can vary depending on the activity being carried out and the people that are present. Some of the groups the University deems to be vulnerable include, but are not limited to:

- Care leavers
- Young carers
- Disabled people and staff where they have specific support needs and as a result of those needs are unable to protect themselves against the risk of abuse or harm
- Individuals who are, or have been, subject to abuse
- Individuals who may be living in temporary accommodation

Adults at risk of harm

We have moved away from the terminology of 'vulnerable adults' towards 'adults at risk of harm', usually shortened to 'adults at risk' in policies and procedures. There may also be reference to an 'adult with a care and support need'.

Section 2

Regulated Activity

The new definition of regulated activity relating to adults is adults being considered vulnerable at that particular time.

There are six categories of people who will fall within the new definition of regulated activity (and so will anyone who provides day to day management or supervision of those people). A broad outline of these categories is set out below.

1) Providing health care

Any health care professional providing health care to an adult, or anyone who provides health care to an adult under the direction or supervision of a health care professional. (Please see the

2) Providing individual care - anyone who:

- provides physical assistance with eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails because of an adult's age, illness or disability;
- prompts and then supervises an adult who, because of their age, illness or disability, cannot make the decision to eat or drink, go to the toilet, wash or bathe, get dressed or care for their mouth, skin, hair or nails without that prompting or supervision;
- trains, instructs or offers advice or guidance which relates to eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails to adults who need it because of their age, illness or disability.

3) Providing social work - the provision by a social care worker of social work which is required in connection with any health care or social services to an adult who is a client or potential client.

4) Assistance with cash, bills and/or shopping - the provision of assistance to an adult because of their age, illness or disability, if that includes managing the individual's cash, paying their bills or shopping on their behalf.

5) Assistance in the conduct of an individual's own affairs - anyone who provides various forms of assistance in the conduct of an adult's own affairs, for example by virtue of an enduring power of attorney. Please see the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012, for the further categories which are covered here.

6) Conveying - an individual who transports an adult because of their age, illness or disability either to or from their place of residence and a place where they have received, or will be receiving, health care, individual care or social care; or between places where they have received or will be receiving health care, individual care or social care. This does not include family and friends or taxi drivers.

Section 3

Safeguarding

Safeguarding is a term used in the United Kingdom to denote measures to protect the health, well-being and human rights of individuals, which allow people – especially children, young people and adults at risk – to live free from abuse, harm and neglect.

Safeguarding is everyone's responsibility.

Safeguarding applies if a child or an 'adult at risk' is experiencing or is at risk of abuse or neglect. A safeguarding concern could include if a staff member, student or AU process presents a risk to children or such adults.

What is the Prevent Duty?

The anti-radicalisation agenda embedded in the Counter Terrorism Act.

Section 4

What is Abuse?

Abuse is mistreatment by any other person or persons that violates a person's human and civil rights. The abuse can vary, from treating someone with disrespect in a way that significantly affects the person's quality of life, to causing actual physical or mental suffering.

Types of abuse

- Physical abuse
- Domestic violence or abuse
- Sexual abuse (including the use of photography/imaging and its reproduction)
- Psychological or emotional abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational or institutional abuse
- Neglect or acts of omission
- Self-neglect

Definition of Neglect

- Not give enough care or attention to people or things that are your responsibility.

Neglect and Acts of Omission

Includes ignoring medical, emotional or physical care needs; failing to provide access to appropriate health or care and support; or withholding the necessities of life, such as medication, nutrition and heating.

DBS (Disclosure and Barring Service)

This statutory body helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It was created in 2012 out of the merger of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).

Appendix 20 - Welsh Language Standards

Aberystwyth University is committed to providing a high-quality service and experience to staff, students and members of the public.

In accordance with the Welsh Language Standards that came into effect on 1 April 2018 individuals have the right to use the Welsh language to:-

- (a) make a complaint
- (b) respond to a complaint or allegation

A simultaneous translation service from Welsh to English will be provided at the meeting when the meeting cannot be conducted solely in Welsh.

Suspensions that Aberystwyth University has breached the terms of its Welsh Language Standards should be submitted via the form available at: <https://www.aber.ac.uk/en/cgg/bilingual-policy/complaints-procedure/>.

