

## **Appendix 4 – RESPONSIBILITIES BY ACTIVITY**

### **4.1 Student Admissions**

In admitting students under the age of 18, Aberystwyth University acknowledges that it will have an enhanced duty towards these individuals as they are children.

Academic departments, via their Departmental Safeguarding Officers and/or Academic Registry, will ensure that any staff members acting as personal tutor to under-18 students have an appropriate DBS disclosure and are made aware of the University's Safeguarding Policy and associated policies, procedures, guidelines and training available.

The University will inform Aberystwyth's Students' Union of any student under the age of 18 to ensure that their access to the licensed premises can be monitored.

The University will ensure that the Head of Residences and Residential Development, the Head of Student Support and Careers Services and relevant contacts in Academic Departments are provided with a list of students under 18 years of age.

### **4.2 Research**

Where young people are involved in research, the work is subject to approval by the Research Ethics Committee and will be covered by all relevant H&S Policy and governance arrangements. The Departmental Research Safeguarding Officer (RSO) must retain oversight of such involvement. Sensitive research must also be assessed in relation to the Prevent Duty.

### **4.3 Children/young people of staff and students**

Staff and students who bring children or young people onto University premises are primarily responsible for the supervision and safety of those children or young people. Staff and students who wish to bring their children into their department must first get the approval/permission of their Head of Department and must directly supervise their child at all times. Adherence to all local rules must also be practiced. Such rules may restrict children from accessing certain areas even when accompanied by their parent/guardian due to their inherent risks.

### **4.4 External Organisation of Conferences on Campus**

It is the responsibility of the organisation running the conference/event to safeguard individuals attending the conference/event and have the appropriate risk assessments and safeguarding measures in place, e.g. appropriate staff-to-children ratios and DBS checks if required. (See Appendices x and x)

The department working with the external organiser will be responsible for asking the external conference/event organiser visiting the University to provide a copy of their Safeguarding Policy and DBS policy prior to the booking being taken. If the organisation is unable to provide such a policy the PSO can provide basic guidance on this matter to the conference organiser, as the conference/event **cannot** go ahead without a Safeguarding Policy in place.

### **4.5 Events on Campus involving overnight accommodation**

Where an event will involve young people having to reside on University campus overnight, additional considerations must be taken to ensure the adequate supervision, not just for the event itself, but also other periods when young people will be on campus. The same will apply if a group are taken off campus for an event.