

UNIVERSITY OF ABERDEEN
Safeguarding Code of Practice

1. Process

- 1.1 Each party shall nominate a Safeguarding Officer and their deputy.
- 1.2 Any activity involving adults at risk * (1) and children (2) should have a member of the Party responsible for organizing the activity to be the designated safeguarding lead for the activity;
- 1.3 Activities should:
 - a) Be designed so that appropriate training and supervision is available to those working with adults at risk and children.
 - b) minimise occasions on which employees, representatives, agents and each of its subcontractors of each in-country partner will need to work alone in an unsupervised way with adults at risk or children; and
 - c) be appropriately risk assessed.
2. A risk assessment shall be carried out by the safeguarding lead for that activity. Assessment should consider how the risks identified can be minimised and should also outline the local processes for reporting concerns, as well as taking account of Health and Safety considerations. This may form a part of an application for ethics approval. Training requirements and records of training undertaken should be recorded in the risk assessment.
3. Completed risk assessments should then be made available to all staff or volunteers involved in the activity. An example of completed risk assessment is attached.
4. Pre-employment or pre-activity checks should be carried out by obtaining police clearance on any individuals working with adults at risk and children.
5. Children and adults at risk who are participating in an activity must, as part of their induction to the activity, be given clear information about how, and to whom, they can report concerns about any member of the party with whom they will be interacting. More than one point of contact should always be given and the details of the Safeguarding Officers included (in addition to the contact details of the nominated safeguarding lead for the activity) so that complaints can be made directly to these officers, where appropriate.
6. Any training requirements will be discussed at the outset before an activity takes place.
7. **Dealing with suspicions or allegations of abuse**
 - 7.1 Those working with children and adults at risk may:
 - have alleged abuse disclosed to them;
 - suspect abuse is being carried out; or
 - be accused of abusing those in their charge.
 - 7.2 It is essential that the safety and welfare of the child or adult at risk is prioritised. The risk assessment for any activity involving adults at risk or children should identify at least one individual who will act as the key contact point to deal with such matters. The nominated

safeguarding contact for the activity is responsible for ensuring that concerns and allegations are escalated to the appropriate Safeguarding Officer or their deputy without delay.

- a) Allegations against a member of staff, non-student volunteers or academic visitors, or suspicions of abuse involving a staff member who is considered to be an adult at risk or is under 18 years of age should be reported to the University's Director of HR or equivalent in the party concerned.
- b) Allegations against a student, or suspicions of abuse involving students who are considered to be an adult at risk or are under 18 years of age should be reported to the Director of Student Welfare and Support Services or equivalent in the party concerned.

- 7.3 Any allegations or suspicions of abuse must be reported without delay to a relevant person, as listed below, who must then take prompt action.
- 7.4 In the event that an allegation is made against a Party's staff, students, volunteers or academic visitors this must be referred to the relevant Safeguarding Officer or their deputy who will assess and, where appropriate in cases involving children, refer the matter to the Multi-Agency Safeguarding Hub. This referral must be made within one working day of the allegations being made. The Local Area Designated Officer will advise on the appropriate action to be taken. In cases involving adults at risk of harm, referral will be made to the relevant statutory agency.
- 7.5 In the event there is a risk of immediate serious harm to a child or an adult at risk the emergency services should be contacted or the police. Anybody can make a referral in these circumstances. The relevant Safeguarding Officer should then be notified of the case.
- 7.6 Safeguarding Officers will share information, as appropriate with relevant colleagues to ensure that the relevant authorities both within and outside of the Parties are involved and that any necessary processes can be followed.
- 7.7 Appropriate records will be retained in accordance with the University's Data Protection Policy (https://www.abdn.ac.uk/staffnet/documents/policy-zone-governance-and-compliance/data_protection_policy_April_2015.pdf). Where the matter may relate to both staff and students, the Safeguarding Officers will agree on where the file will be kept.

* (1) Defined by the Department of Health as "those who are 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 him or herself, or unable to protect him or herself against significant harm or exploitation." The term 'adult at risk' has been used in place of the term 'vulnerable adult'. This is because the term 'vulnerable adult' may wrongly imply that some of the fault for the abuse lies with the adult abused. The term 'adult at risk' is used as an exact replacement for 'vulnerable adult', as used throughout existing government guidance to local authorities.

(2) A 'child' is any person under the age of 18; 'children' are to be construed accordingly. Particular care shall be afforded to a child under the age of 16

Risk assessment form				
Department				
Name of assessor(s)		Date of training		
		Date of assessment		
Describe/outline the activity that is under assessment:				
To distribute to all staff, students, volunteers involved in running the activity (list names)				
Hazard (Cause and consequences)	Affected Group	Existing Controls (if any in place)	Risk (see matrix example)	Further Action (if necessary, inc. names and dates)

Risk Matrix (example –for further information see UPSS5/08 Appendix 2 June 2008)

Risk Matrix		Likelihood			
		High	Medium	Low	Negligible
Consequences	Severe	High	High	Medium	Effectively Zero
	Moderate	High	Medium	Medium/Low	Effectively Zero
	Insignificant	Medium/Low	Low	Low	Effectively Zero
	Negligible	Effectively Zero	Effectively Zero	Effectively Zero	Effectively Zero

Title	Safeguarding Code of Practice
Author / Creator	Catherine Cook – HR Partner
Owner	Director of People
Date published / approved	Approved September 2018
Version	1
Date for Next Review	September 2019
Audience	All Staff
Related	Protection of Vulnerable Groups, Admissions, Contractors, Equality and Diversity, Discrimination, Harassment and Bullying, Fraud, Recruitment and Selection, Research Governance Handbook, Staff and Student conflict of interest, Volunteering, Public Interest Disclosure, Code of Practice on Student Discipline
Subject / Description	This policy sets out the University's duty to safeguard all children and vulnerable (protected) adults at risk, visitors, students, potential students, staff and volunteers who are part of the University or come into contact with University staff, representatives or students.
Equality Impact Assessment	Yes
Section	HR
Theme	Employment, Students, Governance and Compliance, Research and Knowledge Exchange
Keywords	Safeguarding, Child, Vulnerable (protected) Adult at risk