**Template Safeguarding Plan**

This form can be used to help you consider the safeguarding issues relevant to your project and to document how you will address them. This may be of particular use for projects which do not require ethical review as they do not involve human participants, personal data or human tissue (i.e. where you are recruiting volunteers to assist with your research, e.g. assisting with observations of weather patterns/wildlife behaviour). Keep your safeguarding plan under regular review and update it as required.

When involving external research teams/members of partner organisations, the following should be discussed openly and sensitively, and an agreed approach documented in writing. Where relevant, plans should also be developed in consultation with other stakeholders and communities.

If your research project will require ethical approval, please obtain approval for your Safeguarding Plan and attach a copy of the plan to your ethics application.

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| **Project title:** |
| **Principal Investigator (and supervisor if the PI is PGR student):** |
| 1. **Which groups either involved in, or potentially affected by, the project need to be considered for safeguarding purposes?** |
| *Internal research team (staff/students)? External research team/members of partner organisations? Research participants? Others who may be affected by the research activities (e.g. members of research participants’ families/households; members of broader communities)? NB: if your research involves research participants, you will need to obtain* [ethical approval](https://www.abdn.ac.uk/staffnet/research/ethical-review-10645.php) ***before*** *the research activity commences.* |
| 1. **What risks of harm are relevant for each of those groups?** |
| *Risk of harm encompasses all forms of injury or abuse including bullying, exploitation, psychological abuse, physical violence, and any sexual exploitation, abuse or harassment.*  ***Amend as appropriate:***   * **Internal research team members (University of Aberdeen staff/students)** * **External research team/members of partner organisations (includes volunteers, contractors, e.g. translators)** * **Research participants** * **Others who may be affected by the research activities (e.g. members of research participants’ families/households; members of the wider community)** |
| 1. **How will these risks be mitigated as far as possible for each of the following groups?** |
| *This might include: informing individuals of their responsibilities under the University Safeguarding Policy and the Code of Practice on Safeguarding in Research and Innovation and setting clear expectations regarding conduct across the research team; undertaking a risk assessment; applying for ethics approval where relevant; implementing a lone worker policy where relevant; provision of relevant training for researchers; ensuring appropriate insurance is in place, undertaking Disclosure Scotland checks or equivalent where relevant; consultation with key stakeholders/representatives of communities to be involved in the research regarding how best to communicate mechanisms for reporting concerns, making appropriate provision at events for those who may have medical conditions, disabilities, etc.*  ***Amend as appropriate:***   * **Internal research team members (University of Aberdeen staff/students** * **External research team/members of partner organisations (includes volunteers, contractors, e.g. translators)** * **Research participants** * **Others who may be affected by the research activities (e.g. members of research participants’ families/households; members of the wider community)** |
| 1. **How will all involved in the project be informed of the mechanisms available to them for reporting an incident or concern?** |
| *Eg. via participant information sheets, posters, web pages, oral delivery of information at community talks.*  ***Amend as appropriate:***   * **Internal research team members (University of Aberdeen staff/students** * **External research team/members of partner organisations (includes volunteers, contractors, e.g. translators)** * **Research participants** * **Others who may be affected by the research activities (e.g. members of research participants’ families/households; members of the wider community)** |
| 1. **Who will be the Designated Safeguarding Contact(s) (DSC) in the research team?** |
| *For research undertaken outside the UK, ideally DSCs should be based in the relevant country/ies.* |
| 1. **What other route(s) (e.g. an alternate DSC outside the research team) will be available if anyone needs to report an incident or concern?** |
| *At least one route should be clearly independent of the research team, e.g. a trusted member of the researched community, Head(s) of relevant academic department(s), senior member(s) of partner organisation(s). Contacts and mechanisms for reporting should be appropriate for the participants and ideally agreed through consultation with representatives of researched communities (mechanisms for reporting may include email, phone, social media, comments boxes (the potential for anonymous reporting should be considered). Careful consideration should be given to the potential barriers to reporting of concerns and how these can be addressed. Potential barriers may include real or perceived power imbalances, language barriers, and fear of retribution/negative consequences. For example, community members may feel more comfortable with reporting a concern to a community leader with whom they are already familiar (who will then escalate the concern in accordance with a defined procedure), or via an anonymous reporting mechanism (either virtual or physical) rather than having to directly contact a member of the research team.* |
| 1. **How will reported incidents/concerns be handled and escalated?** |
| *This should take into consideration the regulatory, statutory or legislative frameworks applicable to the partner organisation(s) and where the research is being carried out, as well as the requirements of the University Safeguarding Policy and the Code of Practice on Safeguarding in Research and Innovation.* |

**Completed plans should be submitted (in the first instance) to a member of the Research Policy and Strategy Team for consideration and approval:**

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