

**Learn Welsh Ceredigion, Powys and Carmarthenshire**  
**Safeguarding Vulnerable Persons**  
**Guidance for Learn Welsh Tutors and Learners**  
**January 2020**



**Policy**

The University recognises that it has a duty towards vulnerable persons who are on University premises or engaging in University activities. This includes children and vulnerable persons who are members of staff, students, and volunteers, outside contractors, visitors and members of the public. This list is not exhaustive.

A full copy of Aberystwyth University's policies and protocols are found at:

<http://www.aber.ac.uk/en/hr/policy-and-procedure/safeguarding/>

**Reporting**

All concerns and incidents relating to vulnerable persons must be reported. Reports should be made as soon as is practically possible. It is vital that even minor concerns are reported to a central individual in order to ensure that as full as possible a picture is available in the case of major concerns or incidents.

**If you believe that the risk to the vulnerable person is both immediate and serious, the member of staff should contact the police or social services immediately** and then make a report to the Designated Reporting Officer as soon as possible.

If you have a concern or an incident to report, you should report directly to Aberystwyth University's Designated Reporting Officer (Caryl Davies).

Contact Aberystwyth University  
Designated Reporting Officer  
(Director of Student Support)

Caryl Davies  
01970 621761  
[ccd@aber.ac.uk](mailto:ccd@aber.ac.uk)

**For information and advice, you may contact a member of the Learn Welsh Team**

Head of Learn Welsh	Siôn Meredith: 01970 628493; <a href="mailto:stm@aber.ac.uk">stm@aber.ac.uk</a>
Ceredigion & West Carmarthenshire	Meryl Evans: 01559 363648 ext 265; <a href="mailto:mee25@aber.ac.uk">mee25@aber.ac.uk</a>
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# **SAFEGUARDING**

## **children, young people and vulnerable adults**

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### **GOOD PRACTICE GUIDE**

- **TREAT** all children, young people and vulnerable adults with respect
- **AVOID** inappropriate conduct in speech or action
- **CHALLENGE** unacceptable behaviour
- **RESPECT** the rights of individuals to privacy and dignity
- **BE CAUTIOUS** when discussing sensitive issues with children, young people, vulnerable adults and parents/carers
- **CONTACT** Aberystwyth University's Designated Reporting Officer

### **RESPONDING TO DISCLOSURE**

- **DO** listen and continue to listen
- **DO** explain what will happen next
- **DO** report all allegations/suspicions of abuse to Aberystwyth University's Designated Reporting Officer (contact details below)
- **DO** seek help from medical staff, social services or the police if there is immediate risk
- **DO** record details on the Aberystwyth University's Safety Concern Form as soon as possible.
- **DO NOT** question or investigate
- **DO NOT** pass judgement or draw conclusions
- **DO NOT** promise confidentiality
- **DO NOT** discourage children, young people or vulnerable adults who want to talk to you about attitudes or behaviour of others
- **DO NOT** allow yourself to be alone with children, young people or vulnerable adults

