

**MRC**

Cognition and  
Brain Sciences Unit

## **MRC COGNITION & BRAIN SCIENCES UNIT**

### **SAFEGUARDING POLICY**

## VERSION CONTROL

<i>Version</i>	<i>Summary</i>	<i>Date</i>
1.1	New draft policy	January 2015
1.2	Amendments following feedback from HR	27 <sup>th</sup> May 2015
1.3	Amendments following consultation with Unit HR, Health & Safety and Panel	1 <sup>st</sup> June 2015
1.4	Amendments following consultations with HR, Panel and updated information from Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012	4 <sup>th</sup> June 2015
1.5	Amendments following comments from Frances C Rawle, Head of Corporate Governance and Policy, MRC	24 <sup>th</sup> November 2015
2	Annual review update	22nd August 2016

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## **2. OVERVIEW**

### **SAFEGUARDING AND HOW IT APPLIES TO YOU**

Safeguarding means preventing and reducing harm to vulnerable groups in regulated activity. Definitions of vulnerable groups and regulated activity are provided in Section 3.

This document states the Cognition & Brain Sciences Unit's (CBSU) policy on safeguarding. It provides information about how to protect children and vulnerable groups from harm and abuse in your work and how to deal with allegations or suspicions of abuse.

This policy applies to all staff and all students at the CBSU, including scientists, administrative and technical staff, students, visiting workers, students and volunteers who have access to the CBSU, and any external person recruiting from the CBSU participant panel.

Even if you do not work directly with children or vulnerable groups you have responsibilities in respect of safeguarding. Everyone who works at the CBSU, or who is frequently on-site, is responsible for safeguarding on the CBSU premises and must know the appropriate action to take in the event of allegations or suspicions of abuse against a child, participant, visitor, co-worker or themselves.

For this reason, all persons mentioned above must read this document and sign the form at the back of this document and return it to Human Resources (HR) to acknowledge that they understand the CBSU's safeguarding policy and procedures.

Any person working with a vulnerable group must follow the procedure outlined in Section 5b before they begin their activities with this group.

This policy does not apply to any other MRC Unit; these have their own internal procedures or policies where necessary.

### **KEY INFORMATION**

All persons interacting with children or vulnerable groups as part of their work at the CBSU must have enhanced DBS clearance and must complete the NSPCC E-learning safeguarding training course BEFORE they are allowed to work with vulnerable groups. This is an online 3 hour safeguarding training course. The CBSU has a registered account with the NSPCC course. Places must be booked through HR. Once a person has been booked on to the course they will receive an email with details about how to complete the training. Records of persons who have completed the course are maintained on our CBSU registered account on the NSPCC website.

Any on-site testing with children or vulnerable groups must take place in a testing room with CCTV (CALM 1, CALM 2, CALM 3, 435, 436, 437, 438, 442).

## WHAT TO DO IF A SAFEGUARDING INCIDENT OCCURS

Follow these steps ***in all cases*** where abuse is suspected or reported.

Do not discuss the incident with anyone else. The only exception is the CBSU's designated safeguarding person (DSP). If a vulnerable person who you are working with is at immediate risk, contact the DSP and do not let the vulnerable person leave the site where you are working (e.g. CBSU or school). The DSP will contact the authorities and tell you what to do.

Write down as much information as possible ***at the earliest opportunity***. You should sign and date this information.

Complete an incident report form within 24 hours. This should be completed independently with as much detail as possible.

Give the completed incident report form to the DSP as soon as possible (within 48 hours).

The DSP decides whether the report should be passed on to the local safeguarding agency.  
*The CBSU's direct involvement ends at this point. If the report is passed on, the local safeguarding agency will decide on the next course of action within 24 hours and contact the DSP if necessary.*

The CBSU's Designated Safeguarding Person (DSP) is Joni Holmes, Room 34, ext 320.

In the instance that a query or incident involves the DSP, or in the absence of the DSP, employees must direct enquiries and pass reports on to a member of the Senior Management Team (Susan Gathercole, Rik Henson, Bob Carlyon, Tim Dalglish or John Duncan). If no members of the SMT are on-site, speak to Victoria White, Amy Cook or Debbie Davies.

### **3. DEFINITIONS**

#### **WHAT IS A VULNERABLE GROUP?**

This policy refers to vulnerable groups including children and adults. A child is anybody under the age of 18. Adults are no longer labelled as 'vulnerable adults' based on their personal characteristics. Instead, the definition identifies the activities which lead to that adult being considered vulnerable at that particular time. These are called regulated activities (see next section).

The Safeguarding Vulnerable Groups Act 2006 sets out the activities and work which are "regulated activity", which a person who has been barred by the Independent Safeguarding Authority (ISA) must not do.

Any person engaging in regulated activity with a child or adult must follow the procedures set out in Section 5b of this document.

#### **WHAT IS REGULATED ACTIVITY?**

Broadly speaking, regulated activity refers to close, frequent or unsupervised activities. "Frequent" is defined as working once a week or more on an ongoing basis in a single month. It includes but is not limited to the examples below.

##### *Children*

- ❖ Unsupervised teaching or training (e.g. one-to-one in schools)
- ❖ Research (e.g. one-to-one testing in the Centre for Attention Learning and Memory or in schools. If a carer / parent or member of school staff is present, the researcher is not providing care or supervision and is not therefore carrying out regulated activity)
- ❖ Unsupervised advice or guidance for children that relates to their physical, emotional or educational wellbeing (e.g. clinical or medical practice, study feedback that provides individual test scores)
- Frequent work in a specified place that provides the opportunity for contact with children, regardless of the type of activity (e.g. in schools, nurseries, children's homes, pupil referral units, children's hospitals, institutions for the detention of children).

##### *Adults*

- ❖ Healthcare treatment or therapy (e.g. healthcare professionals, medics, clinicians, therapists working in both hospitals and community settings)
- ❖ Research with adults is considered regulated activity if it involves health care, personal care (e.g. help or advice in relation to eating and washing), social care, assistance with cash, bills or shopping, assistance in the conduct of a person's own affairs, transporting an adult because of their age, disability or illness to or from their home and a place where they will receive health, personal or social care. If the researcher is a health professional, s/he will carry out regulated activity anyway.

For more information about regulated activities with adults, see:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/216900/Regulated-Activity-Adults-Dec-2012.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216900/Regulated-Activity-Adults-Dec-2012.pdf).

For more information about regulated activities with children, see:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/316179/Regulated\\_Activity\\_in\\_relation\\_to\\_Children\\_\\_DfE\\_.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/316179/Regulated_Activity_in_relation_to_Children__DfE_.pdf)

### **WHAT IS EXEMPT FROM REGULATED ACTIVITY?**

- ❖ Under-18s in higher education
- ❖ Work-experience for children and young people in the workplace is only regulated activity if a CBSU employee's specific job purpose includes looking after under-16 work experience students
- Activity with children which is merely incidental to activity with adults (e.g. children are part of a mixed-age group and their involvement is incidental to the purposes of the activity, for example Science Night, Open Days). To be considered 'incidental', the activity should be designed and provided for adults, and the presence of a child or children must either be unforeseen or be dependent on the presence of the adult.
- Ancillary first aid  
First aid provided by an employee as an ancillary part of their job is not regulated activity.
- Family or personal arrangements.

The full, legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, as amended (in particular, by the Protection of Freedoms Act 2012).

## **4. STATEMENT OF POLICY**

### **THE PURPOSE OF THIS POLICY IS TO:**

- ❖ promote and prioritise the safety and wellbeing of vulnerable groups who take part in any MRC Cognition and Brain Sciences Unit (CBSU) activity, whether it is on- or off-site (e.g. schools, Centre for Attention Learning and Memory (CALM));
- ❖ provide staff and students with the overarching principles that guide our approach to safeguarding. We have a responsibility to promote the welfare of all vulnerable groups and to keep them safe. We are committed to practice in a way that protects them;
- ❖ provide assurance to parents, carers and other parties that the CBSU takes reasonable steps to manage risks and keep vulnerable groups safe;
- ❖ ensure that everyone understands their roles and responsibilities in respect of safeguarding and is provided with the necessary information, training and support on safeguarding matters;
- ❖ prevent the employment of individuals who work with vulnerable groups where they have been barred by the ISA;
- ❖ ensure that appropriate action is taken in the event of any allegations or suspicions regarding harm to vulnerable groups arising from contact with CBSU staff, students or volunteers.

### **CODE OF PRACTICE**

When working with vulnerable groups either on- or off-site, all CBSU staff, students and volunteers are expected to take account of the guidance below in the way that they conduct themselves.

- ❖ Consider the wellbeing and safety of event participants in advance through proper planning and development of safe methods of working.
- ❖ Wherever possible, work in an open environment with vulnerable groups where they can be seen by others.
- ❖ Avoid unnecessary physical contact.
- ❖ Avoid taking a vulnerable person alone in a car on journeys, however short.
- ❖ Set expectations of the standards of behaviour required from participants in an activity/event and encourage them to accept responsibility for their own performance and behaviour.
- ❖ Ask participants in an activity/event to take reasonable steps to ensure their own safety and that of others, and to report any inappropriate behaviour they experience/witness or any concerns that they may have.
- ❖ Avoid showing favouritism towards particular participants.
- ❖ Report incidents of alleged abuse to the relevant CBSU's designated safeguarding person (DSP, to be appointed by the Director for a fixed

period of 3 years with an accompanying Delegated Authority letter) and ensure that any allegations are recorded.

- ❖ Report any concerns about poor practice to the CBSU's designated safeguarding person (DSP).
- ❖ Avoid personal relationships with a vulnerable person. It is not appropriate for staff to have a physically or emotionally intimate relationship with a young person under the age of 18 in the context of their work with the CBSU. Particular attention is drawn to the provisions of the Sexual Offences Act 2003 which created a new criminal offence of abuse of "a position of trust".
- ❖ Inappropriate behaviour can also occur over the telephone, email, social media or internet.
- ❖ Do not make suggestive or inappropriate remarks to or about a vulnerable person, even in fun, as this could be misinterpreted.
- ❖ Do not take vulnerable people to your home.
- ❖ Maintain confidentiality about sensitive information.
- ❖ Where it is necessary to take photographs or video images of vulnerable groups, written consent must be obtained (from parents/guardians in the case of children) before these images are taken in order to comply with the Data Protection Act 1998. Personal details and photos which clearly identify an individual must only be published where he/she (or his/her parent/guardian) has given specific agreement. Subjects should be suitably dressed in photographs (e.g. when taking place in a sporting activity). This does not apply to 24 hour CCTV monitoring.

## **LEGAL FRAMEWORK**

The following legislation is relevant to this policy, either because it has influenced its introduction and/or its content:

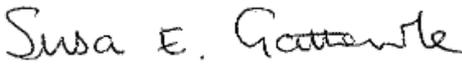
- ❖ Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012. The Protection of Freedoms Act 2012 is of particular importance as all decisions made to bar individuals from working with vulnerable groups are now made by the Disclosure and Barring Service (DBS) under this legislation.
- ❖ Health and Safety at Work Act 1974
- ❖ Rehabilitation of Offenders Act 1974
- ❖ Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
- ❖ The Police Act 1997
- ❖ Protection of Children Act 1999
- ❖ Management of Health and Safety at Work Regulations 1999
- ❖ The Human Rights Act 1998
- ❖ Sexual Offences Act 2003
- ❖ The Children Act 2004

- ❖ Equality Act 2010
- ❖ Protection of Freedoms Act 2012

**WE ARE COMMITTED TO REVIEWING OUR POLICY AND GOOD PRACTICE ANNUALLY**

The Unit Management Committee (UMC) will review the CBSU safeguarding policy and procedures on an annual basis. They will receive a brief anonymised report from the DSP on allegations or suspicions that have arisen over the past year. UMC will check that all staff, students and volunteers working at the CBSU are aware of the policy and procedures for safeguarding.

This policy was last reviewed on: .....13<sup>th</sup> September 2016..... (date)

Signed:....  ..... (Director, CBSU)

Signed: .....  ..... (Designated Safeguarding Person, CBSU)

## **5. CBSU PROCEDURES FOR SAFEGUARDING**

### **5A. ALL STAFF, STUDENTS AND VOLUNTEERS**

Basic Level D security checks will be conducted by the security screening agency Agenda for all employees at the start of their CBSU contract.

All staff and all students at the CBSU, including scientists, administrative and technical staff, students, visiting workers, students and volunteers who have access to the CBSU, and any external person recruiting from the CBSU participant panel will be required to read the MRC Cognition & Brain Sciences (CBSU) safeguarding policy and procedures, and sign to confirm that they have done so.

A record of all persons who have read and signed the safeguarding policy and procedures will be stored on Oracle. For visitors who do not have an Oracle record, records will be kept locally by HR.

#### *New Starters*

This information will be included in new starters' induction packs. All new staff, students and volunteers will be required to sign the form at the end of this document to acknowledge that they have read the policy. This form must be given to Human Resources (HR).

#### *Existing staff, students and volunteers*

All existing members of the CBSU will be sent an electronic copy of the safeguarding policy and procedures and will be asked to sign the form at the end of this document to acknowledge that they have read and understood the information. This form must be given to HR.

#### *Visiting workers, visiting students and external persons who are recruiting from the CBSU participant panel*

The above named visitors must read the safeguarding policy and procedures and sign and return the form at the end of the document to Human Resources (HR).

### **5B. STAFF, STUDENTS AND VOLUNTEERS WORKING WITH VULNERABLE GROUPS**

#### *Security Checks*

Level B enhanced DBS checks will be carried out for any person working with vulnerable groups on behalf of the CBSU either on- or off-site. If it is known that a person's role will involve work with vulnerable groups, these checks will be conducted at the time of appointment in line with current CBSU procedures. If a person's role changes such that it will involve working with vulnerable groups,

Band B enhanced DBS checks will be conducted prior to any work with these groups.

The CBSU will not carry out enhanced DBS checks for short-term visiting workers (less than 6 months) who have been screened within 3 months, but all staff who will be working with vulnerable groups are required to have enhanced DBS, even if they are on a short-term contract.

### *Safeguarding Training*

All CBSU staff and students must complete the NSPCC E-learning safeguarding training course BEFORE they are allowed to work with vulnerable groups. This is an online 3 hour safeguarding training course.

The CBSU has a registered account with the NSPCC course. Places must be booked through HR. Once a person has been booked on to the course they will receive an email with details about how to complete the training. Records of persons who have completed the course are maintained on our CBSU registered account on the NSPCC website.

### *Ethical Approval*

Ethical approval must be obtained from the appropriate ethical approval board (e.g. Cambridge Psychology Research Ethics Committee (CPREC), Health Research Authority/National Ethics Service) before any research can be conducted with vulnerable groups. The Principal Investigator is responsible for obtaining ethical approval and for sending a copy to the Panel Manager. The Panel Manager will retain a record of all research projects with vulnerable groups that have ethical approval. Refer to the CBSU's guidelines for ethical approval for more information <http://intranet.mrc-cbu.cam.ac.uk/researchpractice/ethics/>

### *Risk Assessment*

Persons arranging activities with vulnerable groups must complete a risk assessment form before any activity commences. In the case of research projects it is the principal investigator's responsibility to complete a risk assessment and to inform those involved of the risks and precautions that must be taken to reduce risk. Copies of all risk assessment forms must be sent to the Panel Manager who will be responsible for maintaining a record of all risk assessments. Refer to the CBSU's guidance on how to complete a risk assessment form for further information <http://intranet.mrc-cbu.cam.ac.uk/healthsafety/risk/>, or see Appendix II.

### *Testing*

With the exception of scanning, all research carried out with vulnerable groups at the CBSU must be conducted in the designated testing facilities in the Centre

for Attention Learning and Memory (CALM). These testing rooms are fitted with 24 hour CCTV and panic buttons to safeguard both participants and researchers.

Staff and students working with vulnerable groups off-site (e.g. in a school) are responsible for familiarising themselves with the host organisation's safeguarding procedures. They must follow *both* the CBSU and host organisation procedures. A CBSU risk assessment must be completed for any off-site testing with vulnerable groups. The CBSU's guidelines for safe home visits and for lone working must be adhered to if the activity calls for it. See <http://intranet.mrc-cbu.cam.ac.uk/healthsafety/> for information.

## **6. ROLES AND RESPONSIBILITIES**

### **CBSU'S DESIGNATED SAFEGUARDING PERSON (DSP)**

This person will take overall responsibility for safeguarding within the CBSU, including promoting safeguarding within the CBSU and handling incident report forms. It will be his /her responsibility to keep all information safe and to pass on any concerns to the local safeguarding agency. In the instance that a query or incident involves the DSP, or in the absence of the DSP, employees must direct enquiries and pass reports on to a member of the Senior Management Team (Susan Gathercole, Rik Henson, Bob Carlyon, Tim Dalglish or John Duncan). If no members of the SMT are on-site, forms should be passed to HR (Victoria White, Amy Cook or Debbie Davies). All of these individuals will be briefed about the procedure to follow when receiving such information and forms, both in person and in writing (document "What to do if a SAFEGUARDING incident arises").

### **UNIT MANAGEMENT COMMITTEE (UMC)**

UMC will be responsible for reviewing the CBSU's safeguarding policy and procedures on an annual basis and for receiving a brief anonymised annual report on any allegations or suspicions that have arisen.

### **HUMAN RESOURCES (HR)**

HR will be responsible for ensuring all staff, students and volunteers have read and understood this policy either at Induction (new starters) or as soon as possible (existing staff and students). Copies of the signed forms and confirmation of completion of the required safeguarding training will be stored on Oracle. For visitors who do not have an Oracle record, copies will be stored locally.

### **PRINCIPAL INVESTIGATORS / PROJECT MANAGERS**

Any person leading a research project or activity with vulnerable groups is responsible for obtaining ethical approval (in the case of research projects) and for completing a risk assessment (in the case of all regulated activity) Copies of ethical approval and risk assessment forms must be sent to the Panel Manager before the activity commences.

### **PANEL MANAGER**

The Panel Manager will maintain a record of all ethical approvals and risk assessments for regulated activity with vulnerable groups.

### **ALL STAFF, STUDENTS & VOLUNTEERS**

Everyone who works at the CBSU, or who is frequently on-site, is responsible for safeguarding on the CBSU premises and must know the appropriate action to take in the event of allegations or suspicions of abuse against a child, participant, visitor, colleague or themselves

## **7. DEALING WITH ALLEGATIONS OR SUSPICIONS OF ABUSE**

Concerns for the safety and wellbeing of vulnerable groups could arise in a variety of ways and in a range of situations. It is vital that all staff, students and volunteers know how to respond where abuse is spotted, suspected or reported. All CBSU staff, students and volunteers must also know how to respond to allegations of abuse against themselves, a co-worker or someone outside of the CBSU. The CBSU procedures for how to respond in each of these situations are described below and must be adhered to.

### **CATEGORIES OF ABUSE**

All staff should be aware of the many different categories of abuse. These include physical, emotional, and sexual abuse, and neglect. Bullying, racism and other types of discrimination are forms of abuse. Like other kinds of abuse they can harm a person physically and emotionally.

*Physical:* This is when a person is hurt or injured by a child or an adult. Physical abuse includes hitting, kicking, punching and other ways of inflicting pain or injury such as poisoning, drowning or smothering. It also includes giving a person harmful drugs or alcohol.

*Emotional:* This is when a person is denied love or affection, or is constantly threatened or humiliated. Sarcasm, degrading punishments and ignoring someone are also forms of emotional abuse.

*Sexual:* This is when a person is used sexually by an adult or young person. Sexual abuse can include kissing, touching the individual's genitals or breasts, vaginal or anal intercourse and oral sex. Encouraging a vulnerable person to look at pornographic magazines or videos is also sexual abuse.

*Neglect:* This is when a person's basic need for love, food, warmth, safety, education and medical attention is not met by parents or carers.

## PROCEDURES FOR RESPONDING TO SUSPICIONS OR ALLEGATIONS OF ABUSE

Follow these steps *in all cases* where abuse is suspected or reported.

Do not discuss the incident with anyone else. The only exception is the CBSU's designated safeguarding person (DSP). If a vulnerable person who you are working with is at immediate risk, contact the DSP and do not let the vulnerable person leave the site where you are working (e.g. CBSU or school). The DSP will contact the authorities and tell you what to do.



Write down as much information as possible *at the earliest opportunity*. You should sign and date this information.



Complete an incident report form within 24 hours. This should be completed independently with as much detail as possible.



Give the completed incident report form to the DSP as soon as possible (within 48 hours).



The DSP decides whether the report should be passed on to the local safeguarding agency.  
*The CBSU's direct involvement ends at this point. If the report is passed on, the local safeguarding agency will decide on the next course of action within 24 hours and contact the DSP if necessary.*

The CBSU's Designated Safeguarding Person (DSP) is Joni Holmes, Room 34, ext 320.

In the instance that a query or incident involves the DSP, or in the absence of the DSP, employees must direct enquiries and pass reports on to a member of the Senior Management Team (Susan Gathercole, Rik Henson, Bob Carlyon, Tim Dalglish or John Duncan). If no members of the SMT are on-site, speak to Victoria White, Amy Cook or Debbie Davies.

Detailed procedures for responding in different situations are described below.

## **1. Suspecting abuse**

### *a. How to recognise the signs of abuse*

A vulnerable person may be experiencing abuse if he/she is:

- frequently dirty, hungry or inadequately dressed
- left in unsafe situations or without medical attention
- constantly "put down", insulted, sworn at or humiliated
- seems afraid of parents or carers
- severely bruised or injured
- displays sexual behaviour which does not seem appropriate for their age
- growing up in a home where there is domestic violence
- living with parents or carers involved in serious drug or alcohol abuse.

This is not an exhaustive list of all signs of abuse. If you are unsure, you should raise your concern with the DSP.

### *b. How to respond to signs or suspicions of abuse*

If you suspect a vulnerable person you are working with is being or has been abused you must:

1. Write down all the details immediately and date and sign the information.
2. Complete an incident report form, with as much detail as possible, as soon as it is appropriate and possible to do so. It is important to fill this out independently and hand it to the Unit's DSP within 48 hours.

### *c. How to respond to a vulnerable person telling you about abuse*

Safeguarding referrals need to be completed immediately if a vulnerable person tells you something regarding abuse.

It is important to support someone who discloses information to you about possible abuse. You must follow these steps:

1. Listen to the person while keeping a calm and neutral demeanour. Avoid leading questions and do not make assumptions.
2. Reassure the individual they have done nothing wrong and that you believe him/her.
3. Make no promises. Do not tell the person that you will keep the information to yourself. Explain that you will write down what they tell you

and that you will discuss it with people who need to be made aware of the concern (this is the DSP in the first instance).

4. You must write down the conversation in as much detail as possible. This must be done at the earliest opportunity and you must sign and date the information.

5. Complete an incident report form as soon as possible and give it to the DSP as soon as possible (within 48 hours).

## **2. Allegations of abuse**

### *a. How to respond to allegations of abuse against a member of staff, a student or a volunteer*

Safeguarding referrals need to be completed immediately if a member of staff, a student or a volunteer is accused of an abusive act. You must also tell HR (Victoria White or Debbie Davies). If you receive any allegations of abuse against a member of staff or other worker/volunteer, you must not discuss this allegation with the person making the allegation or anyone else (the only exception is the DSP). Follow these steps if an allegation is made:

1. Tell the person who made the allegation that it will be reported to the CBSU's DSP and to HR.
2. Write down the conversation in as much detail as soon as it is appropriate and possible to do so. Sign and date this information.
3. Complete an incident report form, with as much detail as possible, as soon as you can. It is important to fill this out independently and hand it to the DSP within 48 hours.

### *b. How to respond to allegations of abuse against someone not working at the CBSU*

If you receive any allegations of abuse against somebody not working for the CBSU (e.g. parent / family friend/ teacher), or if you overhear an allegation being made or discussed, you must not discuss the allegation with anyone else (the only exception is the DSP). Follow these steps in both cases:

1. Tell the person who made the allegation that it will be reported to the CBSU's DSP.
2. Write down the conversation in as much detail as soon as it is appropriate and possible to do so. Sign and date this information.
3. Complete an incident report form, with as much detail as possible, as soon as you can. It is important to fill this out independently and hand it to the DSP within 48 hours.

## **CONFIDENTIALITY POLICY**

It is impossible to promise complete confidentiality when a concern is raised or an accusation made. This is because the Unit owes a duty of care to its staff, students and volunteers that cannot be fulfilled unless the Unit takes action on the basis of information that may have been provided in confidence. The duty of confidentiality must be weighed against the duty of care, in case of potential or actual harm of an individual. However, only those people who need to be made aware of an incident or concern should be informed. As a general rule all safeguarding information will only be shared with the DSP and the local safeguarding agency.

Any staff, students or volunteers who are worried about sharing concerns about abuse are encouraged to speak with an appropriate agency for further advice (for example, the NSPCC Child Protection Helpline on 0808 800 5000 or Childline on 0800 1111).

## **DATA PROTECTION**

The Unit complies with the principles of the Data Protection Act 1998 and Human Rights Act 1998 in the way it collects, holds and disposes of personal information.

## 8. APPENDIX I – INCIDENT REPORT FORM

### Safeguarding Incident Report Form

#### Private and Confidential

**Please complete all sections unless stated that it should be completed by the DSP.**

**If a section is not relevant or you do not have anything to write in a section, please write N/A.**

<b>Details of the Vulnerable Person and their Parents / Carer:</b>		
Name of Vulnerable Person:		
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:	Date of Birth:
Parent's / Carer's name(s):		
Home address:		
<b>Your Details:</b>		
Your Name:	Your Position:	Date and Time of incident:
<b>Report:</b>		
Are you reporting your own concerns or responding to concerns raised by someone else?		
<input type="checkbox"/> Responding to my own concerns. <input type="checkbox"/> Responding to concerns raised by someone else.	If responding to concerns raised by someone else, please provide their name and position within the club/organisation/group;	
Please provide details of the incident or concerns you have, including times, dates or other relevant information (describe any injuries / whether fact, opinion or hearsay):		

The Vulnerable Person's account of what has happened and how:	
Please provide details of the person alleged to have caused the incident / injury including where possible any details:	
Please provide details of any witnesses to the incident(s):	
Have you spoken to the Parents? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide details of what was said:
Have you spoken to the Vulnerable Person? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide details of what was said:
Have you spoken to the person the allegations are being made against? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide details of what was said:
Further action taken to date:	

<p><b>To be completed by DSP</b>          Have you informed the local safeguarding authority?  <input type="checkbox"/> Yes  <input type="checkbox"/> No</p>	<p><b>To be completed by DSP</b>          Please provide the name of the person and his/her contact number:</p>	
<p><b>Data Protection</b>  <b>As the person completing this form, you must notify each person whose information you include about what will happen to their information and how it may be disclosed except to the extent that doing so would prejudice either the prevention or detection of a crime or the apprehension or prosecution of an offender.</b></p>		
<p>Your signature:</p>	<p>Date:</p>	<p>Time:</p>

## 9. APPENDIX II – EXAMPLE RISK ASSESSMENT FORM

### MRC CBSU RISK ASSESSMENT TEMPLATE

MRC

Cognition and  
Brain Sciences Unit

#### What are the hazards?

This project involves testing children one-to-one in the CALM building. Hazards include:

1. Working one-to-one with a child on-site
2. Trip hazard from laptop leads in testing room

#### Who might be harmed and how?

1. Child participants and researcher by tripping over laptop leads in the testing room
2. Researcher is vulnerable as they will be alone with the child in testing room
3. Child is vulnerable as they will be alone with an unfamiliar adult in the testing room

#### What are we already doing?

1. All researchers have enhanced DBS clearance, know the CBSU safeguarding policy and procedures and have completed the NSPCC E-learning safeguarding training.
2. The project has ethical approval.
3. Testing is taking place in designated testing facility with 24 hr CCTV.
4. The child's parent / carer will be in the waiting room outside the testing room at all times.
6. Laptop leads will not be stretched across walkways

#### Do you need to do anything else to manage this risk?

#### Who needs to be told, who is going to do it?

All staff involved in testing child participants need to be told of the risks. As the principal investigator, I will inform staff of the risks and measures that need to be taken to reduce risk.

Actioned Date

Actual Date Completed

Form Completed By Name

Signature

**10.**

**CBSU Safeguarding Form October 2016**

NOTE: All staff including scientists, administrative and technical staff, students, visiting workers, students and volunteers who have access to the CBSU and any external person recruiting from the Cognition & Brain Sciences (CBSU) participant panel MUST sign this form and return it to HR to acknowledge that they are familiar with the CBSU's policy and procedures for safeguarding.

**NAME OF EMPLOYEE/STUDENT/VISITOR (block capitals):**

**First Name:** \_\_\_\_\_

**Surname:** \_\_\_\_\_

**Declaration:**

I acknowledge that I have read and understood the CBSU's Safeguarding policy and procedures.

I agree to abide by the CBSU Safeguarding policy and procedures.

**Security Checks:**

I understand that the CBSU will conduct the necessary security checks required for my work at the CBSU.

**Working with Vulnerable Groups:**

I understand that the CBSU requires all staff, students and volunteers do the following BEFORE they begin any CBSU work with vulnerable groups:

- i) Obtain ethical approval (if the work is research) and send a copy to the Panel Manager
- ii) Complete a risk assessment and send a copy to the Panel Manager
- iii) Carry out the NSPCC's E-learning safeguarding training

I am currently working with vulnerable groups and will adhere to these rules (i, ii, iii). **YES / NA (delete as appropriate)**

**STAFF/STUDENT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**HR ADMINISTRATOR SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_