



Child Protection Policy

Xplore! Science Discovery Centre and Xplore! Nature are trading names of North Wales Science Ltd.

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1. STATEMENT OF INTENT

1.1 North Wales Science (NWS) believes that it is unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of children within its sites and those who come into contact with NWS activities. (It should be noted that the policy and the associated procedures also apply to the Protection of Vulnerable Adults.) This policy is to complement current safeguarding legislation – Wales Safeguarding Procedures 2019¹.

1.2 In order to do so NWS will ensure:

- All staff are made aware of their responsibilities in relation to safeguarding.
- Robust procedures are in place for dealing with concerns, allegations or disclosures of abuse or vulnerability to radicalisation.
- Training or guidance is provided to all staff in safeguarding, including the recognition of abuse, neglect, and vulnerability to radicalisation.
- Appropriate checks of all staff, and volunteers who engage in regulated activity with children under the age of 18 and vulnerable adults.
- The policy is reviewed regularly and continues to meet the expectation of relevant guidance and legislation including Wales Safeguarding Procedures 2019; Prevent Duty Guidance for England and Wales (2015); Counter Terrorism and Security Act (2015); Co-operating where appropriate with those bodies that have duties under the Children Act 1989, 2004 & 2006; Safeguarding Vulnerable Groups Act 2006.

1.3 The words child/children are used throughout the policy. These refer to children, young people (normally under 18) and vulnerable adults.

1.4 Vulnerable adults include, but is not limited to, looked after persons, those in social care or recently leaving care and those in custody or on probation under the age of 25.

2. SCOPE OF THE PROCEDURE

2.1 These procedures set out the arrangements NWS has put in place to safeguard children (i.e. under 18 years old) and/or vulnerable adults (defined as “vulnerable adults” in accordance with UK legislation currently in force) within the NWS community.

2.2 The approach reflects the legislative context and also takes account of relevant guidance and good practice relating to the education sector. The following activities are within the scope of this policy:

- Activities at Xplore! Science Discovery Centre, Wrexham
- Activities at Xplore! Nature, Northop
- Activities in schools

¹ <https://www.safeguarding.wales/en/>

- Holiday club sessions
- Outreach activities involving children or vulnerable adults
- Work placements involving children or vulnerable adults

This policy is supported by a series of operating procedures relating to the above activities.

2.3 The designated lead person responsible for safeguarding during Xplore! Nature holiday club sessions is the person in charge on the day (Anthony Potts).

3. IDENTIFYING SAFEGUARDING CONCERNS

3.1 NWS will take all safeguarding concerns including suspicions and allegations of exploitation, harm, or abuse (including radicalisation) seriously and will report concerns promptly.

3.2 The categories of abuse that staff need to be alert to are:

Emotional Abuse
 Psychological Abuse
 Financial Abuse
 Neglect
 Physical Abuse
 Sexual Abuse

3.3 NWS will ensure that processes are in place to check the suitability of staff and volunteers whose duties and responsibilities involve regular contact or supervision of children or adults who may be vulnerable. Via Wrexham University, NWS will ensure that appropriate suitability checks are carried out in relation to staff and volunteers including criminal record checks and other checks where appropriate. Details of these processes and checks can be found in Wrexham University's Disclosure & Barring Service (DBS) Procedure and the Recruitment and Employment of Ex-Offenders Policy Statement.

3.4 Safeguarding referrals to the relevant statutory authority will be made on the basis of identified and considered risk.

3.5 NWS staff dealing with students or staff who are subject to safeguarding concerns will consider what support may be offered to them both from within NWS and the University (e.g. HR Department) and externally (e.g. signposting to local GPs, mental health services or Occupational Health).

3.6 It is not possible to guarantee confidentiality when a safeguarding concern is reported because NWS owes a duty of care toward its staff, volunteers or visitors and NWS may need to act on receipt of a report of a safeguarding concern that may result in the same being reported to an external third party. However, any reports will be dealt with sensitively and only disclosed to those people who need to be made aware of an incident or concern, whether internal or external to NWS.

4. WHAT IS A SAFEGUARDING CONCERN?

Examples of safeguarding concerns include, but are not limited to:

- 4.1 A child or adult raises an allegation of abuse, harm, or other inappropriate behaviour.
- 4.2 A visitor or staff member discloses information involving themselves or others which gives rise to possible concerns that a potential perpetrator may be harming or abusing vulnerable individuals or children involved in NWS activities.
- 4.3 There are suspicions or indicators that a child or adult is being abused or harmed or is at risk of exploitation, harm or abuse (including radicalisation). The indicators of abuse or harm or risk of abuse or harm or radicalisation can be very difficult to recognise and it is not a staff member's responsibility to decide whether a child or adult has been abused or harmed or subjected to abuse or harm, but only to raise concerns that they may have.
- 4.4 There are observable changes in a child or adult's appearance or behaviour that may be related to exploitation, harm, or abuse (including radicalisation).
- 4.5 A concern is raised that an individual presents a risk of abuse or harm towards a child or adult in relation to, for example, his/her criminal convictions, or downloading, possession or distribution of inappropriate images or extremist material.
- 4.6 Concerns arise that a member of staff or volunteer is vulnerable to radicalisation and there is an identifiable risk of being drawn into terrorism.

5. REPORTING SAFEGUARDING CONCERNS

Designated Safeguarding Officers:

- 5.1 The Board of Governors of Wrexham University has formal responsibility for the safeguarding of young persons and members of vulnerable groups. Every individual within the University, including NWS, has a responsibility to be involved in contributing to a culture in which safeguarding is discussed openly and risk is proactively reduced. That notwithstanding, the University has identified named individuals to take a lead on safeguarding matters. Staff with these responsibilities will receive appropriate training and all staff will be made aware of the University's and NWS's safeguarding policy and procedures.
- 5.2 For any safeguarding concerns involving staff members, the appropriate person to report concerns to is the Head of HR – Operations & Systems. Within the University, any safeguarding concerns involving students, the appropriate person to report concerns to is the Student Advice

and Guidance Manager. These two posts will be known as the Designated Safeguarding Officers who may delegate responsibility under this Policy to an appropriate nominee.

5.3 If the Designated Safeguarding Officer is not available, or the safeguarding concern involves a concern against them, then the referral should be made to the Executive Director of HR.

5.4 A safeguarding concern is reported by completing the Safeguarding Incident Report Form One (IRF1: Appendix Five). The form should be submitted by email to the appropriate Designated Safeguarding Officer as promptly as possible, but generally within 24 hours of the incident giving rise to the concern. It is better to refer any safeguarding concern and enable a risk assessment to take place, than not to make one due to uncertainty. Staff may wish to discuss safeguarding concerns with the Designated Safeguarding Officer should they be in any doubt as to whether to make a report.

5.5 When a safeguarding allegation is made against a member of NWS staff, they are to be removed from working with children and vulnerable adults until investigative actions are completed. If this results in sessions needing to be cancelled or finished early, the children's welfare is of upmost importance and other staff must look after them until they can be returned to a person with parental responsibility.

6. RESPONSIBILITIES OF THE DESIGNATED SAFEGUARDING OFFICERS

6.1 Undertake relevant training in safeguarding procedures and ensure their knowledge is kept up to date.

6.2 Act as a point of contact for those who have safeguarding concerns, receiving information and recording those concerns.

6.3 Act upon concerns as appropriate in the circumstances, for example, by carrying out a risk assessment in accordance with this Policy and acting in accordance with the outcomes. This may range from taking no further action to making external referrals for example to Social Services or Police and making referrals to the DVC / Executive Director of HR to consider the appropriateness of a precautionary suspension.

6.4 Monitoring the implementation of this Policy and procedure.

6.5 In addition to the explicit responsibilities set out above, the established management structures within each Faculty and relevant Professional Service areas have a responsibility to ensure staff and students are aware of the University's safeguarding principles and procedures (including this Policy) and are able to refer concerns appropriately. Furthermore, managers and staff in Faculties and Professional Services will promote awareness of safeguarding to reduce the potential for abuse and to promote wellbeing.

7. ACCESS TO NWS PREMISES

- 7.1 Access to NWS premises is restricted where practicable and reasonable steps are taken to ensure a secure environment. All staff and volunteers are required to carry and have visible their ID badge, and those likely to be in contact with children are issued with Xplore! branded uniform tops.
- 7.2 Access cards are required to pass through the gates into Xplore! science discovery centre exhibition. All visitors, parents, teachers, interviewees, contractors etc. are required to register at the Xplore! reception desk on arrival.
- 7.3 The forest school area at Northop is monitored by the forest school leader. All expected participants are counted in and out, with others attempting to access the area politely asked to leave.

8. CONTRACTORS

- 8.1 Contractors are normally only appointed to undertake work on University premises, including those owned and utilised by NWS, if they are an approved supplier. The University may require employees of external contractors to be DBS checked depending on the nature of the work being undertaken by the contractors. This will be subject to discussion with the approved supplier on an individual contract basis.

9. OUTREACH WORK

- 9.1 NWS undertakes a wide range of outreach work including events on University premises and at partner schools and other venues.
- 9.2 The NWS safeguarding policy, procedures and practice apply to all aspects of outreach work regardless of location and will be in addition to those of the host venue. NWS will work closely with partner organisations to ensure adequate assessment to reduce risk and compliance with safeguarding responsibilities.
- 9.3 Holiday Clubs and out-of-school care, registered with the Care Inspectorate Wales, fall within the scope of NWS safeguarding policy and procedures.

10. TAKING ACTION

When completing the form, the Designated Safeguarding Officer will decide:

- a) That no further action is required.

- b) To refer the concerns to the Executive Director of HR, in order for them to decide whether a precautionary suspension is required.
- c) To refer the matter to an alternative NWS / University policy or procedure, such as the Staff or Student Disciplinary Procedure or the Fitness to Study or Practice procedure.
- d) To report the matter to the local Safeguarding Team.
- e) To report the matter to the Police, Social Services, or alternative appropriate external agency.

10.1 If a staff member or visitor to NWS has any immediate safeguarding concerns (including outside normal operating hours) they may refer directly to the Police or Social Services, but otherwise they should follow the internal referral process described in this Policy. If a direct referral is made, the member of staff or student should inform the Designated Safeguarding Officer at the earliest opportunity.

10.2 The Designated Safeguarding Officer (or their nominee) will liaise with other partner agencies as appropriate in order to address the safeguarding concerns identified.

10.3 Staff who are dismissed from NWS as a result of safeguarding concerns will be reported to the Disclosure and Barring Service and any relevant professional body.

10.4 Support from internal or external services, such as the local safeguarding authority, will be provided as appropriate for any individuals, staff or students, impacted by safeguarding issues.

11. RETENTION OF INFORMATION

11.1 NWS as a subsidiary of Wrexham University complies with the principles of the General Data Protection Regulations and the Data Protection Act 2018 in the way that it retains and disposes of personal information.

11.2 Written records of any safeguarding concerns will be retained for as long as is necessary for the purpose for which it was obtained or as legally required or lawfully permitted.

11.3 Such written records will be held centrally and separately from a member of staff or student's personal records.

12. TRAINING

12.1 All staff and students whose roles and responsibilities include regular contact with children and potentially vulnerable individuals will receive training and guidance appropriate to their role. All staff will be made aware of this Policy and procedure and related guidance.

13. REVIEW OF POLICY AND PROCEDURE

- 13.1 The Wrexham University Vice-Chancellor Board will review their policy and procedure every three years and is responsible for overseeing and updating it particularly with respect to the legal obligations and other external requirements. NWS will review their policy and procedure every three years and make updates in line with the University policy.
- 13.2 Equality issues have been taken into account during the development of this policy and all protected characteristics have been considered as part of the Equality Analysis undertaken.

14. APPENDICES

Appendix One: Designated Safeguarding Officers' Contact Details

Appendix Two: Local Safeguarding Children's Boards / Social Services

Appendix Three: Staff Guidelines — How to Report Concerns

Appendix Four: Incident Report Form One (IRF1)

Appendix Five: Incident Report Form Two (IRF2)

Appendix Six: Staff Code of Practice Regarding Children, Young People and Vulnerable Adults

Appendix Seven: Definitions of Abuse

Appendix One: Designated Safeguarding Officers' Contact Details

Head of Human Resources

Danielle Sullivan

Danielle.sullivan@wrexham.ac.uk

01978 293299

Executive Director of Operations

Lynda Powell

Lynda.powell@wrexham.ac.uk

01978 293221

Person in Charge at Holiday Club

Anthony Potts

anthony@xplorescience.co.uk

07772 631541

Appendix Two: Local Safeguarding Children's Boards / Social Services

Wrexham

01978 292 039

0345 053 3116 (out of hours)

Denbighshire

0300 4561000

0345 053 3116 (out of hours)

Flintshire

01352 701 000

0345 053 3116 (out of hours)

Anglesey

01248 752 722

01248 353 551 (out of hours)

Gwynedd

01758 704 455

01248 353 551 (out of hours)

Conwy

0300 456 1111

01492 515777 (out of hours)

Cheshire West and Chester

300 123 7047

01244 977 277 (out of hours)

Wirral

0151 606 2008

0151 677 6557 (out of hours)

Shropshire

0345 678 9021

0345 6789040 (out of hours)

If you believe someone is at immediate risk of harm, dial 999.

Appendix Three: Staff Guidelines and Procedures for Dealing with Suspicions or Allegations of Abuse of Children, Young People or Vulnerable Adults

1. This procedure forms part of the University Safeguarding Policy and should be used by staff when responding to allegations or suspicions of abuse.
2. The terms child and young person refer to students under the age of 18 years. The guidance extends to vulnerable adults including looked after persons, those in social care or recently leaving care and those in custody or on probation under the age of 25.
3. All staff should be alert to the possibility that a young person, child, or vulnerable adult with whom they are working may have been or may be being abused. These procedures deal with what to do if you suspect abuse as disclosures of suspected or alleged abuse.

How to deal with disclosures of suspected or alleged abuse

4. A child, young person, vulnerable adult, or any visitor may disclose abuse or suspicion of abuse. Disclosure could relate to staff, parents, other family members or their peers. The abuse may be current, recent or in the past.
5. If an individual discloses allegation of abuse, members of staff should take the following action:
 - Listen carefully and reassure the discloser that they have done the right thing. Do not try to direct the individual to another member of staff.
 - Try to reassure the individual and gain their trust but be aware you cannot promise absolute confidentiality. Explain that you must pass the information on to ensure individuals are protected, but that only those that need to know about it will be told.
 - Your role is to record and report the allegations or suspicions and not to investigate them. Let the discloser tell you what he or she wants to and no more: the individual may have to disclose to a specialist later and too much detail now may interfere with later investigations; never ask leading questions as this may invalidate a person's testimony in due course, for example never say 'did they do 'x' to you?', rather say 'tell me what happened'. Listen carefully and repeat the discloser's words. When the student is finished make sure s/he feels secure; explain what you are going to do next.
 - Make notes including the date and time of the discussion and sign them. Record as accurately and objectively as possible, in writing, the discloser's conversation with you and using their words where possible. Only write facts and information as relayed, not your opinion. Use the form IRF1 information (in Appendix Four) if possible or capture the same information on other paper.
 - It is not your role to attempt any detailed examination or to look for any injury etc. Only a recognised doctor should examine an individual. Avoid probing the circumstances in detail; too much inappropriate involvement by NWS or University staff could prejudice any later

legal action.

- When appropriate and relevant try and ensure the discloser is with others at all times and away from the potentially dangerous situation. Make arrangements with the discloser to speak to them later: they have chosen you as an adult they can trust.
- You should not attempt to confront the person who is the subject of the suspicions or allegations.
- Feedback immediately through those designated responsible for safeguarding. Their names and contact details are listed in Appendix 1 of this Policy and you can use the most accessible person. They will seek expert advice and assistance if required. It is important not to copy, store or circulate the form. The report will remain the provenance of the Senior Designated Person for safeguarding in the University.
- After you have reported the initial disclosure, the designated person to whom you submitted your report will complete an anonymised summary form IRF2 (Appendix Five).
- Other than sharing the information with a Designated Person you must maintain absolute confidentiality as the incident may involve other students or staff.
- A disclosure may be distressing and if you feel you need assistance in dealing with the effects, you should consult HR for appropriate support, whilst keeping any details confidential.

What to do if a member of staff suspects a child, young person or vulnerable adult is being abused

6. If you have your own reason to suspect a child with whom you are working, a student under the age of 18 or vulnerable adult has been subject to abuse you should consult the designated person most accessible to you. They will be able to offer confidential advice (which may need to be shared with designated persons) and seek guidance from external agencies if required. They may complete a disclosure form (IRF1 in Appendix Four) with you.
7. There may be some indicative signs of abuse which include:
 - Unexplained or suspicious injuries, particularly if such an injury is unlikely to have occurred accidentally.
 - An injury for which there may be an inconsistent explanation either from an adult or young person.
 - The person describes an abusive act or situation.
 - Unexplained changes in behaviour.
 - Inappropriate sexually explicit behaviour, sexual awareness or sexual advance.
 - A distrust of adults.
 - The young person is not allowed by a parent/guardian/carer to be involved in normal social activities.
8. It is not the role of NWS or University staff to make a judgement about whether abuse has occurred. It is normally for a Designated Person to decide if the concerns should be

communicated to the relevant social services department, LSCBs or the police.

9. Related University policies available:

- Equality & Diversity Policy
- Dignity at Work Policy
- Bullying & Harassment Policy
- Health & Safety Policy
- Prevent Policy

**Appendix Four: Safeguarding Report
Incident Record Form One (IRF1)**

Please complete as much of the following as possible

Name of child / young person / vulnerable adult: _____

Age and date of birth: _____ Ethnicity: _____

Religion: _____ First language: _____

Disability: _____ Any special factors: _____

Parent's / Carer's name(s): _____

Home address and phone number (if available): _____

Are you reporting your own concerns or passing on those of someone else? Give details.

Brief description of what has prompted the concerns: include dates, times etc. of any specific incidents.

Any physical signs? Behavioural signs? Indirect signs?

Have you spoken to the child? If so, what was said?

Have you spoken to the parent(s) or guardian? If so, what was said?

Has anybody been alleged to be the abuser? If so, give details.

Have you consulted anybody else? Give details.

Your name and role: _____

In what capacity have you had any contact with the child / young person / vulnerable adult?

To whom reported and date of reporting: _____

Signature: _____ Today's Date: _____

This form should be submitted to the Designated Safeguarding Officer.

Appendix Five: Safeguarding Report Incident Record Form Two (IRF2)

To be attached to an incident record form and submitted to a designated Child Protection contact.

Summary of Incident	
Incident reported by:	
Incident reported to:	
Date of report:	
Name of child / young person / vulnerable adult concerned:	

Summary of Action Taken		
	Yes	No
Local Safeguarding Children Board contacted for advice?		
Police / Social Services contacted?		
Parents / Carers contacted?		
Young Person's School / College Protection Officer contacted?		
Internal Executive Members responsible for Safeguarding contacted?		

Additional Information	

Signed: _____

Position Held: _____

Date: _____

Appendix Six: Staff Code of Practice regarding Children, Young People and Vulnerable Adults

The duty to keep children, young people, and vulnerable adults safe and to protect them from physical and emotional harm is exercised through the development of respectful, caring, and professional relationships between staff and children, and behaviour by staff that demonstrates integrity, maturity, and good judgement. This Code of Practice applies to all NWS staff working with children, young people, or vulnerable adults, whether acting in a paid or unpaid capacity. It cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. It does highlight, however, behaviour that is illegal, inappropriate, or inadvisable. Individuals are expected to make judgements in order to secure the best interests and welfare of the individuals with whom they are working and in so doing, will be seen to be acting reasonably.

1. Avoid unnecessary physical contact.
2. If you find you are in a situation where you are alone with a child, young person or vulnerable adult, wherever practicable make sure that others can clearly observe you.
3. Do not give personal contact details to those under 18 including e-mail, home or mobile telephone numbers, unless the need to do so is agreed with senior management and parents or carers.
4. Avoid close personal relationships with a child, young person or vulnerable adult in relation to whom you are in a position of trust.
5. Do not invite children, young people or vulnerable adults into your home, unless the reason for doing so has been firmly established and agreed with parents/carers and a senior manager.
6. Avoid becoming friends with a child, young person or vulnerable adult within social networking environments unless the interaction is on the basis of NWS business.
7. Be aware that the law says that where a person aged 18 or over is in a position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity.
8. Ensure that you comply with appropriate laws on alcohol and under 18s.
9. Those dealing with any allegations of abuse or misconduct should adhere to the principles and procedures set out in Appendix 3 of the University's Safeguarding Policy.

Appendix Seven: Definitions of Abuse

The following definitions of abuse are recognised for the purposes of this Policy:

- **Abuse:** a form of maltreatment of a young or vulnerable person. Somebody may abuse or neglect an individual by inflicting harm or by failing to act to prevent harm. Individuals may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or by another young person.
- **Physical Abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to an individual. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness.
- **Emotional Abuse:** the persistent emotional maltreatment such as to cause severe and adverse effects on a young or vulnerable person's emotional development. It may involve conveying that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving an individual opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. These may include interactions that are beyond their developmental capability as well as overprotection and limitation of exploration and learning, or preventing the individual participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing individual's frequently to feel frightened or in danger, or the exploitation or corruption of a young or vulnerable person. Some level of emotional abuse is involved in all types of maltreatment, although it may occur alone.
- **Sexual Abuse:** involves forcing or enticing a young or vulnerable person to take part in sexual activities, not necessarily involving a high level of violence, whether or not they are aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving individual's in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a young or vulnerable person in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- **Neglect:** the persistent failure to meet a young or vulnerable person's basic physical and/or psychological needs, likely to result in the serious impairment of an individual's health or development. Neglect may occur due to a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protection from physical and emotional harm or danger or a lack of access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a young or vulnerable person's basic emotional needs.

In addition to the recognised types of abuse listed above the following activities can be

considered a form of abuse:

- **Bullying and harassment (including cyberbullying):** unwanted conduct, (which may use digital communication devices), that violates a young or vulnerable person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment, and which may be repeated over time. This should be addressed as a safeguarding concern when there is reasonable cause to suspect that a young or vulnerable person is suffering, or is likely to suffer, significant harm.
- **Grooming:** the process by which an offender prepares a young person or vulnerable adult for sexual activities. This process is usually carefully planned, stage-managed, premeditated and can take weeks or months to establish.
- **Forced marriage:** a marriage conducted without the full consent of both parties and where duress is a factor. It is entirely separate from an arranged marriage that is freely entered into and the two should not be confused. Acts such as forced marriage and so-called "honour crimes" come under the definition of "domestic violence". Any disclosure of a marriage forced on a young person or vulnerable adult must be referred to a designated person responsible for safeguarding.
- **Honour Based Violence:** So-called 'honour-based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing.
- **Radicalisation:** a process by which a person comes to support terrorism and forms of extremism leading to terrorism. Factors which are considered when determining whether an individual may be vulnerable are broadly described as:
 - o Engagement with a group, cause or ideology
 - o Intent to cause harm
 - o Capability to cause harm.
- **Peer on Peer Abuse:** which may include, bullying (including cyberbullying), gender based violence/sexual assaults and sexting. Staff should refer to the appropriate University policies on Bullying & Harassment Policy or University Code of Student Conduct.

The policy and accompanying procedures promote high standards of personal and professional practice across NWS and outline the referral process when concerns arise. The wider remit of safeguarding across the University group is also addressed through other policies, including, but not limited to: Policy for the Admission of Students under 18; Bullying & Harassment Policy; Health & Safety Policy; Equality & Diversity Policy; Data Protection Policy; Dignity at Work Policy; University employment procedures etc.

The policy applies to all NWS staff and volunteers who work with children, young people, vulnerable and potentially vulnerable individuals in a variety of settings, including but not limited to informal teaching activities, outreach programmes, work placements, engaging with groups and families in the centre, during forest school and holiday club sessions.