Guidance note on preventing harm in research and innovation activities

Preventing harm is also known as safeguarding. The University has a <u>safeguarding policy</u> and all researchers who work with vulnerable groups should be aware of this policy and their responsibilities in relation to this.

This guidance note on preventing harm in research and innovation activities must be read in conjunction with other relevant policies and codes of practice (including those of funders). These include:

Safeguarding policy The Prevent Duty Code of Good Practice in Research University Ethics Policies and guidance Support for researchers undertaking international projects Guide to Health and Safety Risk Assessment (COP 04) Fieldwork safety code of practice (COP 32) Overseas travel safety code of practice (COP 38) Outside of normal hours working (COP 07) Anti-Bribery and corruption

Expectations of staff, students and associated personnel involved in research and innovation activities

Behaviour

We expect staff, students and any associated personnel directly involved in any research and innovation activity to:

treat each other, research and innovation participants and members of the general public with dignity and respect, to act with the highest standards of integrity, honesty and professionalism and to embed good practice in every aspect of their work

adhere to the highest level of research ethics, in line with requirements set out by the University, national and international regulatory bodies, profession and regulatory research guid1.3 (s)-n3.6 th)1et的线道的 xfu3 (al II-3)-e钣(I3 a)1a

Responsibilities at key stages of research project lifecycle
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Stage	Professional services	PI	School	Research
				organisation
Research	Provide template and	To consider risks arising from		Ensuring
application	guidance for	the research application related		institutional
	completing research	to the potential for harm to:		policies and
	risk register	Staff and students		procedures
	Signposting to H&SS	Associated personnel (e.g		are
	safety and <u>risk</u>	3 rd parties, volunteers)		established
	assessment pages	Research participants		and up to
	(COP04)	General public		date
		Document on risk register and		
		think about mitigating actions		
	Conduct due diligence	Discussing risks of the research		
	on partners receiving	project (including safeguarding		
	funding from the	and international travel) with		
	University via the	partners/co-applicants and		
	research project to	jointly deciding on mitigation		
	ensure they have	actions (this is especially		
	appropriate policies in	important where the research is		
	place. (Research	to be conducted in an overseas		
	Services)	country with a culture different		
		to the UK)		
	Support and advice for	En.002 Tw E-9669134.28 reW.6(n)2.		
	costing relevant	relevant costs for mitigatio		
	mitigation measures	measures		
	(Research Services)			
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		visited for the purposes of research to prevent exploitation, abuse and harm from occurring	and how to feed items into it				
	Conduct DBS checks on new staff appointments who will have contact with children and vulnerable adults (HR)	Ensuring the Job Descriptions and Staffing request forms (SRFs) highlight where staff will be in contact with children and vulnerable adults	Ensuring School staff with responsibility for creating job descriptions, raising SRFs and interviewing are aware of the need to highlight when staff will be in contact with children and vulnerable adults	Have appropriate HR policies and procedures in place to check all staff who will be in contact with children or vulnerable adults			
Ensure staff working on the							

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