

From: Edinburgh College Freedom of Information

Sent: 24 January 2018 16:38

To: [REDACTED]

Subject: RE: Freedom of Information request - Safeguarding: Policy and Procedure

Dear [REDACTED]

Our Ref: 078/16/17

As of 1 October 2012, Edinburgh's Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 21 December 2017. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 ("FOISA"):

078/16/17 (1): Can you please supply a copy of your safeguarding policy and procedure, or point me to it: I don't see it published on your website?

The safeguarding policy and procedure is exempt under Section 27 of FOISA as this information is intended for future publication.

078/16/17 (2): Does your college have a named safeguarding officer?

Edinburgh College's Student Experience Manager is the college's safeguarding coordinator

078/16/17 (3): If your college was considering enrolling a student who was listed on the sex offenders register, how would you deal with such a situation?

A risk assessment would be carried out for any student who had been identified as on the sex offenders register and was considering enrolling on a course. Please note, college staff would work closely with MAPPA to conduct the risk assessment.

078/16/17 (4): What is your risk assessment procedure in such a situation?

The risk assessment would identify the course the student was applying for, offender's restrictions, potential risks to others and services available to support the student to reduce risk of further offence. After the risk assessment is completed, a decision would be made in conjunction with relevant staff/organisations. The risk assessment would be reviewed at appropriate intervals.

078/16/17 (5): What types of mitigation would you consider as a result of any risk assessment procedure?

The risk assessment process would identify the interventions to be put in place before a student may take up a course. These may include: 1:1 supervision (Social Work), IT access restrictions or discussion regarding a more appropriate course or study mode.

078/16/17 (6): How do you record these processes, and what are your retention periods for the data?

Edinburgh College has a Pre-Enrolment Risk Assessment form which is completed by the Safeguarding Co-ordinator. This is then authorised by the Head of Student Experience. Risk assessments are held in a private area of the college's network.

The college does not currently have a records retention schedule and there is no policy on how long these records should be kept. However, the college is currently reviewing its records management procedures and these records will be reviewed as part of this process.

Edinburgh College is subject to the provisions of the Freedom of Information (Scotland) Act (FOISA) 2002. If you are dissatisfied with this response, you may ask the college to review this decision. To do this, please contact the Head of Corporate Development at the postal address below or e-mail the Head of Corporate Development at governance@edinburghcollege.ac.uk describing your original request and explaining your grounds for dissatisfaction. (Please include in your review request, your name and home address for correspondence).

You have 40 working days from receipt of this letter to submit a review request to:

Head of Corporate Development

4th Floor

Edinburgh College (Milton Road Campus)

24 Milton Road East

Edinburgh

EH15 2PP

When the review process has been completed and if you are still dissatisfied, you may ask the Scottish Information Commissioner to intervene.

The Commissioner's online appeal service is available from their website:
www.itspublicknowledge.info/Appeal

The online appeal service is available 24/7 and offers you real time help and advice about your appeal.

You must appeal to the Commissioner within six months of receiving the review decision.

You also have the right to appeal to the Court of Session on a point of law following a decision of the Commissioner.

Regards

FOI Team