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For the future you want

Safeguarding Policy

Guidance for Staff



Student Experience

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1. INTRODUCTION

Edinburgh College is committed to providing all young people under the age of 18 and protected adults who may be at risk, with a safe supportive learning environment which encourages them to fulfil their potential and where they are protected from harm, abuse and exploitation.

Edinburgh College is equally committed to providing staff with an environment in which they can work together to:

- Encourage and develop an ethos which embraces difference and diversity.
- Ensure respect for the rights of children, young people and adults.

2. SCOPE

Edinburgh College has a statutory duty Under the Protection of Vulnerable Groups (Scotland) Act 2007, The Children (Scotland) Act 1995 and The Children and Young people (Scotland) Act 2014 for the safeguarding and protection of children and adults at risk. This policy is designed to enable Edinburgh College staff to carry out their statutory duties while working with protected groups, children and young people. The College policy is underpinned by the following –

- Children, as defined by current legislation, are those under 18 years of age.
- Adults at risk, defined by current legislation are those over 16 years of age who are unable to safeguard their own wellbeing, property, rights or other interests and are at risk of harm either from another person's behaviour or their own behaviour and, because they have a disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than other adults.

The presence of a particular condition or disability does not automatically mean that an adult is at risk. A person can have a disability but be perfectly able to look after their own well-being. Their circumstances as a whole should be considered and all three elements of the definition must be met in order for them to be classed as an adult at risk.

- Adults, as defined within this policy, includes students, staff, volunteers, partner representatives and designated persons i.e social work.
- All children, young people and adults have the right to be protected from abuse.

- All children, young people and adults should feel safe and secure while using the College or in the care of its staff.
- Staff working with children, young people and protected adults will have an understanding of the issues surrounding child protection, their duty under Prevent and be aware of good practice in relation to working with children, young people and protected adults.

3. KEY PRINCIPLES

Edinburgh College will promote the safeguarding of children, young people and protected adults to ensure that they are safe and secure and free from abuse, exploitation and harm. They will achieve this by –

- Ensuring that all college staff have a clear understanding of their legal and moral obligations to safeguard and protect children, young people and protected adults at risk from harm, abuse and exploitation.
- Responding and acting on all safeguarding and causes for concerns reported.
- Taking reasonable steps to prevent foreseeable harm to children, students and protected adults at risk.
- Ensuring robust staff recruitment practices, effective staff development and clear reporting lines for concerns raised are in place.
- Working effectively with key partners and other agencies.
- Being pro-active in promoting good lines of communication and ensuring that all students, parents, carers and partner agencies are familiar with the Edinburgh College safeguarding and protection procedures.

4. LINES OF RESPONSIBILITY

- The Head of Student Experience has overall responsibility for this policy.
- All Managers have the responsibility to ensure that this policy is understood and followed by all of their staff.

- It is the responsibility of all College staff to contribute to the prevention of bullying and harassment, through an active awareness of the issues involved and by ensuring that their and colleagues standards of conduct and the content of learning and teaching materials do not cause offence.
- The Safeguarding Team will take responsibility for deciding if a student who is a risk or putting others at risk is withdrawn or denied a place. This decision will be made after a risk assessment has been carried out and all information has been reviewed.
- The decision to withdraw or deny a place will be communicated by the Curriculum Manager to the student unless the circumstances relate to the exceptions below. In these exceptions the Safeguarding Team will make the decision and communicate the decision to the student.

Exceptions -

- 1. If the withdrawal or denial of place is in relation to the applicant/student being high risk due to previous or current offences, ongoing police investigations or court cases.*
 - 2. There is immediate or significant risk to life.*
- Quality approval check of this policy is the responsibility of the Corporate Development Team who will arrange for the policy to be posted on the intranet.
 - Decisions made by the Safeguarding Team after all information has been reviewed are final and therefore there is no appeals process.

5. TYPES OF ABUSE

The College recognises that there are many types of abuse of children, young people and protected adults. These include:

Physical abuse – actual or attempted physical injury to a child, young person or a protected adult such as hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, or otherwise causing physical harm to a child, young person or protected adult.

Sexual abuse – forcing or enticing a child, young person or protected adult to participate in sexual activities (including that related to pornography), whether or not the child, young person or protected adult is aware of what is happening.

Emotional abuse – the persistent emotional ill treatment and failure to provide for the child, a young person or a protected adult’s basic needs such as to have a severe and persistent adverse effect on the child, young person or protected adult’s emotional development and behaviour.

Neglect – the persistent failure to meet a child, young person or protected adult’s basic physical and/or psychological needs, likely to result in the serious impairment of the child, young person or protected adult’s health and/or development. Ignoring medical or physical needs, not providing access to appropriate care, the withholding of the necessities of life, such as medication, adequate food, water and heating. Ignoring educational needs of a child or young person. Every child, young person or protected adult has the right to an education which develops their personality, talents and abilities to the full.

Financial abuse – involves theft, borrowing money without repayment and any pressure in connection with wills or property, possessions or benefits.

Bullying – this is abuse and is a deliberate act or acts designed to intimidate and aggravate a child, young person or protected adult or to undermine self-confidence and self-esteem.

6. EXAMPLES OF ABUSE

These examples are not exhaustive.

Physical abuse

- Physical punishment
- Poisoning
- Shaking
- Confinement to a room/cot
- Physical abuse

Sexual abuse

- Touching or molesting a child, young person or protected adult for the purpose of sexual arousal or gratification.
- Sexual exploitation of a child, young person or protected adult.
- Activities which involve the child, young person or protected adult in looking at pornographic material or activities or encouragement to behave in sexually inappropriate ways.

Emotional abuse

- Failing to meet a child's needs for nurture and stimulation, perhaps by ignoring, humiliating, intimidating or isolating them.
- Name calling and criticism of a child, young person or protected adult.
- Threatening a child, young person or protected adult.
- Trying to control or put pressure on a child, young person or protected adult.

Neglect

- Failing to provide basic needs such as food, clothing or shelter.
- Refusal or lack of medical care.
- Failing to ensure a child receives an education.
- Failing to keep a child, young person or protected adult safe.

Financial abuse

- Abusing the control of a child, young person or protected adult's finances.
- Stealing, taking or demanding money from child, young person or protected adult.
- Not allowing a child, young person or protected adult to spend their money appropriately.

Bullying

- Physical assault
- Making threats
- Name calling
- Online bullying

7. OTHER CONSIDERATIONS FOR COLLEGE STAFF

Grooming/Radicalisation/Exploitation – directly or by electronic means

Staff should report any situation where they are concerned about –

- A child, young person or protected adult being forced into a marriage or removed from the United Kingdom for this purpose.
- A child, young person or protected adult being drawn into terrorism, extremism or radicalised.
- A child, young person or protected adult being drawn into drug use.
- A child, young person or protected adult being prepared for, or drawn into (groomed) an abusive relationship.
- A child, young person or protected adult being exploited or trafficked.

8. PROCEDURE FOR RECORDING

- Staff must make careful and clear detailed notes.

9. PROCEDURE FOR REPORTING

- Staff to report any concerns or disclosures through Topdesk and the safeguarding icon - <http://topdesk.int.edinburghcollege.ac.uk/tas/public>
- The report will go to the safeguarding team who will respond.

10. SPECIFIC POLICIES/RELATED DOCUMENTS

- Positive Behaviour and Anti -Bullying & Harassment Policy
- Safeguarding Policy
- Student Mental Health and Wellbeing Policy – which includes Fitness to Continue Study guidance

11. DIRECTLY RELATED LEGISLATION

- The Children (Scotland) Act 1995
- The Children and Young people (Scotland) Act 2014
- Protection of Vulnerable Groups (Scotland) Act 2007
- Human Trafficking and Exploitation (Scotland) Act, 2015
- Getting It Right For Every Child (GIRFEC), Updated 2017
- It's everyone's job to make sure I'm alright, 2002
- Protecting Children and Young People: Framework for Standards, 2004
- Child protection briefing - Limitation (Childhood Abuse) (Scotland) Bill, 2017
- General Data Protection Regulation, 2018
- Equality Act, 2010

12. SAFEGUARDING CONTACTS

Overall safeguarding responsibility and out of hours contact -

Monica Hoenigmann

Monica.Hoenigmann@edinburghcollege.ac.uk

Tel: 0131 669 4400

Mobile: 07500607698

Designated Safeguarding Leads -

Kara Tait

Kara.Tait@edinburghcollege.ac.uk

Tel: 0131 297 9569

Mobile: 07584300038

Irene Ritchie

Irene.ritchie@edinburghcollege.ac.uk

Tel: 0131 297 9010

Mobile: 07876873340

Appendix 1

Edinburgh College

Safeguarding - Children, Young People and Protected Adults

Guidance for all Staff

PROCEDURE FOR DISCLOSURE AND REPORTING

Staff should -

- Listen carefully to the child, young person or protected adult
- Stay calm
- Take the concern seriously
- Reassure the child, young person or protected adult
- Make careful detailed notes
- Explain to the child, young person or protected adult what you will do next
- Report straightaway via Topdesk and seek advice if necessary
- Seek support if required

Staff should not -

- Express their views or opinions on the matter
- Make judgement or react in shock
- Force a disclosure from the child, young person or protected adult
- Promise confidentiality
- Talk/or approach the alleged abuser or investigate the matter
- Delay in reporting
- Investigate the allegations
- Contact the police*, social services or parents/guardians

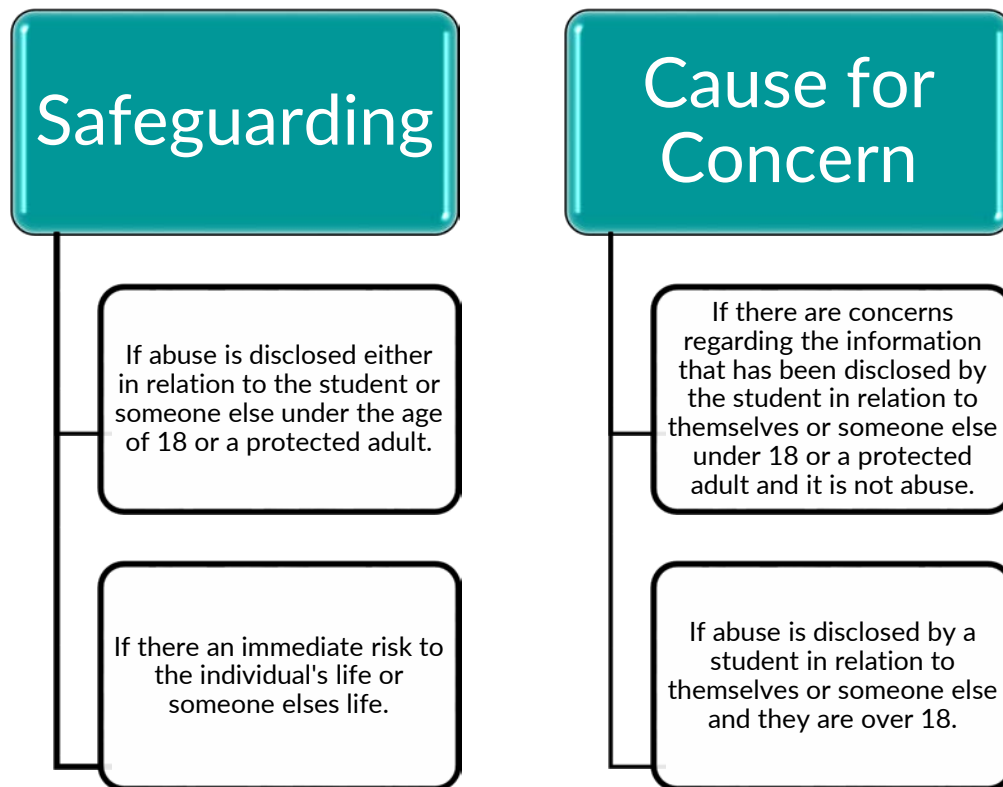
In all cases staff should -

- Fill out either the safeguarding or cause for concern form as soon as possible on Topdesk

***Except in an emergency when there is a risk to life**

Appendix 2

WHAT IS SAFEGUARDING AND WHAT IS A CAUSE FOR CONCERN?



A Protected Adult is defined as someone who is over 16 and –

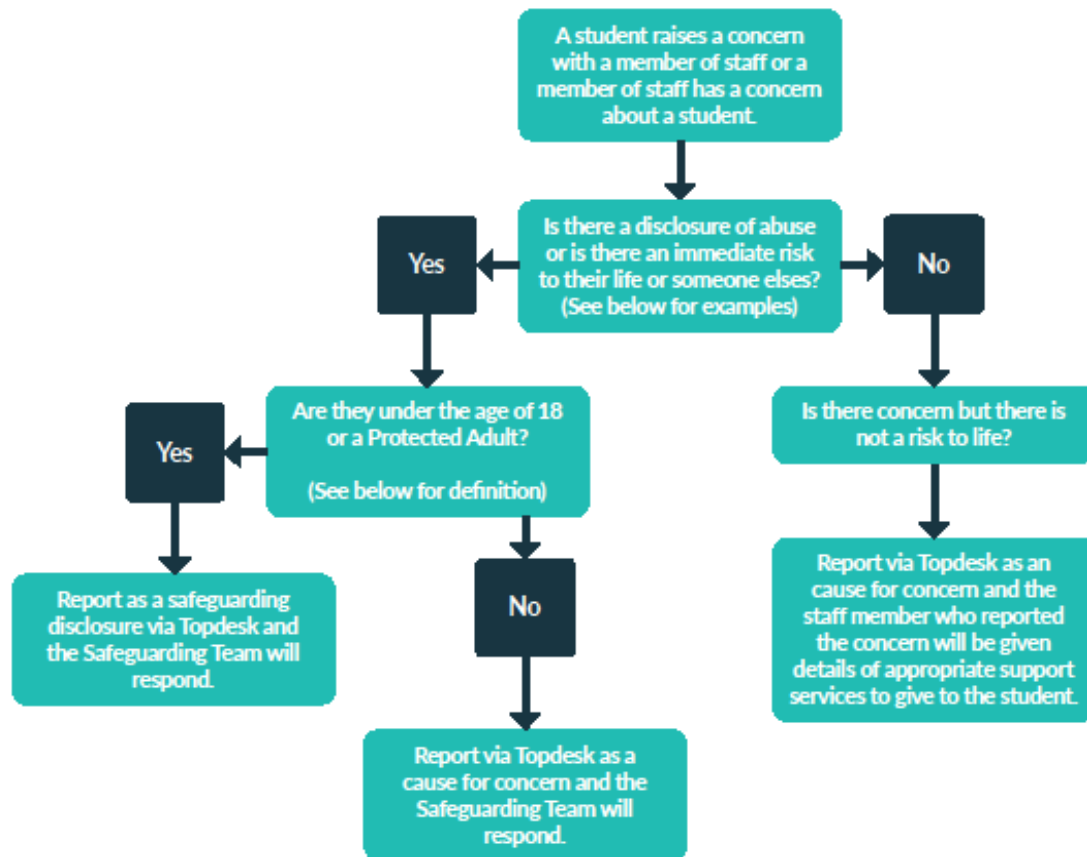
- is unable to safeguard themselves, their property, rights or other interests and
- is at risk of **harm** and
- because they are affected by disability, mental disorder, illness or physical or mental infirmity, is more vulnerable to being harmed than others who are not so affected

(Scottish Government)

SAFEGUARDING FLOWCHART



For the future you want



References

- Examples of abuse – Physical, Emotional, Financial, Sexual and Neglect
- Risk to life – When someone has a suicide plan or is in the process of ending their life*
- Risk to life by threatening violence in an emergency phone 999

*For more information please see refer to the Crisis Action Plan in the Student Mental Health and Wellbeing Policy Guidance for Staff.

A Protected adult is defined as someone who is over 16 and

- is unable to safeguard themselves, their property, rights or other interests, and
- is at risk of harm, and
- because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than others who are not so affected

(Scottish Government)



For the future you want

Date

Dear *students name*,

I am writing with regards to your *application for or place currently on course name at campus name*.

After careful consideration it has been decided that this academic year *19/20* isn't the right time for you to attend college. We feel that you need time to focus on – *give details*

This decision will be reviewed in in the next academic year state *what one* so please take this time to work with *list support services*. At this review we will be looking for evidence that demonstrates that you are able to successfully return to study at Edinburgh College *without putting yourself or others at risk/with the correct support and methods to help you sustain your studies*.

If you would like any further information please let me know.

Yours Sincerely,

CM/CL NAME

Job title

Firstname.surname@edinburghcollege.ac.uk

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