

## **Newbattle Abbey College**

### **Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure**

#### **1. Introduction**

- 1.1 This policy and procedures detail the processes by which Newbattle Abbey College will safeguard children, young people and vulnerable adults who attend the college.
- 1.2 The College recognises that those who are under 18 and adults at risk of harm often have a wide variety of needs and characteristics and may require special consideration. These might include radicalisation, online extremism, human trafficking, hate crime, age, race, ethnicity, religion, culture, sexual orientation, ability and social difference. It is important to consider the diverse needs of under 18's and adults at risk of harm when making decisions regarding their care and protection. Where disability or sexual orientation is a factor, or for people from ethnic groups, there can be additional vulnerabilities that can require particular consideration.
- 1.3 The college recognises its '*Prevent*' related responsibilities as part of its safeguarding policy and procedures. Any concerns of this nature would go through the colleges safeguarding team.
- 1.4 The college recognises its '*Corporate Parenting*' related responsibilities as part of its safeguarding policy and procedures. Any concerns of this nature would go through the colleges safeguarding team.
- 1.5 This policy should be read in conjunction with the College Equality and Diversity policy.

#### **2 Scope**

- 2.1 The College recognises its obligation to protect those who are under 18 and adults who are at risk of harm from instances of physical, emotional, sexual or institutional abuse.
- 2.2 This policy is grounded in current law, policy and values driving robust and rigorous safeguarding practice.
- 2.3 This policy covers those under 18 who under current legislation are regarded as children.

- 2.4 All adults could be considered as potentially at risk of harm from time to time but this policy focuses on those who for reasons of ill health, disability, self-harming, frailty, radicalisation or specific circumstances depend on others to provide and promote their well being or protection.
- 2.5 This policy deals with abuse, regardless of when it occurred and therefore includes retrospective disclosure.

### **3 Responsibility**

- 3.1 The Principal has ultimate responsibility for the protection of those under 18 and adults who are at risk of harm at the College.
- 3.2 The Administration Manager is responsible for the overall management and review of this policy.
- 3.3 Safeguarding at Newbattle Abbey College is a collective responsibility and everyone has a 'duty of care' to ensure appropriate and proportionate response to any safeguarding concerns.

### **4 Guiding Principles**

#### **The College will:**

- 4.1 Ensure that all staff understand their professional and caring responsibilities to safeguard children, young people and vulnerable adults from harm.
- 4.2 Ensure that staff or students who come into contact with children, young people and vulnerable adults understand their professional and caring responsibilities.
- 4.3 Ensure all staff are disclosure checked through Disclosure Scotland's PVG Scheme.
- 4.4 Ensure that appropriate risk assessments are carried out to cover the range of external visitors, speakers and contractors in college.
- 4.5 Be proactive in promoting good lines of communication and ensuring that all students and staff are familiar with the college's procedures.
- 4.6 Provide appropriate professional learning opportunities for staff to develop knowledge, understanding and appropriate and proportionate responses to safeguarding concerns.
- 4.7 Work effectively with key partners and other agencies.

- 4.8** Ensure that all staff understand their obligations to refer any safeguarding concerns about children, young people and vulnerable adults to the safeguarding team.

## **5 Linked Policies**

- 5.1** This policy should be understood in conjunction with other College policies and procedures.

## **6 Review**

- 6.1** This policy and procedure will be reviewed annually or when changes affect it.

## **Procedures for the Protection Safeguarding Children, Young People and Vulnerable Adults**

### **1. Introduction**

- 1.1 The purpose of these procedures is to support the effective implementation of the Safeguarding Children, Young People and Vulnerable Adults Policy.
- 1.2 These procedures will provide step-by-step guidance on how to respond to a concern.
- 1.3 Concerns may arise because:-
  - A child, young person or adult at risk of harm discloses abuse
  - An over 18 year old discloses abuse which took place when they were under 18
  - There are safeguarding concerns or indicators that a child, young person or adult at risk of harm is being abused
  - There are observable changes in the behaviour of a child, young person or adult at risk of harm that may relate to abuse
  - A child, young person or adult at risk of harm may abuse another child, young person or adult at risk of harm
  - The behaviour of a member of staff (as defined in the Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure) towards a child, young person or adult at risk of harm causes concern
- 1.4 These procedures apply to the Board of Directors, senior & middle managers, permanent and temporary, teaching and support staff and including under 18s and adults at risk of harm.
- 1.5 Child protection is the responsibility of every adult. The publication 'It's everyone's job to make sure I'm alright' (Scottish Executive, Nov 2002) emphasises the need for all of us to take responsibility in order to protect under 18s. These procedures are therefore mandatory.

### **2. Disclosure of Abuse**

Incidents of suspected abuse can be disclosed in a variety of ways:

- Directly by child/young person or adult at risk of harm
- Staff observation
- By another student/person/or agency (third party disclosure)
- By letter or phone call, with or without the name of the informant (third party disclosure)

### 3. How to respond if a child, young person or adult at risk of harm discloses abuse

- 3.1 All staff must understand the importance of an appropriate and proportionate response; staying calm, listening, reassuring, recording information, reporting appropriately and seeking support.
- 3.2 Where the child, young person or adult at risk of harm first language is not English, or in cases where they have learning difficulties the policy and process on how to disclose may have to be explained clearly or by an alternative communication method e.g. alternative formats, speech software.
- 3.3 If a safeguarding concern is brought to your attention as a member of staff you should:
  - Share any information confidentially with nominated members of staff who have additional responsibilities to keep students safe from harm.
  - Be honest and transparent in relation to your professional responsibilities, for example, make it clear that you may have to share any information with others, a guarantee of confidentiality must **not** be given.
  - Tell the person that the Safeguarding Team will be informed.
  - Allow the under 18/adult at risk of harm to speak without interruption.
  - Any initial questioning or discussion must be limited to establishing the facts.
  - Stay calm - do not rush into inappropriate action.
  - Listen to what the under 18/adult at risk of harm says and show that you take them seriously.
  - Do not introduce either personal experiences of abuse or those of others.
  - Reassure the under 18/adult at risk of harm - confirm that you know how difficult it must be to confide.
  - Record the factual details of the disclosure on the college Protection Report Form. Where additional information is known it can be recorded but staff must note that this is additional information and/or their opinion. Pass onto a member of the safeguarding team.
  - Electronic copies should not be saved to the hard drive or USB.
  - Discuss the issues with a member of the Safeguarding Team.
  
  - **As a member of staff you should not:-**
    - Make promises you cannot keep
    - Make the under 18/adult at risk of harm repeat the story unnecessarily, or ask leading questions
    - Delay
    - Panic

- Take sole responsibility for further action

**In all cases, go straight to a member of the Safeguarding Team.**

#### **4. Allegations Against Staff**

- 4.1** An allegation may be made against a member of staff. If an allegation is made, the member of staff receiving the allegation will immediately inform the Administration Manager who is a member of the Safeguarding Team.
- 4.2** Whenever an allegation against any member of staff is received, advice should be sought regarding Human Resource issues.
- 4.3** If the allegation involves the Administration Manager, the matter should be reported to the Depute Principal.

#### **5. Recording Information**

- 5.1** Copies of the Protection Report Form are available from the Administration Office or [https://newbattle.sharepoint.com/\\_layouts/15/WopiFrame.aspx?sourcedoc=%7B2C5A4E5C-7C13-4CD9-910E-A83F7724A5CF%7D&file=Protection%20Recording%20Form.doc&action=default](https://newbattle.sharepoint.com/_layouts/15/WopiFrame.aspx?sourcedoc=%7B2C5A4E5C-7C13-4CD9-910E-A83F7724A5CF%7D&file=Protection%20Recording%20Form.doc&action=default)
- 5.2** Complete the Protection Report Form immediately.
- 5.3** Observe standard guidelines for holding sensitive information in accordance with current legislation and college policy.
- 5.4** All recorded information must be handled sensitively. All conventions of confidentiality must be adhered to at all times.

#### **6. Referring Information to Relevant Agencies**

- 6.1** No external reference should be made by staff members other than to a member of the Safeguarding Team.

#### **7. Confidentiality**

- 7.1** The welfare children, young people or adults at risk of harm places a responsibility on members of staff to take appropriate action overriding general principles of confidentiality.
- 7.2** Information should be shared on a 'need to know' basis in accordance with current legislation.

#### **8. How to keep children, young people and adults at risk of harm informed and involved in the process**

- 8.1 Students will be informed about the Safeguarding Children, Young People and Vulnerable Adults Policy and procedure during induction and in appropriate college publications.
- 8.2 A member of the Safeguarding Team will keep the under 18/adults at risk of harm informed while the matter is within the jurisdiction of the college.

## 9. Support and Staff Development

- 9.1 The college will provide initial, ongoing and appropriate training to staff members on the protection policy and associated procedures.
- 9.2 The college will support staff by providing an opportunity to talk through related issues with their Line Manager or the Administration Manager and offer reasonable appropriate support from external agencies if requested.
- 9.3 The Administration Manager is also available to discuss Human Resource issues if required.

## 10. Safeguarding Contacts

Designated member of staff relating to students:  
**Gill Turner** - Curriculum Co-ordinator. Ext: 240

Designated members of staff relating to students out of hours (evenings and weekends):

**Paul Marshall** - College Sub Warden. Mobile: 07766424374  
**Andy Ramsay** - College Sub Warden. Mobile: 07831820386

Designated member of staff relating to staff:  
**Jackie Robertson** - Administration Manager. Ext 225

Should the relevant member of staff not be available any of the above can be contacted.

The colleges safeguarding policy is designed to safeguard staff and students, and not to get in the way of what the college delivers

**What to do if .....**

**A child, young person or adult at risk of harm makes allegations of abuse by someone else:**

- Advise the individual that you must pass the information on
- Allow the individual to speak without interruption, listen to what is said, but do not investigate

- Be sensitive to feelings of guilt and isolation, but do not make any judgement
- Reassure the individual that they were right to share the information with you

**If you have any concerns about the care, safety and welfare of a child, young person or adult at risk of harm:**

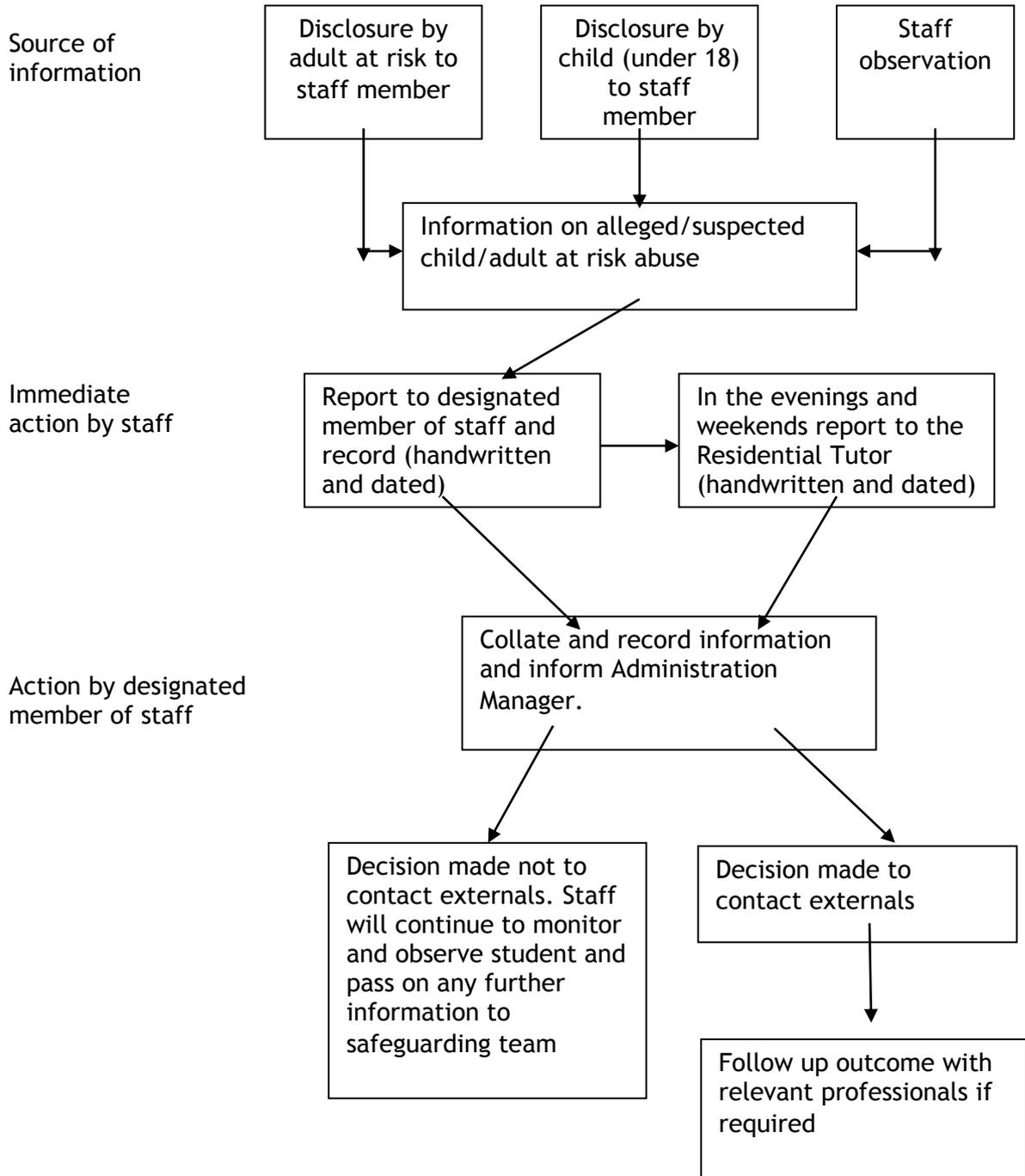
- Report the matter to a member of the Safeguarding Team
- Ensure that you complete the appropriate Protection Report Form (PRF)  
[https://newbattle.sharepoint.com/\\_layouts/15/WopiFrame.aspx?sourcedoc=%7B2C5A4E5C-7C13-4CD9-910E-A83F7724A5CF%7D&file=Protection%20Recording%20Form.doc&action=default](https://newbattle.sharepoint.com/_layouts/15/WopiFrame.aspx?sourcedoc=%7B2C5A4E5C-7C13-4CD9-910E-A83F7724A5CF%7D&file=Protection%20Recording%20Form.doc&action=default)
- Try to ensure that no-one is placed in a place which could cause compromise

**In all cases:**

- Record the facts immediately - forms available from administration and electronically  
[https://newbattle.sharepoint.com/\\_layouts/15/WopiFrame.aspx?sourcedoc=%7B2C5A4E5C-7C13-4CD9-910E-A83F7724A5CF%7D&file=Protection%20Recording%20Form.doc&action=default](https://newbattle.sharepoint.com/_layouts/15/WopiFrame.aspx?sourcedoc=%7B2C5A4E5C-7C13-4CD9-910E-A83F7724A5CF%7D&file=Protection%20Recording%20Form.doc&action=default)
- You must refer you must not investigate

### Procedure for Reporting Allegations of Abuse

#### All College Staff Should



## Code of Conduct for the Protection of Children, Young People and Vulnerable Adults

### Things we must do

- Treat all children, young people and adults at risk of harm with dignity and respect
- Ensure that your own conduct in college is an example of good practice
- Respect a young person's right to personal privacy
- Challenge any inappropriate behaviour
- Listen to children, young people and adults at risk of harm who want to talk about attitudes or behaviour they do not like
- Remember that someone else might misinterpret your actions, no matter how well-intentioned
- Recognise that special caution is required if you are discussing sensitive issues with children, young people or adults at risk of harm
- Be sensitive to cultural diversity and alert to issues of abuse

### Things we must not do

- Have inappropriate physical contact with students, including 'caring' physical contact (e.g. a hug)
- Encourage inappropriate attention seeking behaviour
- Speak to a student or students in an inappropriate way or make suggestive/derogatory remarks or gestures in front of children, young people or adults at risk of harm
- Draw conclusions about others without checking the facts
- Exaggerate or trivialise child abuse issues
- Think it could never happen to you
- Take a chance when common sense, policy and practice suggest another, more prudent approach
- Ignore Child Protection guidelines and procedures operating within the college

Newbattle Abbey College is committed to the active pursuit of challenging discrimination, advancing equality and celebrating diversity

Newbattle Abbey College	Policy & Procedure
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