

Newbattle Abbey College

Safeguarding Policy and Procedure

1. Introduction

- 1.1 This policy and procedure details the processes by which Newbattle Abbey College will safeguard children, young people and protected adults who may be at risk, from harm, abuse and exploitation.
- 1.2 The College is committed to creating an environment which encourages and embraces difference and diversity. It also has a commitment to ensuring respect for the rights of children, young people and adults.

2. Scope

- 2.1 Newbattle Abbey College has a statutory duty under the Adult Support and Protection (Scotland) Act 2007, the Children (Scotland) Act 2020 and the Children and Young People (Scotland) Act 2014 for the safeguarding and protection of children, young people and protected adults.
- 2.2 This policy and the procedure are designed to enable Newbattle Abbey College staff to carry out their statutory duties while working with protected groups, children and young people.
- 2.3 This policy is underpinned by the following:

Children, as defined by current legislation, are those under 18 years of age.

Protected adults, as defined by current legislation, are those over 16 years of age who are:

- unable to safeguard their own wellbeing, property, rights or other interests
- at risk of harm
- more vulnerable because they are affected by disability, mental disorder, illness or physical or mental infirmity.

Adult Support and Protection (Scotland) Act 2007

The presence of a particular condition or disability does not automatically mean that they are a protected adult. A person can have a disability but be perfectly able to look after their own wellbeing. Their circumstances as a whole should be considered and all three elements of the definition must be met in order to be classed as a protected adult.

- 2.4 Protected adults, as defined in this policy, include students, staff and volunteers.
- 2.5 Staff working with children, young people and protected adults will have an understanding of the issues surrounding child protection, their duty under '*Prevent*', their '*Corporate Parenting*' related responsibilities, and be aware of good practice in relation to working with children, young people and protected adults.
- 2.6 This policy deals with abuse, regardless of when it occurred and therefore includes retrospective disclosure.
- 2.7 This policy should be read in conjunction with the College Equality and Diversity policy.

3 Responsibility

- 3.1 The Principal has ultimate responsibility for the safeguarding and protection of children, young people and protected adults at college.
- 3.2 The Director of Operations and Business Development is responsible for the overall management and review of this policy for staff and the Depute Principal for students.
- 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.
- 3.4 It is the responsibility of all staff to contribute to the prevention of bullying and harassment, through an active awareness of the issues involved and by ensuring that their own and colleagues' standards of conduct and the content of learning and teaching materials do not cause offence.
- 3.5 The members of the safeguarding team include the Principal, Director of Operations and Business Development, Vice Principal, Curriculum Manager, and Learning Support Advisor.

4 Guiding

Principles The

College will:

- 4.1 Ensure that all 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.
- 4.2 Take reasonable steps to prevent foreseeable harm to children, young people and protected adults at risk.
- 4.3 Ensure robust staff recruitment practices and clear reporting lines are in place to allow for the raising of concerns. All staff will be disclosure checked through Disclosure Scotland's PVG Scheme.
- 4.4 Be proactive in promoting good lines of communication and ensuring that all students and staff are familiar with college procedures.
- 4.5 Provide appropriate professional learning opportunities for staff to develop knowledge, understanding and appropriate and proportionate responses to safeguarding concerns.
- 4.6 Ensure that appropriate risk assessments are carried out to cover the range of external visitors, speakers and contractors in college.
- 4.7 Work effectively with key partners and other agencies.

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 and Safeguarding of Children, Young People and Adults at Risk

1. Introduction

- 1.1 The purpose of these procedures is to support the effective implementation of the Safeguarding Policy. The procedures are built around the principles of *Recognise, Record, Report* and *Refer*.
- 1.2 These procedures will provide information on the types of abuse and step-by-step guidance on how to respond to a concern.

2. Recognise - Types of Abuse

2.1 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 towards a child, young person or adult at risk of harm causes concern.

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)

2.2 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.

2.2 The examples below are not exhaustive but may support staff to recognise abuse:

Physical abuse

- Physical punishment
- Poisoning
- Shaking
- Confinement to a room

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 a 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

Other considerations for staff to be aware of:

Grooming

Radicalisation

Exploitation

These can take place 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 radicalisation.
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.

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 has English as an additional language, 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:
 - Stay calm
 - Listen carefully to the child, young person or protected adult
 - Listen to what they have to say and tell them that you are taking their concern seriously
 - Reassure the child, young person or protected adult - confirm that you know how difficult it must be to confide
 - Make careful detailed notes
 - Any initial discussion must be limited to establishing the facts.
 - Tell the child, young person or protected adult that the Safeguarding Team will be informed.
 - Be honest and transparent in relation to your professional responsibilities. Make it clear that you may have to share information with others, a guarantee of confidentiality must **not** be given.
 - Share any information confidentially with nominated members of staff who have additional responsibilities to keep students safe from harm.
 - 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.

 - **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
 - Do not introduce either personal experiences of abuse or those of others.

- 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 Director of Operations and Business Development 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 Director of Operations and Business Development, the matter should be reported to the Depute Principal.

5. Recording Information - Disclosure of Abuse

- 5.1** The incident form is included in the appendix below.
- 5.2** Complete the Incident 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. Refer to Relevant Agencies

- 6.1** No external referrals should be made by staff members. This is the responsibility of the Safeguarding Team.

7. Confidentiality

- 7.1** The welfare of 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

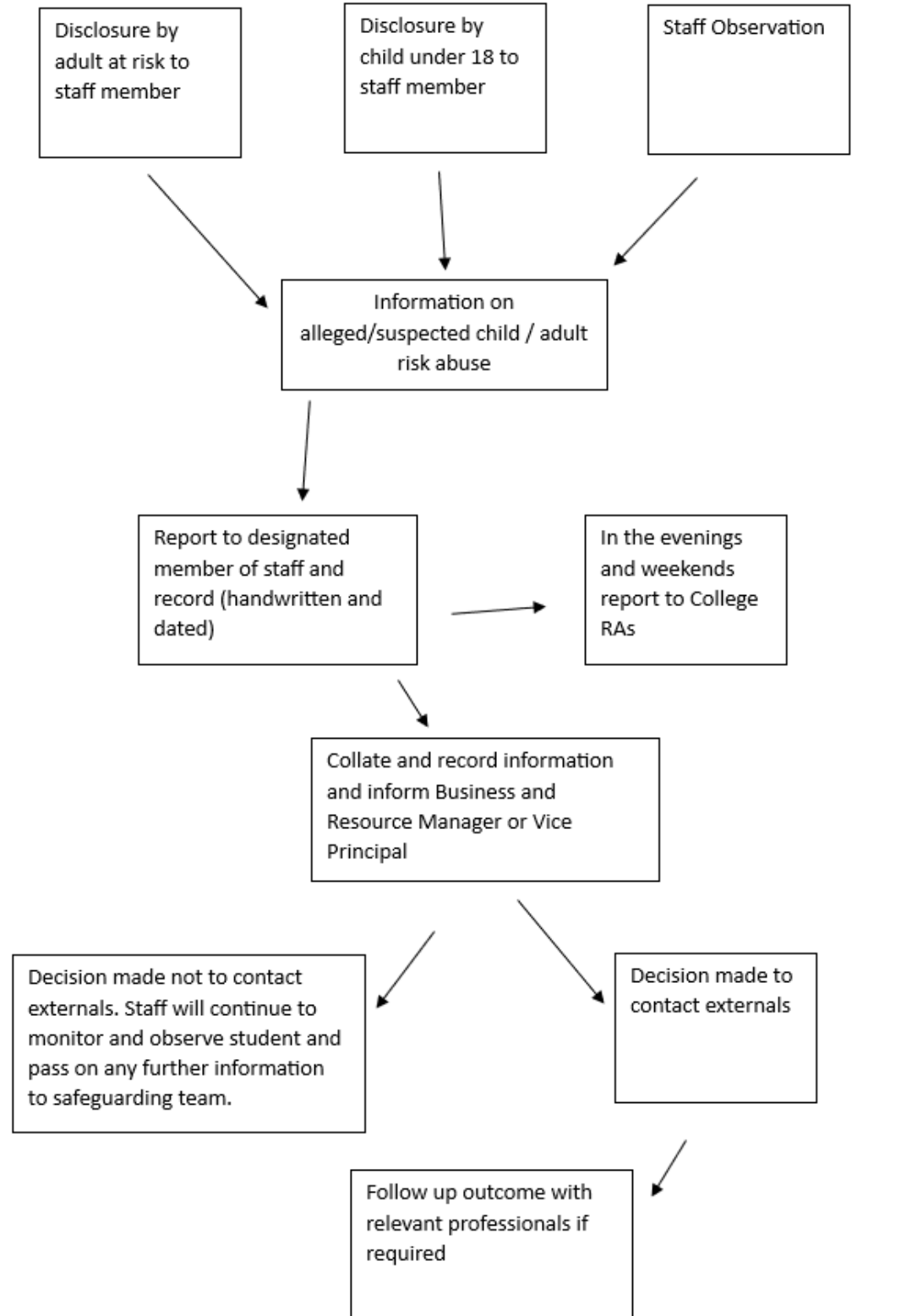
- 8.1** Students will be informed about the Safeguarding Policy and procedure during induction and in appropriate college publications.
- 8.2** For those children, young people or adults at risk who are part of a safeguarding concern, a member of the Safeguarding Team will keep them informed while the 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 Director of Operations and Business Development and offer reasonable appropriate support from external agencies if requested.
- 9.3** The Director of Operations and Business Development is also available to discuss Human Resource issues if required.

Procedure for Reporting Allegations of Abuse

The procedure is built around the principles of *Recognise, Record, Report* and *Refer*.



Newbattle Abbey College	POLICY/PROCEDURE
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Appendix 1

Safeguarding Welfare Concern Form

Student Name:	
Course:	Date:
Name of staff member completing form:	
Is your welfare concern a	
Direct Disclosure	
Indirect Disclosure	
Observation	
<p>Additional Comments</p> <p>Please add any additional comments regarding professional concerns or observations that you have witnessed that may be complementary to the information given above.</p>	
<p>Please state actions/safety plans made with the student and any other professionals regarding this welfare concern.</p>	
Name of the safeguarding team member that this welfare concern was passed to:	