Safeguarding Children and Adults at Risk of Harm

Working Together

Safeguarding Children and Adults at Risk of Harm Policy and Procedures

March 2017
## History of Changes

<table>
<thead>
<tr>
<th>Version</th>
<th>Description of Change</th>
<th>Authored by</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Reference added to document explaining the legal position under the Sexual Offences (Scotland) Act 2009 (Section 43(5) – Position of Trust)</td>
<td>D. Killean</td>
<td>19 June 2015</td>
</tr>
<tr>
<td></td>
<td>Updating of telephone numbers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>Regional Board replaces Board of Management. Note the duty of care to care experienced children and young people.</td>
<td>D. Killean</td>
<td>1 March 2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Concerned about a safeguarding issue?

Contact a member of the College Safeguarding Team:

David Killean, Vice Principal Quality and Innovation, Tel. 01896 662528

Heather Anderson, Vice Principal Curriculum, Tel. 01896 662530

Jayne Gracie, Head of Care and Access, Tel. 01896 662636

“Procedures and guidance cannot in themselves protect children: a competent, skilled and confident workforce, together with a vigilant public can.” - National Guidance for Child Protection in Scotland 2010
1. Introduction

This policy sets out the College’s legal responsibilities and commitment to protect children and adults at risk of harm. The College and its employees have specific obligations under the law to protect vulnerable people and to report incidents of actual or suspected harm to the relevant authorities. Failure to meet these obligations can lead to prosecution of both the individuals and organisation. All staff must familiarise themselves with the contents of this policy and ensure that their training on the safeguarding of children and adults at risk of harm is up to date.

2. Scope

The policy applies to all children and adults at risk of harm.

Definitions:

1. Children refers to young people under the age of 16. In these cases the College functions in loco parentis for students, who are legally defined as children.

2. The College also carries a Duty of Care for students aged 16-18, which extends the same safeguards as with under-16s. It also has a duty of care to care experienced young people up to and including the age of 25.

3. Adults at risk of harm refers to individuals aged 16 years or older who are unable to safeguard their own wellbeing, property, rights or other interests or are at risk of harm and because they are affected either temporarily or permanently by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.

4. Incidents of harm refers to any incident reported to or witnessed by staff in the course of their duties whether these have occurred on College property or elsewhere or involve students or others where harm has or is alleged to have occurred.

5. The College Safeguarding Team are members of the College Management Team and are the first point of contact in the case of any incident of harm.
This policy covers the College commitment to minimise the risk of harm through its safeguarding procedures for:

- the appointment of staff
- the admission of students
- student attendance monitor
- reporting of suspected abuse or harm

Incidents of harm can take the following forms:

- Physical - either physical abuse or serious neglect
- Sexual abuse
- Psychological abuse (e.g. verbal abuse about disability/gender etc)
- Conduct by a perpetrator that leads to self-harm
- Unlawful conduct (e.g. theft)

3. Key Principles

Obligations

1. Borders College recognises its obligation to protect children and adults at risk of harm from instances of physical, psychological, sexual abuse or other unlawful conduct.

2. The College will abide by the legal duty to report any concerns to the council social work services.

Training

3. The College training on safeguarding children and adults at risk of harm is mandatory for all staff and forms part of induction for new employees.
Human Resources

4. On appointment all College staff undergo a Protecting Vulnerable Groups Scheme check, see Employee Resourcing Policy and Disclosure Policy.

5. As per the Staff Handbook and the Employee Disciplinary Policy and Grievance Policy, should the Criminal Record of any staff member change during employment they must inform the HR Department immediately.

6. The College will refer an individual whether paid or unpaid to Scottish Ministers for inclusion on the Disqualified from Working with Children List when they have harmed a child or put a child at risk of harm and have been dismissed or moved away from contact with children as a consequence.

7. Where a member of staff is accused of causing harm to a child or an adult at risk of harm such incidents will be dealt with under the Employee Disciplinary Policy and Procedure and Grievance Policy and the incident reported to the Child Protection/Public Protection Unit.

Student Admissions

8. The College admissions process requires all applicants to disclose all unspent convictions and, in the case of care and sports applicants, all convictions. Where convictions are revealed that could have implications for restricting access to children or adults at risk of harm the application is referred to the College Safeguarding Officer for investigation and a decision.

9. Where a student neglects to inform the college of a previous conviction for harm of a child or adult at risk they will be suspended from the College with immediate effect and may be permanently excluded following an investigation by the College Safeguarding Officer.

10. Where students, in the course of their studies or through work experience placement, will have access to children and/or adults at risk of harm, the College will undertake a Protection of Vulnerable Groups Scheme check as part of the admission or induction process.
Student Attendance

11. The College monitors all attendance. For children, and for adults with guardianships or who are known to be at risk of harm, the College will report unexplained absence to the individual or organisation responsible for that person’s welfare.

Student Behaviour

12. Where a student is accused of causing harm to a child or an adult at risk of harm the college will deal with such instances under its student disciplinary procedures and where appropriate will report to and seek advice from the Child Protection/Public Protection Unit. Any such incident must be reported to the College Safeguarding Officer.

Inter-Agency Work

13. The College will operate in line with the Inter-Agency Guidelines drawn up by the following signatories:
   • Scottish Borders Council - Social Work and Lifelong Care Department
   • Police Scotland
   • Borders Health Board

14. The College will report instances of harm to children or adults at risk of harm to the appropriate authority and will cooperate fully in any investigation undertaken by the police or social work.

Information Security

15. Any information held on children or adults at risk of harm will be held in accordance with the College’s Information Security policy.

16. Access to the internet from College is monitored and subject to restrictions to prevent access to inappropriate web sites and material. Further information on internet access is available from the Information Security Policy and Student Handbook.
4. Responsibilities

1. The Regional Board are responsible for approving and ensuring the legal compliance of this policy.

2. The SMT are responsible for overseeing compliance with the principles of this policy.

3. The Vice Principal Quality & Innovation is the policy author and is responsible for the implementation and monitoring of this policy.

4. Line managers are responsible for ensuring all staff are trained and comply with this policy within their teams.

5. The Head of HR is responsible for PVG monitoring the training of staff.

6. All staff are responsible for adhering to this policy and associated procedure.
5. Related Documents

External

Protection of Children (Scotland) Act 2003

The Adult Support and protection (Scotland) Act 2007
http://www.scotland.gov.uk/Publications/2008/07/10140804/1
http://www.scotland.gov.uk/Publications/2009/02/25110701/1

Adult Support and protection: Ensuring Rights and Preventing Harm SBC Version: ASPA July 2009

Adults with Incapacity (Scotland) Act 2000
http://www.scotland.gov.uk/Publications/2008/03/25120154/1

http://www.scotland.gov.uk/Publications/2010/12/09134441/0

Internal

Bullying and Harassment Policy
Disclosure Policy
Employee Disciplinary Policy and Procedure
Grievance Policy
Employee Resourcing Policy
Professional Conduct Between Staff and Students
Recruitment of Ex-Offenders Policy
Policy on the Use of Volunteers
Staff Handbook
Student Admissions Policy
Student Discipline Policy
Staff Guidelines and Procedures

Introduction

Students attending College and members of the general public have the right to expect protection from harm from any individual/s connected with the College and its business. The requirement for staff to respond proactively and protectively to alleged or actual harm is not optional. In specific cases wilful non-response by staff can be construed as aiding and abetting harm. This could lead to disciplinary action or prosecution in the Courts. Staff must at all times report suspicions or details of incidents to their line manager.

The flow-chart on the final page of these Guidelines illustrates the process which must be followed.

Reporting Contacts

1. David Killean, Vice Principal Quality and Innovation, operates as the Safeguarding Officer for Borders College and is the first point of contact for College staff. Contact tel. 01896 662528. There are two Deputy Safeguarding Officers, Heather Anderson, Vice Principal, contact tel. 01896 662530 and Jayne Gracie, Head of Care and Access, contact tel. 01896 662636. In case of absence, contact should be made with a Deputy Safeguarding Officer. Where none of the Safeguarding Officers are available contact any other member of the College’s Senior Management Team. **Staff should always contact the Safeguarding Officer to report any concerns. It is the Safeguarding Officers duty to report the concern to external agencies.** However, in an emergency; when a person is in immediate physical danger call the emergency services by telephoning 999

External Agency Contacts

2. The Public Protection Unit for the Borders is staffed by the Education Department, Social Work and Lothian and Borders Police. It deals with all child and adult protection matters. Address: Langlee Complex, Marigold Drive, Galashiels, TD1 2LP, telephone number (Adult Protection Unit and Child Protection Unit - 01896 664159, Out of Hours - 01896 752111)
1. **The Nature of Harm**

Harm can be caused in two significant ways:

1. through abuse, where the perpetrator is actively causing harm to another through their behaviour
2. through neglect, where the absence, removal or inadequacy of support, help or basic human rights leads to harm.

Harm can take the following forms:

- Physical - either physical abuse or serious neglect
- Sexual
- Psychological (e.g. verbal abuse about disability/gender etc)
- Conduct by a perpetrator that leads to self-harm
- Unlawful conduct (e.g. theft)

Incidents of abuse or neglect violate the following rights of the individual:

- The right to fair treatment
- The right to privacy
- The right to make decisions
- The right to independence
- The right to a decent quality of experience
- The right to protection and safety

A listing of abusive behaviours falling into and across each category of harm cannot be exhaustive. However, a range would include -

**Physical Abuse and Neglect**

Bullying/hitting/slapping/pushing/inappropriately restraining/nipping/rough handling/leaving someone in an at-risk situation/creating a situation of physical risk/not providing services to meet and individuals physical needs where an individual is unable to meet those needs themselves.

**Sexual Abuse**

Verbal and/or physical intervention of a sexual nature which is unsolicited and unwanted/exposure to sexual or pornographic material/sexual activity with a person who is unable to give informed consent/sexual activity involving under-16 year olds/suggestive or lascivious comments/molestation/rape.
Under the Sexual Offences (Scotland) Act 2009 (Section 43(5) – Position of Trust) it is an offence for anyone over the age of 18 to engage in sexual activity with someone under the age of 18 where the young person is receiving education at a school, college or university and the older person teaches or is any other position of trust at that institution.

Psychosocial Abuse and Neglect

Humiliation/ridiculing/name-calling/blaming/intimidation/harassment/being threatened/shouted or sworn at/blackmail/rejection/being isolated from or within a group/use of patronising language and behaviour lack of sensitivity or disparaging remarks about cultural differences or needs.

Online Abuse

The use of the internet, social network sites and mobile technology to abuse or intimidate others.

Online abuse can include:

- Posting intimidating or threatening messages on forums, social network pages or blogs such as Facebook and Twitter
- Setting up social network groups or pages with the purpose of abusing or intimidating another individual
- Unsolicited email containing pornographic or abusive text or images
- Sexting – sending unsolicited texts containing sexual content.
- Distributing sexual images or video of an individual without their consent by text or email

The recording, distributing or storing of sexual images of children are illegal activities that if detected by the College will be reported to the police immediately.
2. **Possible signs of undisclosed harm**

- withdrawn behaviour
- agitated or anxious behaviour
- self-harm
- student being isolated by other students
- student isolating him/herself from fellow students
- inappropriate/improper dress
- unkempt, unwashed, smelly
- overly anxious to please
- bruising and minor injuries
- frequent absences for admission to hospital
- atypical incidence of absence from College
- sudden changes in behaviour e.g. secretiveness
- atypical aggressive, acting-out behaviour
- precocious sexual behaviour
- deteriorating health
- significant and unexplained loss of weight

**Note:** there are frequently powerful disincentives to report harm: emotional/psychological factors, and threats made by perpetrators. The perpetrator may be a powerful, very significant and close individual in the victim’s life such as a family member or carer. The experience of harm may show in changes in behaviour or in the person’s appearance as described above. The key aspect is behaviour which is atypical of the person, or which presents a significant change in their usual presentation and functioning as an individual.
Adult Students Who Disclose Childhood Abuse

All staff who work in a supportive capacity with adults may encounter disclosures from adult students who, perhaps for the first time, feel able to talk about harm they suffered as children. This will undoubtedly be a major step for them and they will need time and space to consider whether they wish to make a complaint to the Police. They should be given a sense of being in control - no criminal prosecution can take place without their co-operation.

The decision whether or not to make a disclosure to the Police rests with the adult; however, there may still be a legitimate concern for the safety of any of the student’s children, who the alleged perpetrator may be living with, or have access to.

Staff should therefore discuss this with the student and gain as much information about the harm, and the alleged perpetrator’s current circumstances, as possible.

If this clearly indicates that children are currently being placed at risk of harm, then the member of staff does have a responsibility to pass information on to the College Safeguarding Officer, following the procedure in these guidelines.
3. Disclosures of Harm

A student may talk to a staff member about behaviour he or she is experiencing (or has in the past experienced) which you feel may constitute actual harm.

- **Point 1**
  **Always** take seriously what the person is telling you.

- **Point 2**
  Do **not** adopt the common avoidance of ‘he has a vivid imagination’, or ‘she is probably making this up’.

- **Point 3**
  Do **not** promise confidentiality. Explain you have to report the disclosure of harm to senior staff and try to get the individual’s consent to do so. If you cannot get consent explain you still have a legal responsibility to report the disclosure to your line manager.

- **Point 4**
  **Always** record everything in writing. What was said and what you did. Do not use leading questions. Record and report the facts as they are presented to you.

- **Point 5**
  Report the content of the disclosure to the College Safeguarding Officer. In the event that you suspect a crime has been committed you must ensure that it is reported to the College Safeguarding Officer immediately. Contact the Safeguarding Officer in person or by telephone to make the initial referral and then complete form BCSCARH3.

- **Point 6**
  In absence of the College Safeguarding Officer, the disclosure should be reported to one of the two deputy Safeguarding Officers. In the case that no safeguarding officer is available report the incident to a member of the Senior Management Team.

**Note:** Where a student is in immediate danger of serious injury you should contact the police directly by dialling 999.
**College Safeguarding Officer’s Duties:**

1. The College Safeguarding Officer will conduct an initial assessment of any reported incidence of harm and consult with the social work and/or police on an initial course of action (contact details are given earlier in this policy).

2. The College Safeguarding Officer is the point of contact for liaison with organisations that have the statutory responsibility for the safeguarding of children and adults at risk of harm.

3. Where an application for admission to College is made by an individual with a previous conviction for harm to a juvenile or adult at risk of harm the application is referred to the College Safeguarding Officer. The background to the conviction is investigated and the College Safeguarding Officer may seek advice from the police or social work department prior to deciding on where to offer a place at College to the applicant. A copy of the report on the investigation and the outcome is placed on the applicants file.

4. Where a student has not revealed a previous conviction for harm to a juvenile or adult at risk of harm the student is suspended from College and the College Safeguarding Officer conducts an investigation. Such circumstance can lead to the student being permanently excluded from College and, where the College is legally obliged, a report will be sent to the police and/or social work.

5. All investigations are recorded in writing including: Actions, discussions, referrals, and decisions. Referrals to the Public Protection Unit are made by telephone in the first instance and then followed up by a written referral using form **BCSCARH1/2**.

6. Where it is suspected that a crime has been committed the College Safeguarding Officer will always involve the police. In the case of physical or sexual harm this referral will be immediate to Public Protection Unit to inform both the police and social work.

7. Where a member of staff is suspected of causing the harm the College Safeguarding Officer will report the incident to human resources and to the social work department. The College disciplinary policy will apply in these circumstances.
Flowchart of Appropriate Process within College

Suspicion of harm

Record your concerns and discuss with College Safeguarding officer. Complete Form BCSCARH3

Disclosure of harm

Be supportive to student

Establish and record the facts

Do not ‘probe’ or ask leading questions

Explain you must report the allegation to the College Safeguarding officer

Meeting between staff member and College Safeguarding officer

College Safeguarding officer will discuss the matter with the Public Protection Unit (P.P.U.) and complete a written referral using the appropriate form BCSCARH1/2

Decision by P.P.U. whether further investigation will take place
Statutory Organisation Investigation Framework
Post Referral from the College (for information only)

Agency Concern/Referral

Suspicion

Information Gathering

Police

Informs Decision

Police/Social Work Consultation

Investigation, Assessment and Evidence Gathering, including discussion with Paediatrician, regarding medical

Informs Decision

SOCIAL WORK

Informs Decision

Arrest/Detention of Suspect

Informs PPU for a decision on Case Conference

Immediate safety of children

Case Conference

Decision

Child Protection Register

Inter-Agency Child Protection Plan

Reporter

Investigates and Decides action

Not to refer to a Children’s Hearing

Children’s Hearing

© Borders College 12/4/2017 18 Working Together
Forms and Staff Information Card

Child Protection Referral to Public Protection Unit - BCSCARH1

Adult at Risk of Harm Referral to Public Protection Unit - BCSCARH2

Adult at Risk of Harm & Child Protection Incident Report Form - BCSCARH3

Safeguarding Incident Tracking Form

Staff Information Card
ADULT AT RISK OF HARM & CHILD PROTECTION INCIDENT
REPORT FORM (Note: Completed by staff member following a
disclosure and return to the Safeguarding Officer)

*Referrals should be made in the first instance by phone or in person to the
College Safeguarding Officer, but always confirm incident report in writing
using this form.*

Date and time of telephone referral:

at

Referred by: (member of staff)

Referred to: Safeguarding Officer, Borders College

Telephone Number: 01896 662528

STUDENTS PERSONAL DETAILS

NAME

Address:

Age: .................

PERSONAL CIRCUMSTANCES, DISABILITIES, NATURE OF RISK

DETAIL OF DISCLOSURE: *(Record the details as they were disclosed to you. Continue overleaf if necessary)*

Signed:  

Office Use Only

Date & Time Received: Safeguarding Officer:

Action Taken & Referral:

BCSCARH1  

Form available from the College Intranet
Confirmation Details of Child Protection Referral made by Borders College to Scottish Borders Integrated Children’s Services (ICS)  
(Safeguarding Officer Use Only)

Referrals should be made in the first instance by telephone and then confirmed in writing by email to: Integrated Children’s Services, Eildon Team. Contact details: Duty Social Worker, eildondutysw@scotborders.gov.uk Telephone: 01896 664159.

School Pupils Only
Contact the pupil’s guidance teacher in the first instance for them to refer on through the school child protection procedures.

Date of telephone referral: ____________________________  Time of telephone referral: ____________________________
Are parents aware of the referral?  □ YES  □ NO
Referrer: ____________________________
Designation: ____________________________
Contact Number: ____________________________
Duty Social Worker Contacted: ____________________________

Family Details
Surname(s): ____________________________
Address: ____________________________
Name of child referred: ____________________________
Date of Birth: ____________________________

Others in Household:-

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Of Birth</th>
<th>Male / Female</th>
<th>School / Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>M</td>
<td>F</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M</td>
<td>F</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M</td>
<td>F</td>
</tr>
</tbody>
</table>

Summary of concerns as discussed with Duty Social Worker in your telephone call

a) Situation (information about current situation shared):

b) Background (relevant background shared):

c) Assessment (What you have found/think is going on):

d) Recommendation (What you agreed would be done):

For ALL referrals, this form must be completed and sent by email to the Duty Social Worker at the Eildon Team and the duty CPRO at the Child Protection Unit, sw.cpu@scotborders.gsx.gov.uk as soon as possible after the phone call. A copy must be retained in the College’s Safeguarding file.

This form is a record of your conversation it should not be used to provide additional information. If you have additional information you should pass it by telephone to the ICS Duty Social Worker.

Signed: ____________________________  Print Name: ____________________________  Date: ____________________________

Form available from the College Intranet
Confirmation Details of Adult Protection Referral made by Borders College to the Adult Protection Unit

(Safeguarding Officer Use Only)

Referrals should be made in the first instance by telephone and then confirmed in writing to:
The Public Protection Unit, Langlee Complex, Marigold Drive, GALASHIELS, Selkirkshire, TD1 2LP.
Tel.01896 664159

Date of telephone referral: Time of telephone referral

Referrer:

Designation:

Contact Number:

Duty Social Worker Contacted:

Personal Details
Name:
Address:
Date of Birth:

Summary of concerns as discussed with Duty Social Worker in your telephone call

a) Situation (information about current situation shared):
b) Background (relevant background shared):
c) Assessment (What you have found/think is going on):
d) Recommendation (What you agreed would be done):

For ALL referrals, this form must be completed and sent to the Duty Social Worker at the Adult Protection Unit soon as possible after the phone call. A copy must be retained in the College’s Safeguarding file.

This form is a record of your conversation it should not be used to provide additional information. If you have additional information you should pass it by telephone to the Duty Social Worker.

Signed: ___________________________ Print Name: ___________________________ Date: __________

BCSCARH3 Form available from the College Intranet
## Safeguarding Incident Tracking Form

<table>
<thead>
<tr>
<th>Incident Ref No.</th>
<th>Student ID</th>
<th>Family Name</th>
<th>First name</th>
<th>Type of Incident</th>
<th>Others involved</th>
<th>Member of staff reporting incident/disclosure</th>
<th>Date reported to Safeguarding Officer</th>
<th>Date BCSCARH1 Completed</th>
<th>Safeguarding Officer</th>
<th>Date referred to Public Protection Unit</th>
<th>Student's Consent given to referral?</th>
<th>Date BCSCARH1/2 Completed and sent to PPU</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Safeguarding Children and Adults at Risk of Harm

Guidelines for Individual Members of Staff

“Procedures and guidance cannot in themselves protect children: a competent, skilled and confident workforce, together with a vigilant public can.” - National Guidance for Child Protection in Scotland 2010

1 All staff have a key role and responsibility to play in child protection and protecting adults at risk of harm. Staff often become important figures in the student’s life may be the first recipients of a child’s confidence.

2 If a member of staff has any suspicions whatsoever of abuse, neglect or harm then this should be discussed immediately with the College’s Safeguarding Officer and the Head of Faculty

3 Staff must listen. In many cases of serious abuse the first attempt of the student to confide in another is to speak to a member of staff whom they trust. It is important that staff make time to listen and to take seriously what they have to say. Please take time to reflect on and consider what you are being told - these few moments may be crucial to the student’s future life and success.

4 Do not criticise the student or react strongly to any revelations. Be sympathetic and supportive and assure the student that you will keep the information limited to those people who need to know in order to be able to help and avoid future harm.

5 Recognise that special caution is required if you are discussing sensitive issues with children or adults at risk of harm.

6 It is important that the member of staff is sympathetic to the student and encourages him or her to talk without asking leading questions. Asking ‘who’, ‘what’, ‘when’, ‘where’ and ‘how’ may be important questions to get the necessary basic information from the child. However, it is the statutory responsibility of police and social work to carry out any investigation so do try and avoid the detailed questioning which is the remit of those agencies.

7 Staff should phone the College’s Safeguarding Officer (Telephone Ext 2528) immediately to inform him/her of the disclosure.

8 Staff should also make notes on any disclosure or concern and pass these on to the College Safeguarding Officer using form BCSCARH3.

9 It is the responsibility of the College Safeguarding Officer to phone the Public Protection Unit without delay and then complete the appropriate referral form. The process is outlined overleaf.

10 All staff should familiarise themselves with the College Safeguarding Policy and Procedures available from the website at www.borderscollege.ac.uk

Useful phone numbers:

College Safeguarding Officers - David Killean Ext 2528
Jayne Gracie Ext 2636
Heather Anderson Ext 2530
Equality Impact Assessment

(Rapid impact assessment tool)

What Impacts may there be from this proposal on any group’s ability to use the College services?

Policy: Safeguarding Children and Adults at Risk of Harm
Policy and Procedures

<table>
<thead>
<tr>
<th>Positive Impacts (Groups affected)</th>
<th>Negative Impacts (Groups affected)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The policy sets out the College’s commitment to good practice in protecting vulnerable people its duties under relevant employment and protection legislation.</td>
<td>None</td>
</tr>
<tr>
<td>The college has consulted with the social work department in drafting this policy.</td>
<td></td>
</tr>
<tr>
<td>The policy strengthens the protection of individuals at risk of harm while at college. It sets out the processes to follow if harm is suspected.</td>
<td></td>
</tr>
</tbody>
</table>

Actions taken to alleviate any negative Impacts:
None

Recommendations:
To ensure all staff undertake safeguarding training

From the outcome of the rapid equality impact assessment, have negative impacts been identified for any protected characteristic or any other potentially disadvantaged group?
No

Has a full Equality Impact Assessment been recommended?
Yes   □
No    x

Reason for recommendation:
No negative impact.