



**Working Together**

# **Staff Guidelines for Safeguarding Children and Adults at Risk of Harm**

**September 2018**

## History of Changes

Version	Description of Change	Authored by	Date
1.1	Document created as a guideline for staff	J Gracie	4 September 2018

## **Introduction**

There is a requirement for staff to respond to incidents of alleged or actual harm to students or staff members. Staff must at all times report suspicions or details of incidents to one of the safeguarding officers.

### **Contact a member of the College Safeguarding Team:**

**Heather Anderson, Vice Principal Curriculum and Student Support Services,  
Tel. 01896 662529**

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

**Clare Nairn, Head of Student Support Services,  
Tel. 01896 662562**

Where none of the Safeguarding Officers above are available, contact any other member of the College's Senior Leadership Team.

**It is the Safeguarding Officers duty to report the concern to external agencies or to ask for advice and guidance.**

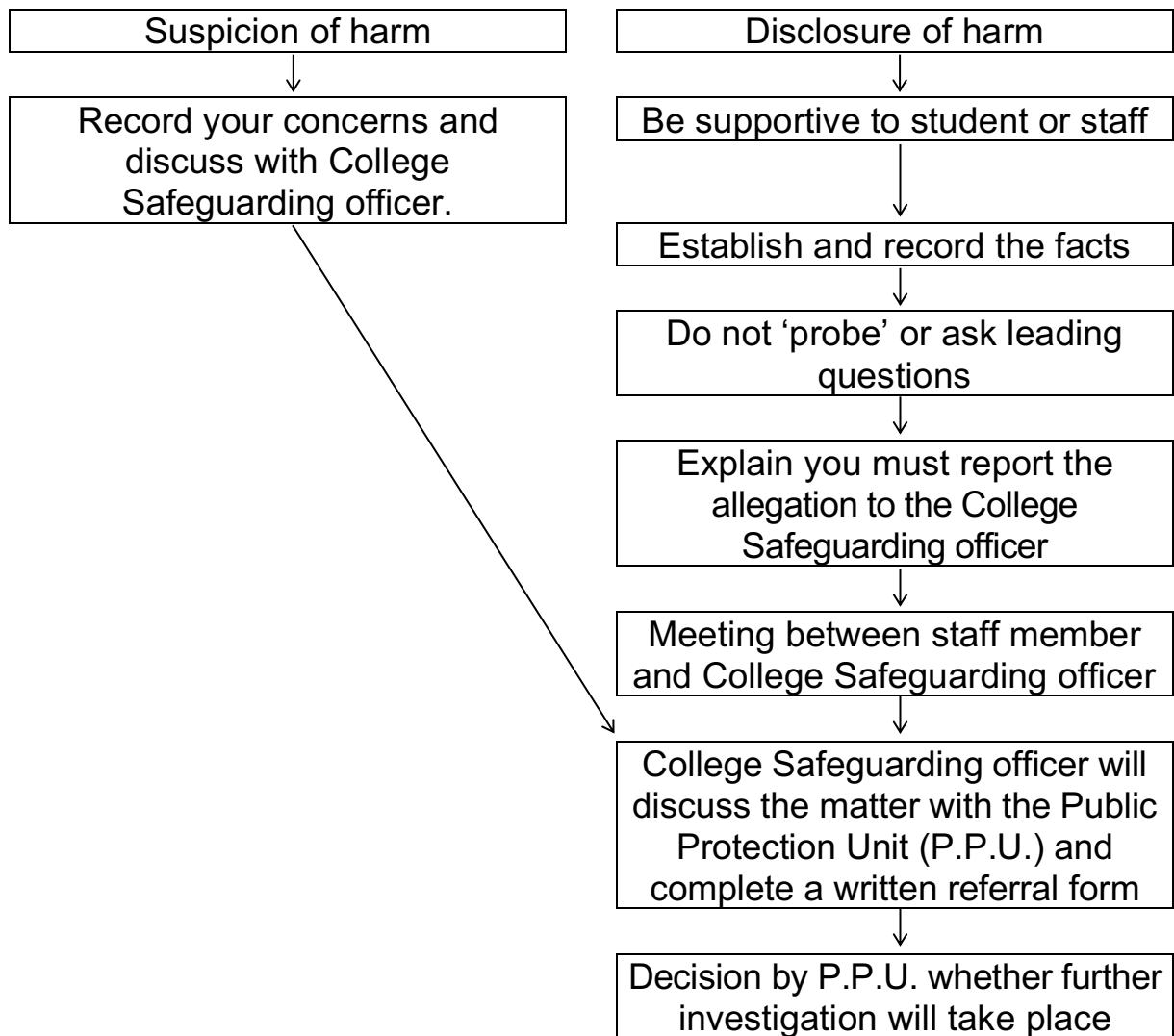
However, in an emergency; when a person is in immediate physical danger call the emergency services by telephoning 999.

**College Safeguarding Officer's Duties:**

1. The College Safeguarding Officer will conduct an initial assessment of any reported incidence of harm and consult the Child and Adult Protection Unit.
2. 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 appropriate Assistant Principal who may seek advice from a Safeguarding Officer prior to deciding on an offer a place at College to the applicant.
3. 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 will seek advice and guidance from the Child and Adult Protection Unit
4. All actions are recorded in writing and retained by the College Safeguarding officer for a period of 5 years after which it will be destroyed.
5. 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 Child and Adult Protection unit. The College Disciplinary Policy will apply in these circumstances.

Up-to-date contact details for the Adult and Child Protection unit are stored on the Local Authority Website.

## Flowchart of Process





## Safeguarding Children and Adults at Risk of Harm

### **Guidelines for Individual Members of Staff**

- 1 All staff have a key role and responsibility to play in child protection and protecting adults at risk of harm.
- 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.
- 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 also make notes on any disclosure or concern and pass these on to the College Safeguarding Officer.
- 8 All staff should familiarise themselves with the College Safeguarding Policy and Staff Guidelines available on the college website.

## 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: Staff Guidelines for Safeguarding Children and Adults at Risk of Harm

Positive Impacts (Groups affected)	Negative Impacts (Groups affected)
The policy sets out the College's commitment to good practice in protecting vulnerable people its duties under relevant employment and protection legislation.  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.	None
<b>Actions taken to alleviate any negative Impacts:</b> None	
<b>Recommendations:</b> 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

Reason for recommendation:

No negative impact.

Staff Guidelines for Safeguarding Children and Adults at Risk of Harm

---

Status:  
Policy Dated: September 2018  
Author: Assistant Principal – J Gracie  
Review Date: March 2020  
Equality Impact Assessed: September 2018