

Safeguarding Policy for the Protection of Children and Adults at Risk

[QP1.02]

Policy Number:	QP1.02
Revision Number:	0
Date of issue:	June 2005
Status:	Approved
Date of approval:	August 2005
Responsibility for policy:	Director of Learner Services
Responsibility for implementation:	Executive Directors
Responsibility for review:	Director of Learner Services
Date of last review:	September 2010
Date of last revision:	September 2010
Date of next review:	September 2013

1.0 Policy

The College aims to ensure the protection of all children, young people and vulnerable adults who are involved in any way with the College, and to give staff a clear structure within which they can work safely.

1.1 Principles

The College's Safeguarding Policy and Procedures are underpinned by the principles derived from the UN Convention on the Rights of the Child ratified by the UK in 1991 and the Human Rights Act 1998. In addition the Children Scotland Act 1995 and the Adult with Incapacity (Scotland) Act 2000 and the protection of Vulnerable Groups Scotland Act 2007 have a significant bearing on the college. In particular it is stressed throughout that:

'Everyone has a responsibility to protect children, young people and vulnerable adults.'

HM Inspectorate of Education's guidance on Safeguarding

1.2 Definition of a Child

Child Protection Procedures apply to children and young people who have not yet reached their 16th birthday. (Procedures also apply to young people with additional support needs which may place them at increased risk, up to 18 years as defined in the Children (Scotland) Act 1995.)

1.3 Definition of a Vulnerable Adult at risk

Adults, aged 16 and over, who:

- ▶ are unable to safeguard their own well-being, property, rights or other interests;
- ▶ are 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 adults who are not so affected.

All three elements of the above definition must be met for action to be taken under the Adult Support and Protection (Scotland) Act 2007.

1.4 Definition of Abuse

Child Abuse as defined in Scottish Office guidance refers to circumstances where a child's basic needs are not being met in a manner that is appropriate to his/her individual needs and stage of development and the child is, or will be, at risk through avoidable acts of commission or omission.

Abuse has also been defined as the wrongful application of power by someone in dominant position. Whether abuse occurs in institutions or in the home, it involves the elements of a power imbalance, exploitation and the absence of full consent. It also involves acts of omission and commission.

Standard Definition of Abuse adopted nationally in 1993.

Specified Objectives

- ▶ to ensure that all staff take responsibility in order to protect children, young people and adults at risk.
- ▶ to make all college employees, including temporary staff, aware that they have a role in protecting students from harm and that they must give paramount concern to the student's welfare
- ▶ to ensure all staff are informed of the relevant responsibilities in identifying and reporting possible cases of abuse or harm so that children/vulnerable adults are safe
- ▶ to ensure that the college provides an environment in which everyone, particularly children, young people and vulnerable adults feel safe, secure and valued
- ▶ to provide clear lines of communication so that students are aware there is a member of staff whom they can approach if they are worried or in difficulty and know that they will be listened to fully
- ▶ to ensure that college staff are aware of the links to the Fife Child Protection Committee – Child Protection Guidelines (established in Fife in accordance with Scottish Executive Guidance upon which the college policy is based) and to enable key staff to attend such meetings as are deemed necessary

2.0 Justification

This policy and the related procedures have been drawn up in accordance with current legislation and principles derived from the following:

- ▶ Legislation outlined in annexe C of Protecting Children and Young People: Framework for Standards (Scottish Executive March 2004)
- ▶ The Children (Scotland Act) 1995
- ▶ United Nations convention on the Rights of the Child, ratified by the UK Government in 1991
- ▶ Protecting Children and Young People: The Charter (Scottish Executive March 2004)

- ▶ Protecting Children and Young People: Framework for Standards (Scottish Executive March 2004)
- ▶ Protecting Children – A Shared responsibility – Guidance on Inter–Agency Co-operation (Scottish Office 1998).
- ▶ It’s Everyone’s Job to make sure I’m alright Scottish Executive , November 2002.
- ▶ Fife Multi Agency–Vulnerable Adult Protection Procedures (August 2004).
- ▶ Protection of Children (Scotland) Act 2003
- ▶ Additional Support for Learning (Scotland) Act 2004.
- ▶ Adult Support and Protection (Scotland) Act 2007.
- ▶ HMIE (2008) Safeguarding Policy, Procedures and Guidance.
- ▶ The Human Rights Act 1998.
- ▶ Adults with Incapacity (Scotland) Act 2000.
- ▶ The Protection of Vulnerable Groups Scotland Act 2007.
- ▶ Looked After Children and Young People: We Can and Must Do Better (2007)

The following legislation has also played a significant role in shaping approaches in safeguarding:

- The Age of Legal Capacity (Scotland) Act 1991
- The Children (Scotland) Act 1995
- The Police (Scotland) Act 1997
- The Data Protection Act 1998
- Sexual Offences (Amendment) Act 1998.

3.0 Link to Strategic Plan

Core values

- ▶ Providing all learners with the highest quality learning experience
- ▶ Valuing clients and colleagues and treating others with respect and integrity
- ▶ Recognising that enjoyable learning is the most effective learning
- ▶ Embracing diversity as a cornerstone of our learning community
- ▶ Accepting accountability and responsibility for our actions

4.0 Exemptions

There are no exemptions to this Policy.

5.0 Related Procedures

- ▶ QP2.18 Complaints Procedure
- ▶ QP2.49 Confidentiality Statement
- ▶ QP1.09 Health and Safety Policy
- ▶ QP2.12 Disclosure Scotland Procedure
- ▶ QP1.11 Anti-Harassment and Bullying Policy
- ▶ QP2.11 Anti-Harassment and Bullying Procedure
- ▶ QP2.47 Public Interest Disclosure (Whistle Blowing) Procedure
- ▶ QP1.12 Acceptable Use Policy (ICT)
- ▶ QP2.51 Children in College Guidelines
- ▶ QP2.28 Data Protection
- ▶ QP1.49 Use of Social Networking Websites Policy

Staff Induction Process to Cover Key Content

Staff Safeguarding Protection of Children and Adults at Risk - summary card