

Child Safeguarding and Adults at Risk Policy and Procedure

Newbattle Abbey College Child Safeguarding and Adults at Risk

1. Introduction

1.1 This policy and procedures detail the processes by which Newbattle Abbey College will protect those under 18 and adults at risk who attend the College.

1.2 The College recognises that those who are under 18 and adults at risk often have a wide variety of needs and characteristics and may require special consideration. These might include 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 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.

2. Scope

2.1 The College recognises its obligation to protect those who are under 18 and adults who are at risk from instances of physical, emotional, sexual or institutional abuse.

2.2 This policy addresses the principles outlined in the Protection of Children (Scotland) Act 2003, part V of the Police Act 1997 and the legislation framework detailed in Appendix I.

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 from time to time but this policy focuses on those who for reasons of ill health, disability, self harming, frailty or special 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.

2.6 This policy should be read in conjunction with the College Equalities Policy and Procedures.

3. Responsibility

3.1 The Principal is accountable for the protection of those under 18 and adults who are risk at the College.

3.2 The Administration Manager is responsible for the overall management and review of this policy.

3.3 All members of staff are responsible for ensuring that this policy is operated.

4. Guiding Principles

The College will:-

4.1 Ensure that all staff understands their legal and moral obligations to protect under 18s and adults at risk from harm, abuse and exploitation.

4.2 Ensure that staff or students who come into contact with under 18s and adults at risk understand the boundaries of appropriate behaviour.

4.3 Ensure all staff are disclosure checked in a regularly planned sequence.

4.4 Be proactive in promoting good lines of communication and ensuring that all students and staff are familiar with the College's procedures.

4.5 Provide opportunities for staff to develop their skills and knowledge particularly in relation to the care and protection of under 18s and adults at risk.

4.6 Work effectively with key partners and other agencies.

4.7 Ensure that all staff understand their obligations to report care or protection concerns about an under 18 or adults at risk to a member of 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 in 2014 or when changes affect it.

Appendix I

Relevant Legislation and Guidelines

This Policy and associated Procedures have been drawn up in accordance with current legislation and principles derived from the following:-

- Additional Support for Learning (Scotland) Act 2004
- Anti-Social Behaviour Legislation
- 'It's everyone's job to make sure I'm alright' (Scottish Executive Nov 2002)
- Legislation outlined Annex C of '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)
- Protecting Children and Young People: Framework for Standards (Scottish Executive March 2004)
- Protecting Children and Young People: The Charter (Scottish Executive March 2004)
- The Age of Legal Capacity (Scotland) Act 1991
- The Children (Scotland) Act 1995
- The Data Protection Act 1998
- The Police (Scotland) Act 1997
- United Nations Convention on the Rights of the Child, ratified by the UK Government in 1991
- Sexual Offences (Amendment) Act 1998 (Section 3)
- Adults with Incapacity (Scotland) Act 2000
- Lothian and Borders Procedures on Child Safeguarding

Procedures for the Protection of those who are under 18 and Adults at Risk attending College

1. Introduction

1.1 The purpose of these procedures is to support the effective implementation of the Child Safeguarding and Adults at Risk Policy.

1.2 These procedures will provide step-by-step guidance on how to respond to a concern.

1.3 Concerns may arise because:-

- An under 18 or adult at risk discloses abuse
- An over 18 discloses abuse which took place when they were under 18
- There are suspicions or indicators that an under 18 or adult at risk is being abused
- There are observable changes in the behaviour of an under 18 or adult at risk that may relate to abuse
- An under 18 or adult at risk may abuse another under 18 or adult at risk
- The behaviour of a member of staff (as defined in the Child Safeguarding and Adults at Risk Policy and Procedure) towards an under 18 or adult at risk causes concern or there is suspicion that a staff member is harming an under 18 or adult at risk

1.4 These procedures apply to senior & middle managers, permanent and temporary, teaching and support staff and including under 18s and adults at risk.

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
- 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 under 18 or adult at risk discloses abuse

3.1 All staff must understand the importance of; staying calm, listening, reassuring, recording information, reporting appropriately and seeking support.

3.2 If an allegation is brought to your attention as a member of staff you should:

- 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 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 says and show that you take them seriously.
- Do not introduce either personal experiences of abuse or those of others.
- Complete the Protection Report, ensuring that you record EXACTLY what the under 18/adult at risk said and pass to a member of the Safeguarding Team.
- Reassure the under 18/adult at risk - confirm that you know how difficult it must be to confide.
- The basic facts must be recorded as accurately as possible with the under 18/adult at risk own words, dated and signed on the same day. If requested the record must be passed to the Police to ensure 'best evidence' is available for the under 18/adult at risk. A photocopy must be kept.
- 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 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 <..\..\..\Cross College\Templates\HR templates\Child Protection\Protection Report Form.doc>

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 of under 18s or adults at risk 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 under 18/Adults at risk informed and involved in the process

8.1 Students will be informed about the child Safeguarding and Adults at Risk 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 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 Team

Gill Turner - Curriculum Manager. Ext: 220
Designated member of staff relating to students

Dave Carson - Residential Tutor. Ext: 218 or 235, Direct Line 0131 444 9972
Designated member of staff relating to out of hours (evenings and weekends)

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

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

11. Review

11.1 These procedures will be reviewed in 2014 or when changes affect it.

What to do if

A child under 18 or adult at risk 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

You suspect a child under 18 or adult at risk is being abused, emotionally, physically or sexually:

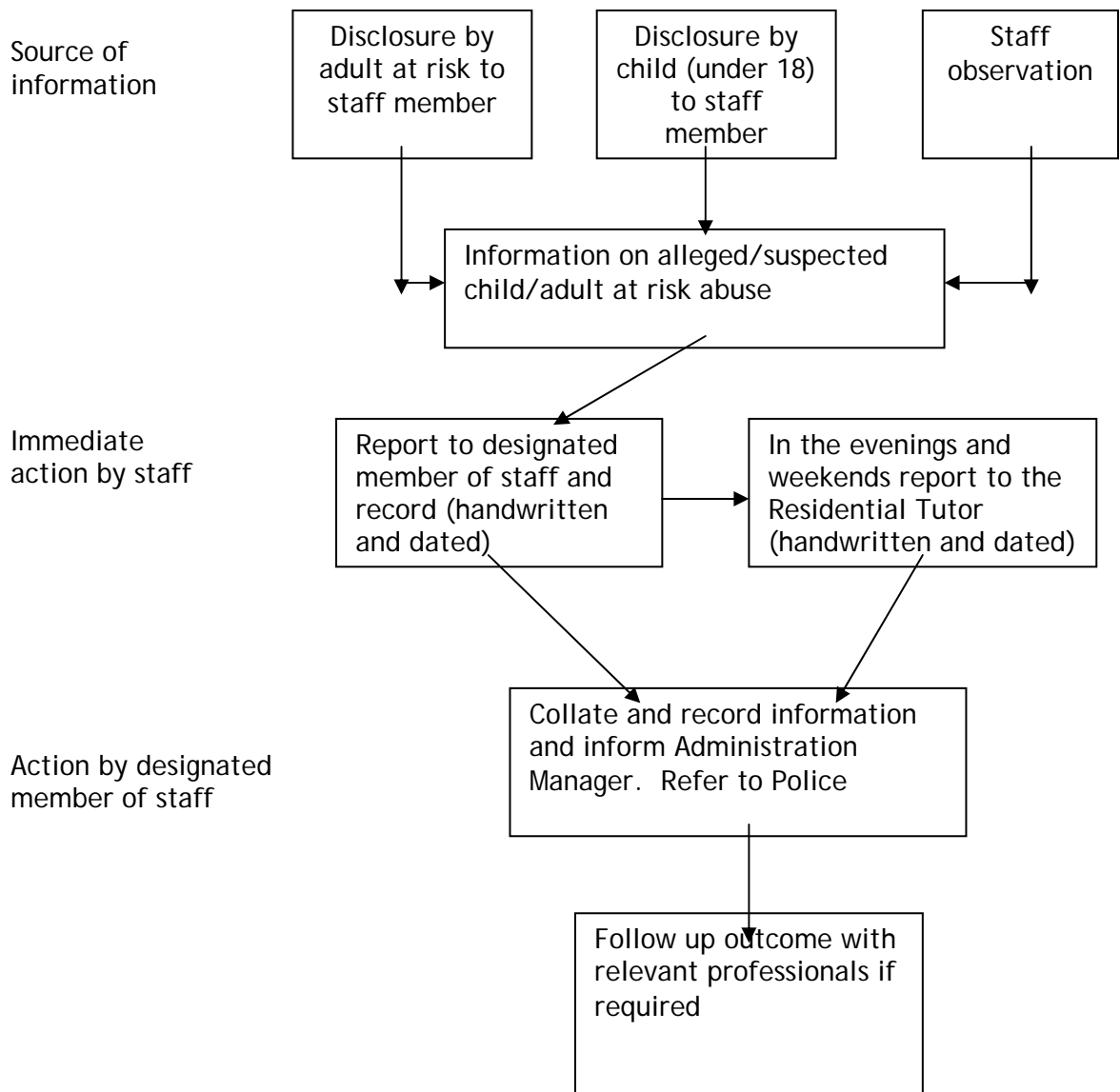
- Report the matter to a member of the Safeguarding Team
- Ensure that you complete the appropriate Protection Report Form (PRF) <..\..\Cross College\Templates\HR templates\Child Protection\Protection Report Form.doc>
- Try to ensure that no-one is placed in a place which could cause compromise

In all cases:

- Record the facts immediately - forms available from administration and electronically <..\..\Cross College\Templates\HR templates\Child Protection\Protection Report Form.doc>
- You must refer you must not investigate

Procedure for Reporting Allegations of Abuse

All College Staff Should



Code of Conduct for the Protection of Under 18's and Adults at Risk.

Code of Conduct for the Protection of Under 18's and Adults at Risk

Things we must do

- Treat all children, young people and adults at risk 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 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
- 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
- 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

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