



Child Safeguarding and Adults at Risk - What to do if..... Booklet for Staff

If a child (under 18) or adult at risk talks to you about abuse by someone else:

- Advise the person that you must pass the information on;
- Allow them 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;
- Let them know that they were right to share this information with you

If you suspect a child (under 18) or adult at risk is being abused, emotionally, physically or sexually:

- Report the matter to the designated member of staff within the Safeguarding Team
- Try to ensure that no one is placed in a position which could cause compromise

In all cases:

- Record the facts as soon as possible; report the facts to the designated member of staff within the Safeguarding Team
- Remember you must refer, you must not investigate

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.

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

Things we must do

- Treat all children (under 18's) 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 safeguarding guidelines and procedures operating within the College

Procedure for Reporting Allegations of Abuse

All College Staff Should

