

PROCEDURES

1 INTRODUCTION

- a The purpose of these procedures is to ensure the effective implementation of the 'Protecting Young People and Safeguarding Staff' policy.
- b The purpose of these procedures is to ensure that concerns about the welfare of children, young people and adults at risk in the college are dealt with sensitively, effectively and efficiently.
- c They will provide step-by-step guidance on how to respond to a concern.
- d Concerns may arise because:
- An abuse/radicalisation is disclosed.
 - There are suspicions or indicators that a child, young person or adult at risk is being abused or are becoming radicalised.
 - There are observable changes in behaviour that may relate to abuse/radicalisation.
 - A young person may abuse or radicalise another young person.
 - The behaviour of a member of staff towards a young person causes concern or there is suspicion that a staff member or volunteer is harming a child/young person.
- e These procedures apply to everyone in the college.
- f The procedures are mandatory. Child protection is the responsibility of every adult. The publication 'It's everyone's job to make sure I'm alright' – Scottish Executive, November 2002, emphasises the need for all of us to take responsibility in order to protect children and young people.

2 HOW TO RESPOND IF A YOUNG PERSON DISCLOSES ABUSE OR RADICALISATION

- a All staff must understand the importance of:
- staying calm
 - listening
 - reassuring
 - recording information
 - reporting appropriately
 - seeking support.

- b All staff must follow college procedures for recording and storing sensitive information.
- c 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.
 - Allow the child/young person to speak without interruption.
 - Listen to what the child/young person says and show that you take them seriously.
 - Consult/inform the identified Child Protection Coordinator ensuring that you communicate all the information accurately.
 - Stay calm – do not rush into inappropriate action.
 - Reassure the child/young person – confirm that you know how difficult it must be to confide.
 - Ensure that you clearly understand what the child/young person has said – so that you can refer to your Child Protection Coordinator.
- d As a member of staff you should not:
- Make promises you cannot keep.
 - Make the child/young person repeat the story unnecessarily, or ask leading questions.
 - Delay.
 - Panic.
 - Take sole responsibility for further action.
- e In all cases, go straight to the college Child Protection Coordinator.

3 ALLEGATIONS AGAINST STAFF

- a A student may make an allegation against a member of staff. If an allegation is made, the member of staff receiving the allegation will immediately inform the Child Protection Coordinator.
- b Whenever an allegation against any member of staff is received by the Child Protection Coordinator, advice should be sought from the Principal's Office.
- c If the allegation involves the Child Protection Coordinator the matter should be reported to the Depute Principal.

4 CONTACT WITH PUPILS IN PARTNER SCHOOLS / ON OUTREACH

- a It is normal practice that school pupils will be taught in discrete groups and where this is not the case a risk assessment will be undertaken.

- b If you are working in a school at the time the allegation of abuse or radicalisation is made, the school's child protection procedures should be followed and you should advise the college Child Protection Co-ordinator that you have filed a report with the School's Child Protection Co-ordinator.
- c If you are working in college or in a college outreach base, the college procedures should be followed.

5 RECORDING INFORMATION

- a Complete appropriate college proforma within acceptable timescales.
- b Observe standard guidelines for holding sensitive e-information in accordance with current legislation.
- c All recorded information must be handled sensitively. All conventions of confidentiality must be adhered to at all times.
- d Storage and access of information will be managed by the Child Protection Coordinator. Records will be retained for a period of three years.

6 REFERRING INFORMATION TO RELEVANT AGENCIES

- a No external referrals should be made by staff members. Any such referral will be made via the college Child Protection Coordinator.
- b In line with the requirements of the PVG (Scotland) Act 2007, if the College is made aware of criteria for referral being met or previously having been met before the PVG Act came into force, the Child Protection Coordinator will make a referral to Disclosure Scotland.

7 CONFIDENTIALITY

- a In accordance with current legislation, the welfare of the child, young person or adult at risk is paramount.
- b Only a restricted number of people within the institution should have access to information that involves child protection issues.
- c Information should be shared on a 'need to know' basis in accordance with current legislation and Codes of Practice.

8 HOW TO KEEP YOUNG PEOPLE INFORMED AND INVOLVED IN THE PROCESS

- a In accordance with the principles of current legislation, the views of the young people will be taken into account by liaison with students.
- b Young people will be provided with information on the college protection procedures during induction and in appropriate college publications.
- c The Child Protection Coordinator will keep the young person informed while the matter is within the jurisdiction of the college.
- d The Child Protection Coordinator will take account of the views of the young person involved in the process.

9 SUPPORT AND STAFF DEVELOPMENT

- a The college will provide initial, on-going and appropriate training to all staff members on the child protection policy and associated procedures.
- b The college will support staff by providing an opportunity to talk through their anxieties with the Child Protection Coordinator and offer reasonable appropriate support from external agencies if requested.
- c The college will offer support to the Child Protection Coordinator if requested.

10 LINKED PROCEDURES

- a These procedures should be understood in conjunction with the relevant college procedures. Reference: Policy – Protecting Young People & Safeguarding Staff, Annex IV.

11 CHILD PROTECTION STAFF

The following members of staff have responsibility for Child Protection:

Senior Manager in charge: Depute Principal

Child Protection Co-ordinator: Head of Student Services

Depute Coordinator: Curriculum Manager, Learning Development