

# Policy and Procedures on the Protection of Children and Vulnerable Adults

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# Policy and Procedures on the Protection of Children and Vulnerable Adults

## Policy

### Policy Statement

The College is committed to providing children and vulnerable adults who are College users with a safe, supportive environment in which they can prosper and are protected from harm, abuse and exploitation. The College is equally committed to supporting staff in creating an environment in which they can work together to develop an ethos for children and vulnerable adults to feel secure, and one in which they have a clear structure within which to work safely with all students, and children in their care.

In accordance with current legislation and guidance, within this policy, a child is defined as being someone who is aged under 18 years and a vulnerable adult is someone who is aged 16 or over and who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

### Key Principles

- The prime concern at all times must be the safety and interests of all children and vulnerable adults who are attending the College.
- All employees, and other adults working in the College, have a role to play in protecting students from harm.
- The specific needs of people with disabilities, and those from ethnic, and other minority groups in society that may suffer discrimination and who might be especially vulnerable to abuse will be recognised.
- Reasonable steps will be taken to prevent foreseeable harm to children and to vulnerable adults. This will include the carrying out of Enhanced Disclosure Scotland checks and referrals to the Disqualified from Working with Children List as appropriate. A full description of the College's position on this issue is given in Appendix 2.
- The procedures associated with this policy are intended to ensure that appropriate action is taken immediately where it is suspected that a child or vulnerable adult is being abused.
- Staff will be provided with a Code of Practice in order that they can protect themselves from wrongful allegations. Guidance and support on any child or vulnerable adult protection matter will be available to staff and others working in the College at any time and specifically for staff who are involved in a referral under this policy.

- The College will ensure that all staff, including temporary, part-time and voluntary staff, who could potentially have unsupervised contact with children and/or vulnerable adults are deemed to be fit to work with them.
- It will also be ensured that all staff understand their legal and moral obligations to protect children and vulnerable adults from harm, abuse and exploitation.
- To facilitate this, the College will provide opportunities for all staff to develop their skills and knowledge in relation to the protection of children and vulnerable adults.
- A systematic means of recording, reporting and monitoring students known or thought to be at risk of harm will be employed, including the recording of concerns.
- The College recognises the statutory responsibility of the Education and Children's Services section within Perth and Kinross Council to ensure the welfare of children and vulnerable adults and is committed to working with the local area Child Protection Committee, to comply with their procedures and to share information if necessary and appropriate.

### **Definitions of Abuse**

Definitions of abuse adapted from *"Protecting Children – A Shared Responsibility"*, World Health Organisation literature and *"Protecting Vulnerable Adults: Ensuring Rights and Preventing Abuse"* are given in Appendix 1.

### **Legislation**

This policy and associated procedures have been drawn up in accordance with current legislation and principles contained in the sources listed in Appendix 4.

### **Linked Policies**

This policy should be understood in conjunction with the other College Policies listed in Appendix 5.

### **Responsibilities**

The Board of Management has overall strategic responsibility for the Child and Vulnerable Adult Protection Policy and for ensuring that the College protects all children and vulnerable adults involved in any way with the College.

The Director of Communications and Corporate Development has overall responsibility for the implementation of the policy and execution of the procedures.

The Customer and Student Services Manager is the nominated Child and Vulnerable Adult Protection Co-ordinator and will report to the College Senior Management Team on matters as appropriate.

### **Review of Policy**

This policy is due to be reviewed in July 2008.

## Procedures

### Introduction

The purpose of these procedures is to ensure the effective implementation of Perth College's Policy on the Protection of Children and Vulnerable Adults and to ensure that concerns about the welfare of children and vulnerable adults in the College are dealt with sensitively, effectively and promptly. They provide step-by-step guidance on how to respond to a concern.

The procedures apply to everyone in the College, including senior and middle managers, permanent and temporary teaching and support staff, students and the Child and Vulnerable Adult Protection Co-ordinator.

The procedures are mandatory and child and vulnerable adult protection is the responsibility of every adult in the College.

### Role of the Child and Vulnerable Adult Protection Co-ordinator

For effective implementation of the Child and Vulnerable Adult Protection policy, all staff must work in partnership to ensure the protection of those attending the College. However, the Child and Vulnerable Adult Protection Co-ordinator will have a specific role in dealing with any child and vulnerable adult protection matters that arise.

The role of the Child and Vulnerable Adult Protection Co-ordinator is as follows:

- To provide support and guidance to all staff within the College on Child and Vulnerable Adult Protection issues.
- To receive and advise on all incidents and concerns reported by staff or students.
- To initiate action to deal with incidents and concerns, ensuring all appropriate persons have been contacted, potentially including the Social Work Department within Perth and Kinross Council and the Police.
- To inform the HR and CPD Manager of any incident in connection with the Child and Vulnerable Adult Protection Policy which involves an allegation against a member of staff.
- To liaise with the Nursery Co-ordinator on Child Protection matters specifically relating to pre-school age children and the College Nursery.
- To work within a network of College and external staff on issues relating to the protection of children and vulnerable adults.
- To liaise with the HR and CPD Manager on the issue of staff undergoing Disclosure Scotland checks as appropriate.
- To liaise with the College Senior Management Team as appropriate.

- To monitor and evaluate the policy annually in consultation with the College Senior Management Team.

The Child and Vulnerable Adult Protection Co-ordinator will carry out this role within an internal network comprising the following staff: Community Development Manager, Curriculum Director: Creative and Technology Industries and Curriculum Director: Service Industries and Care. These staff members will, as appropriate, form a Child and Vulnerable Adult Protection Panel and as necessary, may all be involved in dealing with issues, allegations and disclosures as they arise.

If a disclosure or an allegation is made or an issue arises which requires immediate attention, in the absence of the Child and Vulnerable Adult Protection Co-ordinator, any of the panel members may be contacted to deal with this.

The panel will meet at least twice per academic year to review incidents and developments and to ensure a consistent and appropriate approach within the College. Additionally, in response to specific incidents or issues, the panel will meet as necessary to review information and advice from external colleagues and agree appropriate action.

### **Identifying Abuse**

Concerns regarding the protection of children or vulnerable adults may arise because:

- A child or vulnerable adult discloses abuse.
- There are suspicions or indicators that a child or vulnerable adult is being abused.
- There are observable changes in the behaviour of a child or vulnerable adult that could relate to abuse.
- The behaviour of a member of staff towards a child or vulnerable adult causes concern or there is a suspicion that a staff member or volunteer is harming a child or vulnerable adult.

Due to day-to-day contact with students and other young people, staff in the College are well placed to observe outward symptoms of abnormality or change in appearance, behaviour, learning pattern or development. Such symptoms could be due to a wide variety of causes including mental ill-health, bereavement, changes in family circumstances, drug, alcohol or solvent misuse and relationship problems. Sometimes, however, they could be due to abuse.

**Possible** signs of abuse include:

- Bruises and injuries with which the explanation given seems inconsistent.
- Possible indicators of physical neglect, such as inadequate clothing, poor growth, hunger, poor hygiene.
- Possible indicators of emotional abuse, such as excessive dependence; attention seeking; self harming.

- Possible indicators of sexual abuse - physical signs such as bruises, scratches or bite marks; or behavioural signs such as precocity, withdrawal or inappropriate sexual behaviour.

Other **possible** signs are:

- Withdrawn behaviour.
- Agitated or anxious behaviour.
- A student being isolated by other students or isolating themselves from fellow students.
- Nervousness when approached.
- Inappropriate or improper dress.
- Appearing unkempt or unwashed.
- Being overly anxious to please.
- Signs of discomfort or pain.
- Frequent absences for admission to hospital.
- Atypical incidence of absence from College.
- Uncharacteristic changes in the child or vulnerable adult's behaviour, attitude and commitment eg becoming quiet and withdrawn, or displaying sudden outbursts of temper.
- Inappropriate sexual awareness or behaviour.
- Fear of particular adults or students - especially those with whom a close relationship would normally be expected.
- Children or vulnerable adults being reluctant to go home.

**No list of symptoms can be exhaustive and alternative medical, psychological or social explanations will most often exist for the signs and symptoms described. The presence of one or more indicators is not proof that abuse is actually taking place.**

**It is not the responsibility of staff working in the College to decide that abuse is occurring, but it is a responsibility of every member of staff to follow through on any concerns they may have by sharing them with the Child and Vulnerable Adult Protection Co-ordinator.**

### **How to Respond if a Child or Vulnerable Adult Discloses Abuse**

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

- Be honest and transparent with the person making the disclosure in relation to your professional responsibilities. Make it clear that you will have to share information with others.
- Allow the child or vulnerable adult to speak without interruption.
- Listen to what the child or vulnerable adult says and show that you take them seriously.
- Stay calm - do not rush into inappropriate action.

- Reassure the child or vulnerable adult - confirm that you know how difficult it must be to confide.
- Ensure that you clearly understand what has been said so that you can refer the matter to the Child and Vulnerable Adult Protection Co-ordinator.
- Keep questions strictly to a minimum. If you must ask questions, open ended questions ie those where more than a yes/no response is required should be used. Make sure that you do not lead or suggest words to the child or vulnerable adult.
- Record information in the relevant documentation, available on the Intranet and from the Customer and Student Services Centre.
- Consult with the Child and Vulnerable Adult Protection Co-ordinator ensuring that you communicate all the information accurately,

**As a member of staff you should not:**

- Make promises you cannot keep. You must explain that you will have to tell other people in order to be able to help but that you will maintain maximum possible confidentiality.
- Make the child or vulnerable adult repeat the story unnecessarily.
- Delay.
- Panic.
- Investigate the matter.

**In all cases you should refer the matter to the Child and Vulnerable Adult Protection Co-ordinator.**

**In all matters of Child Protection, Nursery staff should, in the first instance, consult with the Nursery Co-ordinator who will then liaise with the Child and Vulnerable Adult Protection Co-ordinator. Further details on Child Protection Procedures within the Nursery are contained in Appendix 3.**

## Recording Information

If a child or vulnerable adult **discloses** to you that abuse against them is taking place, you should complete the Child and Vulnerable Adult Protection Disclosure Form (Appendix 6) as soon as possible and certainly within 24 hours. This recording can be done in consultation with the Child and Vulnerable Adult Protection Co-ordinator if you wish. The first 2 sides of the Disclosure Form should be completed as fully, and as much in the words of the student, as possible. It is important that all details are recorded. If the Child and Vulnerable Adult Co-ordinator has been involved in the completion of the Record, they will retain the document and follow up the disclosure. If they have not been involved, the document should be immediately forwarded to them.

If you have a concern regarding child and vulnerable adult protection, or a concern is declared to you, you should record the relevant information in the following ways. This recording can be done in consultation with the Child and Vulnerable Adult Protection Co-ordinator if you wish.

If you have a **concern** that a child or vulnerable adult may be being abused, or that a member of staff or other adult is behaving inappropriately, or if you have another child or vulnerable adult protection concern you should consult with the Child and Vulnerable Adult Protection Co-ordinator and complete the Child Protection Concern Form (Appendix 7) as soon as possible. The form should be completed as fully, and with as much relevant detail, as possible. After completion, the document will be retained by, or should be immediately forwarded to the Child and Vulnerable Adult Protection Co-ordinator.

Standard Data Protection Act guidelines for holding sensitive information should be observed when recording information. The College's Data Protection Policy can be found on the Intranet.

All recorded information should be handled sensitively and all conventions of confidentiality must be adhered to at all times.

## Referring Information Within the College and to Relevant External Agencies

Information should only be referred within the College to the Child and Vulnerable Adult Protection Co-ordinator or a member of the Senior Management Team.

No information should be referred to an external agency by any staff member other than the Child and Vulnerable Adult Protection Co-ordinator, a member of the College Senior Management Team, or (with prior agreement from the Child and Vulnerable Adult Protection Co-ordinator), the Nursery Co-ordinator.

On receiving information relating to a child or vulnerable adult protection concern, the Child and Vulnerable Adult Protection Co-ordinator will inform a member of the College Senior Management Team and undertake consultation in order to be able to make a decision as to appropriate action. Three decisions may be made:

- **No further action required** – concerns have been allayed but written documentation regarding the concern and the reasons for no further action being taken will be kept.

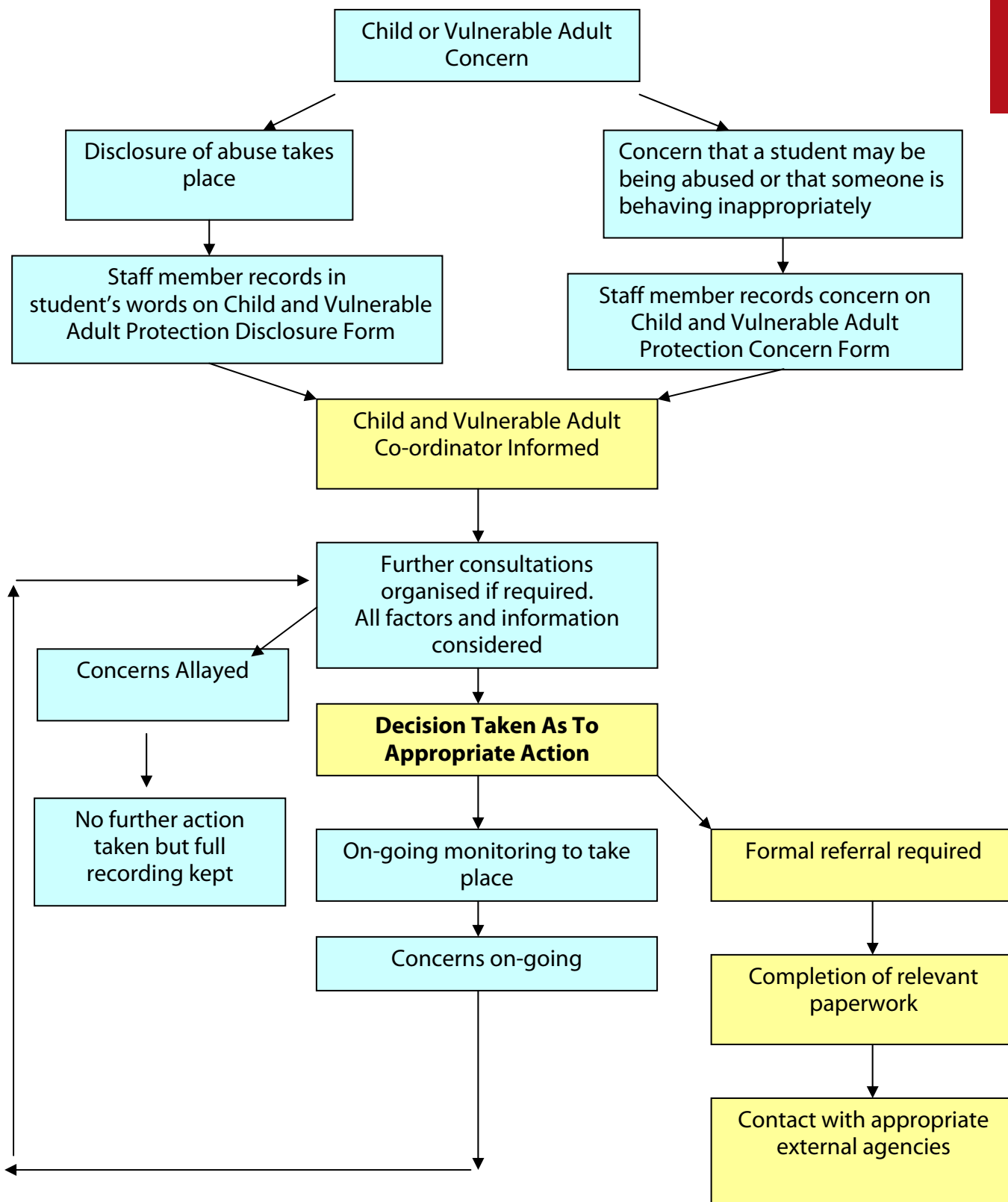
- **Continued monitoring of the situation** – concerns have not been fully allayed but a formal referral to Social Work is not required at that time. Involved parties will continue to listen, observe, record, consult and report.
- **Formal referral** – referral will be made to Social Work Services for further investigation.

If it is appropriate that a referral of a child or vulnerable adult protection matter is made to Social Work Services, the College's Child and Vulnerable Adult Protection Co-ordinator will make this referral using Perth and Kinross Council's "Child Protection Referral" (CP1) Form.

### **Confidentiality**

In any child or vulnerable adult protection matter, the welfare of the child or vulnerable adult is paramount and as such, only a restricted number of people within the College will have access to information that involves such issues. Information will be shared on a 'need to know' basis in accordance with current legislation and Codes of Practice.

## Summary of Procedures for Responding to Suspicions of Abuse against a Child or Vulnerable Adult or Another Concern Related to the Protection of Children and Vulnerable Adults



## **Contact with Children from Schools**

These procedures have been influenced by those of Perth and Kinross Council which have been adopted by local schools. Therefore, working within the procedures will help to ensure the safety of school pupils, as well as all other children attending the College. If a child protection disclosure is made by or regarding a school pupil and it relates to events that have taken place within the College or which involve College staff, the disclosure will be dealt with by the College's Child Protection Co-ordinator but appropriate members of school staff will be informed and updated regularly. However, if a school pupil discloses to staff within the College a child protection issue which relates to events which have taken place out with the College, this will be passed to the appropriate school to be dealt with.

## **Host Families for International Students**

If international students who are aged under 18 years are to be placed with a host family, Enhanced Disclosure Scotland checks will be carried out on all members of that family, living in the household, aged 16 and over. A student who is aged under 18 years will not be placed with a family upon whom Enhanced Disclosure checks have not been undertaken.

## **Keeping Children and Vulnerable Adults Informed and Involved**

The views of the child or vulnerable adult should be taken into account throughout the process of investigating a child or vulnerable adult protection matter.

The Child and Vulnerable Adult Protection Co-ordinator will keep the person informed while the matter is within the jurisdiction of the College.

Students will be provided with information on the College's child and vulnerable adult protection procedures in appropriate College publications.

## **Allegations Against Staff**

A student may make an allegation against a member of staff. If an allegation is made, the member of staff to whom the allegation is disclosed should immediately inform the Child and Vulnerable Adult Protection Co-ordinator.

Whenever an allegation against any member of staff is received by the Child and Vulnerable Adult Protection Co-ordinator, it will immediately be referred to the College Senior Management Team. Reports of alleged staff misconduct to students could cover a wide variety of behaviours and therefore, the College will consider each case on its unique merits as to whether misconduct has or has not occurred.

The College may make an immediate decision to temporarily suspend an individual accused of abuse pending further inquiries in line with Staff Disciplinary Procedures.

If the allegation is against the Child and Vulnerable Adult Protection Co-ordinator, the matter should be reported directly to a member of the College Senior Management Team.

## **Staff Development and Support**

To support staff in the implementation of the Child and Vulnerable Adult Protection Policy, the College will provide initial and ongoing appropriate training to all staff members on the policy and its associated procedures.

The College will also support staff by ensuring, through the publication of a Code of Practice, that they are aware of best practice relating to working with children and vulnerable adults in order that they can protect themselves from wrongful allegations of abuse.

The College will further support staff by providing an opportunity to talk through anxieties relating to Child and Vulnerable Adult Protection issues with the Child and Vulnerable Adult Protection Co-ordinator and offer reasonable appropriate support from external agencies if requested.

## **Code of Practice for Staff Working with Children or Vulnerable Adults**

The College recognises that it is not practical to provide definitive instructions that would apply to all situations at all times whereby staff come into contact with children and vulnerable adults, or to guarantee the complete safeguarding and protection of children, vulnerable adults and staff. However, below are standards of conduct required in order that staff fulfil their roles and duty of care within the College. This code aims to assist in the safeguarding and promotion of the welfare of children and vulnerable adults and in the protection of children, vulnerable adults and members of staff. The code also applies to volunteers who may work in an unpaid capacity on College premises.

All staff and others working in the College are required to implement the Child and Vulnerable Adult Protection Policy and Procedures at all times and should routinely act to promote the welfare of children and vulnerable adults, prevent abuse and report any abuse that is discovered or suspected.

- If possible, avoid situations where you and an individual child or vulnerable adult are completely unobserved, for example, during interviews. Try and arrange for individual contact to take place when you can be clearly observed by others eg in a room with a glass door or in a room with the door open, if appropriate.
- Staff should consistently display high standards of personal behaviour and appearance.
- It must be ensured that the activities staff direct are appropriate to the age, maturity and ability of the students.
- Any overly enthusiastic personal feelings that are expressed to a member of staff by a child or vulnerable adult should immediately be reported to the staff member's Line Manager and/or the Child and Vulnerable Adult Protection Co-ordinator.

**Everyone should also be aware that staff should not:**

- Spend time alone with a child or vulnerable adult away from others and outside the normal classroom/tutorial situation.
- Overtly criticise students or use sarcasm where it may cause the child or vulnerable adult to lose self-esteem or confidence.
- Physically restrain a child or vulnerable adult unless the restraint is to prevent physical injury of the child or vulnerable adult, other child or vulnerable adult, visitors, staff, yourself or others. In all circumstances, physical restraint must be appropriate and reasonable.
- Take a child or vulnerable adult to their home if they will be alone with them. If it should arise that a situation such as this is unavoidable, it should only take place with the full knowledge and consent of your line manager and/or the child or vulnerable adult's parents/carer.
- Have children or vulnerable adults on their own in a vehicle, however short the journey. Where circumstances require the transportation of a child or vulnerable adult in a vehicle, another member of staff or a volunteer should also travel in the vehicle. In an emergency situation, eg a medical emergency, where it is essential that a staff member/volunteer transports a child or vulnerable adult on their own, it is vital that the appropriate Curriculum Director, or Curriculum Manager, or the Child and Vulnerable Adult Protection Co-ordinator or a member of the College Senior Management Team and the parents/guardians are notified immediately.

**Further, you should never:**

- Engage in rough physical or sexually provocative games, including horseplay with children or vulnerable adults.
- Allow or engage in any form of inappropriate touching.
- Permit a child or vulnerable adult to use inappropriate language unchallenged.
- Make sexually suggestive comments to, or within earshot of a child or vulnerable adult, even in fun.
- Allow allegations made by a child or vulnerable adult to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature that a child or vulnerable adult can do for themselves.
- Engage in a personal relationship with a child or vulnerable adult attending the College, beyond that appropriate for a teacher/student relationship.
- Agree to meet a student on your own outwith College premises.

If you accidentally hurt a child or vulnerable adult, or cause distress in any manner, or the child or vulnerable adult appears to be upset by your actions, or misunderstands, or misinterprets something you have done, report the incident immediately to the Child and Vulnerable Adult Protection Co-ordinator.

To reduce the risk of abuse to children, the College requires any member of staff or volunteer wishing to use cameras or video recording equipment to record images of children to first ask the permission of their line manager and to gain parental consent prior to any event.

### **Linked Procedures**

These procedures should be understood in conjunction with the other relevant College policies and procedures listed in Appendix 4.

### **Monitoring of the Policy**

It will be the responsibility of the Child and Vulnerable Adult Protection Co-ordinator and the College Senior Management Team to monitor the policy by:

- Keeping records of cases brought and their outcomes.
- Reviewing the policy with relevant staff on an annual basis.

## **Appendix 1: Definitions of Abuse**

### **General Definition of Abuse**

Abuse or maltreatment constitutes all forms of physical and/or emotional ill treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the health, survival, development or dignity (of a child or vulnerable adult) in the context of a relationship of responsibility, trust or power.

### **Categories of Abuse**

#### **Physical Abuse**

Physical abuse of is that which results in actual or potential physical harm from an interaction or lack of an interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be a single or repeated incidents.

#### **Sexual Abuse**

Any child or vulnerable adult may be deemed to have been sexually abused when any person(s), by design or neglect, exploits the child or vulnerable adult, directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or any other person(s) including organised networks. This definition holds whether or not there has been genital contact and whether or not the child or vulnerable adult is said to have initiated, or consented to, the behaviour.

#### **Non-Organic Failure to Thrive**

Children who significantly fail to reach normal growth and developmental milestones (ie physical growth, weight, motor, social and intellectual development) where physical and genetic reasons have been medically eliminated and a diagnosis of non-organic failure to thrive has been established.

#### **Psychological Abuse**

Failure to provide for the basic emotional needs of children and vulnerable adults such as to have a severe effect on the behaviour and development of the individual. This form of abuse also includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

#### **Abuse of Trust**

Young people are indoctrinated with attitudes to drugs; education; social, political or religious views which are unacceptable to the student, the student's family, community or the College. The inappropriate use of photographic material taken at events is also an abuse of trust.

## **Bullying**

Verbal, emotional and physical bullying is also a form of abuse and there is a requirement for all within the College to ensure that there are sufficient mechanisms to allow children to report instances of bullying. The College must ensure that everyone understands bullying will not be tolerated in any form, and that the College is prepared to take the problem seriously and investigate any incident and decide on appropriate action, also ensuring that children are able to report bullying to someone in authority.

## **Physical Neglect**

This occurs when the essential needs of a child or vulnerable adult are not met and this is likely to cause impairment to physical health and development. Such needs include food, clothing, cleanliness, shelter and warmth. A lack of appropriate care, including deprivation of access to health care, may result in persistent or severe exposure, through negligence, to circumstances which endanger the child or vulnerable adult.

## **Financial Abuse**

Including theft, fraud, exploitation, pressure in connection with wills, property, inheritance, financial transactions, or the misuse or misappropriation of property, possessions or benefits.

## Appendix 2: Employment of Staff

The Protection of Vulnerable Groups (Scotland) Act 2007 builds on the existing legislation aimed at safeguarding children and vulnerable adults. The legislation enables a robust vetting and barring scheme that will safeguard children and protected adults by keeping people who would harm them out of caring positions. It is an offence for an organisation to permit a person who is barred from working or volunteering with vulnerable groups to undertake such work.

Through a fair and consistent system employers, such as Perth College, can ensure that people who have demonstrated through past behaviour that they pose an unacceptable risk do not gain access to children or protected adults through the workplace or through volunteering.

Perth College will ensure that all members of its staff, and those undertaking work activities such as work experience placements, are suitably vetted through Disclosure Scotland prior to commencing employment and at regular intervals during the course of their employment. This allows us to make safe recruitment decisions and to continue to protect our staff, students and service users. The College will deal sensitively but promptly with any person who becomes unsuitable in the course of their employment.

Perth College will vet all staff to Enhanced Disclosure level. Additional vetting may apply to staff working within the Nursery.

## Appendix 3

### Nursery Child Protection Procedures

Perth College Nursery will operate within the College's Policy and Procedures on the Protection of Children and Vulnerable Adults and the Child Protection Guidelines developed by Perth and Kinross Council.

Perth College Nursery aims to create an environment in which children are safe from harm and in which suspicions of abuse are responded to promptly and appropriately. Each individual member of staff owes a duty of care to the children in their charge and as such will have an understanding of possible signs of all forms of abuse, developed through ongoing training. It is the policy of the Nursery to work in partnership with parents to promote the welfare of children.

If a member of Nursery staff suspects that a child may be being abused or a child discloses information giving rise to concern for the safety of that child they will:

- 1 Follow the procedures detailed in this policy.
- 2 Refer the matter immediately to the Nursery Co-ordinator. In the absence of the Nursery Co-ordinator, the referral should be made to the Depute Co-ordinator, another nominated person or the College Child and Vulnerable Adult Protection Co-ordinator (Customer and Student Services Manager).
- 3 Continue to observe and note any further signs as appropriate and directed by the Nursery Coordinator.

All written documentation will be signed by the staff members involved and retained securely in the Child Protection files of both the Nursery Co-ordinator and the College Child and Vulnerable Adult Protection Co-ordinator.

Parents will normally be a first point of reference in taking forward any matter relating to Child Protection, unless there are suspicions that the parents are implicated.

Decisions on appropriate action will normally be taken by the Nursery Co-ordinator in conjunction with the Child and Vulnerable Adult Protection Co-ordinator.

## Appendix 4: Relevant Legislation and Guidelines

- Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005.
- Protection of Children (Scotland) Act 2003.
- The Children (Scotland) Act 1995.
- Additional Support for Learning (Scotland) Act 2004.
- Sexual Offences (Amendment) Act 1998 (Section 3).
- Adults with Incapacity (Scotland) Act 2005.
- Mental Health (Care and Treatment) (Scotland) Act 2003.
- Legislation outlined in 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).
- *Safe and Well: A Handbook for Staff, Schools and Education Authorities* (Scottish Executive, 2005).
- *It's Everyone's Job to Make Sure I'm Alright* (Scottish Executive November 2002).
- The Data Protection Act 1998.
- The Police (Scotland) Act 1997.
- Anti-Social Behaviour Legislation.
- SSSC Codes of Practice.

## Appendix 5: Linked College Policies

- Dignity in the College Community Policy.
- Data Protection Policy.
- Disclosure of Criminal Convictions Policy.
- Freedom of Information Policy.
- Health and Safety Policy.
- Information Services – Acceptable Use Policy.
- Learning Support Policy and Procedures.
- Extended Learning Support Policy and Procedures.
- Recruitment and Selection Policy.
- Student Disciplinary Code.
- Student Disciplinary Procedures.
- Staff Disciplinary Policy and Procedures.
- The Transportation of Casualties Procedure.

## Appendix 6: Child and Vulnerable Adult Disclosure Form

### Children and Vulnerable Adult Protection

#### Record Form A – A Disclosure of Abuse by a Child or Vulnerable Adult

Your name:
Your position:
Child/Person's name:
Child/Person's address:
Child/Person's date of birth:
Name(s) and address of parent/carer:
Name of school (if applicable):
Date and time of disclosure:
Your observations:

## Children and Vulnerable Adult Protection

### Record Form A – A Disclosure of Abuse by a Child or Vulnerable Adult

Exactly what the child/person said and what you said:

Remember to record details in the person's own words. Continue on a separate sheet if necessary.

Action taken so far:

Your signature:

Print name:

Date:

**This document should now be passed to the College's Child and Vulnerable Adult Protection Coordinator.**

## Children and Vulnerable Adult Protection

### Record Form A – A Disclosure of Abuse by a Child or Vulnerable Adult

Consultation and investigation undertaken:

**Decision Made:**

<b>No Further Action</b>	<input type="checkbox"/>
<b>Continued Monitoring</b>	<input type="checkbox"/>
<b>Formal Referral</b>	<input type="checkbox"/>

**Date:**

Details:

## Children and Vulnerable Adult Protection

### Record Form A – A Disclosure of Abuse by a Child or Vulnerable Adult

Details of Formal Referral:  
(including the agency to which the case is being referred and a contact name within the agency, date of referral)

Notes:

Child and Vulnerable Adult Protection Coordinator:

Signature:

Name:

Date:

Copy of Record Form to:

## Appendix 7: Child and Vulnerable Adult Concern Form

### Children and Vulnerable Adult Protection

#### Record Form B – A Child/Vulnerable Adult Protection Concern

Your Concern:

(Include as much relevant detail as possible including reasons for concern, name(s) of person(s) involved, dates and times, any discussion that has taken place.)

Date Record Form Completed:

Your signature:

Print Name:

**This document should now be passed to the College's Child and Vulnerable Adult Protection Coordinator.**