

# Safeguarding Procedure: Protecting Children, Young People, Adults at Risk and Staff

June 2016

Also available in large print (16pt)  
and electronic format.

Ask Student Services for details.

[www.perth.uhi.ac.uk](http://www.perth.uhi.ac.uk)

Perth College is a registered Scottish charity, number SC021209.

## Version Control History

<b>Version Number</b>	<b>Date of Change</b>	<b>Summary of Revisions Made</b>
5	June 2016	Previously published as part of QUAL045 V4. Now published separately.
5.1	December 2018	Change of role to Quality Manager.

UNCONTROLLED WHEN PRINTED

# Procedure

## 1 Purpose

The purpose of this procedure is to support the effective implementation of Perth College UHI's Safeguarding Policy and to ensure that concerns about the welfare of children and adults at risk in the College are dealt with sensitively, effectively and promptly. The procedure provides step-by-step guidance on how to respond to a concern or disclosure.

## 2 Scope

Every member of College staff has a role to play in safeguarding and as such this procedure is relevant and applicable to all staff; including senior and middle managers, permanent and temporary teaching and support staff, students, the Principal and the Safeguarding Co-ordinator.

Contractors, volunteers and other people working for or with the College will also be required to operate within the ethos and parameters of the procedure. Safeguarding involves our general duty of care towards students and staff, as well as ensuring the welfare and safety of children and adults at risk, therefore the procedure applies to all students.

The procedure applies within the College's Student Residences, and therefore to students living there and to staff and other contractors working there.

It also applies to activity undertaken by the Students' Association including those activities carried out within Association Clubs and Societies.

## 3 Responsibilities

Adhering to this procedure is mandatory and safeguarding is the responsibility of every member of College staff.

### 3.1 Role of the Safeguarding Co-ordinator

For effective implementation of the Safeguarding policy and procedure, all staff must work in partnership to ensure the protection of those attending the College. However, the Safeguarding Co-ordinator has a specific role in dealing with any safeguarding matters that arise.

The role of the Safeguarding Co-ordinator is to:

- Write, update and maintain the safeguarding policy and procedure documents. Ensure that the policy and procedure maintain the College's compliance with statutory and legal obligations;
- Support the provision of appropriate staff training;
- Manage and coordinate the gathering of information on student criminal convictions;

---

**Title:** Safeguarding Procedure, Protecting Children, Young People, Adults and Risk and Staff

**Version/Status:** Version 5.1, Final

**Approved By/Date:** CMT/May 2016

**Owner:** Depute Principal, Academic

**Lead Author:** Head of Student Experience  
Student Services Manager

**Effective Publication Date:** June 2016

**Review Timing/Date:** 4 Years/2019/20

- Monitor student criminal convictions information and take action in response to any concerns this may raise;
- Put in a place a Risk Assessment Plan for any student who wishes to study at College but due to previous criminal convictions will pose a risk to others;
- Manage and monitor the progress of any student with a Risk Assessment Plan in place at College;
- Make recommendations to the Senior Management Team on the awarding of places on courses to people who may pose a risk;
- Discuss complex individual situations, with the Depute Principal, Academic, where an applicant's risk may be too difficult for the College to manage;
- Work in conjunction with external professionals and agencies such as the Police, Social Work and Criminal Justice in relation to offenders and any study opportunities that may be available at the College;
- Participate in MAPPAs – Multi-Agency Public Protection Arrangements – meetings and work;
- Within the parameters of appropriate confidentiality, share pertinent information about students with criminal convictions with relevant staff on a 'need to know' basis in order to support and protect these members of staff;
- Act as a point of contact, advice and support for staff in the College in relation to any concerns about, or disclosures of alleged abuse from students;
- Receive and advise on all incidents and concerns reported by staff or students; initiate action to deal with incidents and concerns where necessary, ensuring all appropriate persons have been contacted, potentially including the Social Work Department within Perth and Kinross Council and the Police;
- Act as a point of contact and source of support for students who are ex-offenders while they study at the College;
- Take a lead role in the implementation of the safeguarding procedure within Perth College UHI Nursery and monitor any concerns;
- Take a lead role in the implementation of the safeguarding procedure within Perth College UHI Student Residences and monitor any concerns;
- Inform and liaise with the Head of HR and Organisational Development of any incident in connection with the Safeguarding Policy or procedure which involves an allegation against a member of staff;
- Liaise with the Chief Operating Officer on the issue of staff undergoing Disclosure Scotland checks as appropriate and necessary;
- Maintain up to date knowledge and training on safeguarding issues through attendance at, and participation in, relevant training courses, conferences and seminars offered through agencies such as Perth and Kinross Council, Scotland's Colleges and the Child Exploitation and On-line Protection Centre (CEOP);
- Maintain and complete accurate records and retain these securely and confidentially;

---

**Title:** Safeguarding Procedure, Protecting Children, Young People, Adults and Risk and Staff

**Version/Status:** Version 5.1, Final

**Approved By/Date:** CMT/May 2016

**Owner:** Depute Principal, Academic

**Lead Author:** Head of Student Experience  
Student Services Manager

**Effective Publication Date:** June 2016

**Review Timing/Date:** 4 Years/2019/20

- Take the lead role in ensuring Perth College UHI carries out its legal duties as Corporate Parents; including the implementation of a Corporate Parenting Plan;
- As the named College person for Prevent: ensure the College meets all its legal obligations under the Counter-Terrorism and Security Act 2015, to protect vulnerable students from being radicalised and drawn into terrorism;
- Update all relevant College staff on safeguarding issues, legislation and agendas that effect our safeguarding duties and practice;
- Represent the College as part of local multi-partner approaches for Child and Adult protection, Corporate Parenting and Prevent.

3.2 The quality approval check of the final policy is the responsibility of the Quality Manager who will arrange for the policy to be posted on the intranet and College Website where applicable.

## 4 Procedure

**For an overview of this procedure please refer to the flow diagram shown in Appendix 1**

### 4.1 Identifying Harm

Through day-to-day contact with students, 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 harm.

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

- A child or adult at risk discloses that they are being harmed.
- There are suspicions or indicators that a child or adult at risk could be being harmed.
- There are observable changes in the behaviour of a child or adult at risk that could relate to harm.
- The behaviour of a member of staff towards a child or adult at risk causes concern or there is a suspicion that a staff member or volunteer is harming a child or adult at risk.

**Possible** signs of harm include:

- Bruises and injuries with which the explanation given seems inconsistent.
- Possible indicators of neglect, such as inadequate clothing, poor growth, hunger, poor hygiene.

---

**Title:** Safeguarding Procedure, Protecting Children, Young People, Adults and Risk and Staff

**Version/Status:** Version 5.1, Final

**Approved By/Date:** CMT/May 2016

**Owner:** Depute Principal, Academic

**Lead Author:** Head of Student Experience  
Student Services Manager

**Effective Publication Date:** June 2016

**Review Timing/Date:** 4 Years/2019/20

- Possible indicators of emotional harm, such as excessive dependence; attention seeking; self-harming.
- Possible indicators of sexual harm – 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 adult at risk'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 adults at risk being reluctant to go home.

Indicators that might suggest a child has been the victim of trafficking or is at future risk of trafficking include:

- Being unable, or very reluctant to give details of accommodation or other personal details.
- Being one among a number of unrelated children living at one address.
- Wearing clothing that is unusual or inappropriate for age/stage, borrows clothing from older people.
- Having a significantly older boyfriend/girlfriend.
- Having a mobile phone but appearing to have little or no money.
- Acquiring money, expensive clothes, mobile phones or other possessions without plausible explanation.
- Being involved in underage marriage.
- Showing indicators of working, eg being tired or hands being in poor condition.
- Being unable or reluctant to give details of accommodation or other personal details.
- Claims to have lived in the UK for years but hasn't learnt the local language or culture.

---

**Title:** Safeguarding Procedure, Protecting Children, Young People, Adults and Risk and Staff

**Version/Status:** Version 5.1, Final

**Approved By/Date:** CMT/May 2016

**Owner:** Depute Principal, Academic

**Lead Author:** Head of Student Experience  
Student Services Manager

**Effective Publication Date:** June 2016

**Review Timing/Date:** 4 Years/2019/20

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

**It is not the responsibility of staff working in the College to decide that someone is being harmed or to investigate concerns or allegations, but it is a responsibility of every member of staff to follow through on any concerns they may have by sharing them with the Safeguarding Co-ordinator. In their absence, refer to the Vice Principal, Academic.**

#### **4.2 Indicators and behaviour that may suggest a child or young person has been or is being radicalised or drawn into terrorism.**

Changes in:

##### **Emotional Behaviour**

- Angry or short tempered;
- Isolated or withdrawn;
- Lack of positive role model;
- New found arrogance;
- Depressed;
- Crying;
- Overly confident and self-assured.

##### **Verbal**

- Fixation or obsession on a subject;
- Closed to new ideas/others opinions;
- Change in use of language and words (new terms/phrases, political language);
- Scripted speech/stock phrases;
- Saying inappropriate things (to prompt reaction);
- Abusive language or labelling language.

##### **Other physical or circumstantial**

- Change in appearance (letting themselves go);
- Wearing symbolic clothes or tattoos etc;
- New or different circle of friends;
- Change in activities or routine;
- Use of internet;
- Absent.

These factors may be present in a huge numbers of students, and in isolation do not mean anything. However, if there are noticeable changes in a student and they include a high number of these factors; then apply what is called the Notice Check and Share approach. Checking with the student is very important and can be done by some staff within the context of their role; for

---

**Title:** Safeguarding Procedure, Protecting Children, Young People, Adults and Risk and Staff

**Version/Status:** Version 5.1, Final

**Approved By/Date:** CMT/May 2016

**Owner:** Depute Principal, Academic

**Lead Author:** Head of Student Experience  
Student Services Manager

**Effective Publication Date:** June 2016

**Review Timing/Date:** 4 Years/2019/20

example, as a PAT. Referring on to more appropriate staff is key to managing issues effectively and appropriately, and helps alleviate the concerns staff may have. Staff can also refer to those staff in more relevant roles; for example, to Student Services or the Safeguarding Coordinator.

Remember that this whole process is only as good as the staff involved. It is based on a, notice, check and refer model that everyone has to follow to make it work effectively. The effectiveness of this process relies on staff passing on, or cascading up, relevant information or a concern. It also needs staff to check that concerns are valid, as this is a key part and stage in that process. It's what we instinctively do with a number of safeguarding concerns not just for radicalisation.

#### 4.3 How to Respond if a Child or Adult at Risk Discloses that they are Being Harmed

If a child or adult at risk tells you they are being harmed, 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 appropriate others.
- Allow the person to speak without interruption.
- Listen to what the person says and show that you take them seriously.
- Stay calm – do not rush into inappropriate action.
- Reassure the person – confirm that you know it must be difficult to confide.
- Ensure that you clearly understand what has been said so that you can refer the matter to the Safeguarding Co-ordinator.
- Keep questions strictly to a minimum. If you must ask questions, use open ended questions ie those where more than a yes/no response is required. Make sure that you do not use leading questions or suggest words.
- Record information in the relevant documentation, available on Perthnet and from the Student Services area in the Brahan Building.
- Consult with the Safeguarding 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 person repeat the story unnecessarily.
- Delay.
- Panic.
- Investigate the matter.



**In all cases you should refer the matter to the Safeguarding Co-ordinator straight away.**

**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 Safeguarding Co-ordinator. Further details on Child Protection Procedures within the Nursery are contained in Appendix 5.**

#### 4.4 Recording Information

If you have a concern regarding a child or adult at risk 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 Safeguarding Coordinator if you wish.

If a child or adult at risk **discloses** to you that they are being harmed, you should complete the Safeguarding Disclosure Form (Appendix 6) as soon as possible and certainly within 24 hours. This recording can be done in consultation with the Safeguarding Coordinator 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 Safeguarding 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** that a child or adult at risk may be being harmed, or that a member of staff or other adult is behaving inappropriately, or if you have another child or adult at risk protection concern you should consult with the Safeguarding Coordinator and complete the 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 Safeguarding Co-ordinator.

Standard Data Protection 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.

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

Information should only be referred within the College to the Safeguarding Coordinator or a member of the Senior Management Team.

---

**Title:** Safeguarding Procedure, Protecting Children, Young People, Adults and Risk and Staff

**Version/Status:** Version 5.1, Final

**Approved By/Date:** CMT/May 2016

**Owner:** Depute Principal, Academic

**Lead Author:** Head of Student Experience  
Student Services Manager

**Effective Publication Date:** June 2016

**Review Timing/Date:** 4 Years/2019/20

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

On receiving information relating to a concern about a child or adult at risk, the Safeguarding Coordinator will 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 adult at risk protection matter is made to Social Work Services, the College's Safeguarding Coordinator will make this referral using Perth and Kinross Council's "Child Protection Referral" (CP1) Form or by phoning the Duty Social Work team on 01738 476768 or the Perth Community Care Access Team on 0345 3011120.

#### 4.6 Confidentiality

In any safeguarding matter, the welfare of the child or adult at risk 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.

#### 4.7 Keeping Children and Adults at Risk Informed and Involved

The views of the child or adult at risk should be taken into account throughout the process of dealing with a safeguarding matter.

The Safeguarding Coordinator will keep the person informed while the matter is within the jurisdiction of the College and will provide support as required.

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

#### 4.8 Working with Children from Schools

This procedure has been influenced by local partnership operating procedures that are in place within the Perth and Kinross Council area and which have been adopted by local schools. Therefore, working within the procedure 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 Safeguarding 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 by staff there.

Teaching staff are required to record the attendance of school pupils who are attending College, and any absenteeism will be reported to the Schools Administrator who will inform the relevant school in order that they can take any appropriate action in the interests of safeguarding.

The College will inform the relevant school if a school pupil requires to be transported to hospital following an incident on college premises. The pupil will be escorted by a First Aider and an additional member of College staff to the hospital.

#### 4.9 Student Accommodation

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, and anyone else living in the household, aged 16 years and over. A student who is aged under 18 years will not be placed with a family for whom a satisfactory Enhanced Disclosure Report has not been received.

The welfare and support arrangements in place within the Student Residences will link directly with those in the wider College and as such this procedure will be observed and implemented as necessary within the operating of the Residences.

#### 4.10 Staff Development and Support

To support staff in the implementation of the Safeguarding Procedure, the College will provide initial mandatory training on safeguarding and ongoing appropriate training to all staff members on College policy and its associated procedure.

---

**Title:** Safeguarding Procedure, Protecting Children, Young People, Adults and Risk and Staff

**Version/Status:** Version 5.1, Final

**Approved By/Date:** CMT/May 2016

**Owner:** Depute Principal, Academic

**Lead Author:** Head of Student Experience  
Student Services Manager

**Effective Publication Date:** June 2016

**Review Timing/Date:** 4 Years/2019/20

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 adults at risk in order that they can work within the parameters of our Duty of Care, and protect themselves from wrongful allegations of harm.

The College will further support staff by providing an opportunity to talk through anxieties relating to Safeguarding issues with the Safeguarding Coordinator and offer reasonable appropriate support from external agencies if requested.

#### 4.11 **Student Development and Support**

Students will be supported to protect themselves from harm in both the real and the virtual world through the College's guidance and support services and opportunities provided to learn about on-line safety.

#### 4.12 **Allegations Against Staff**

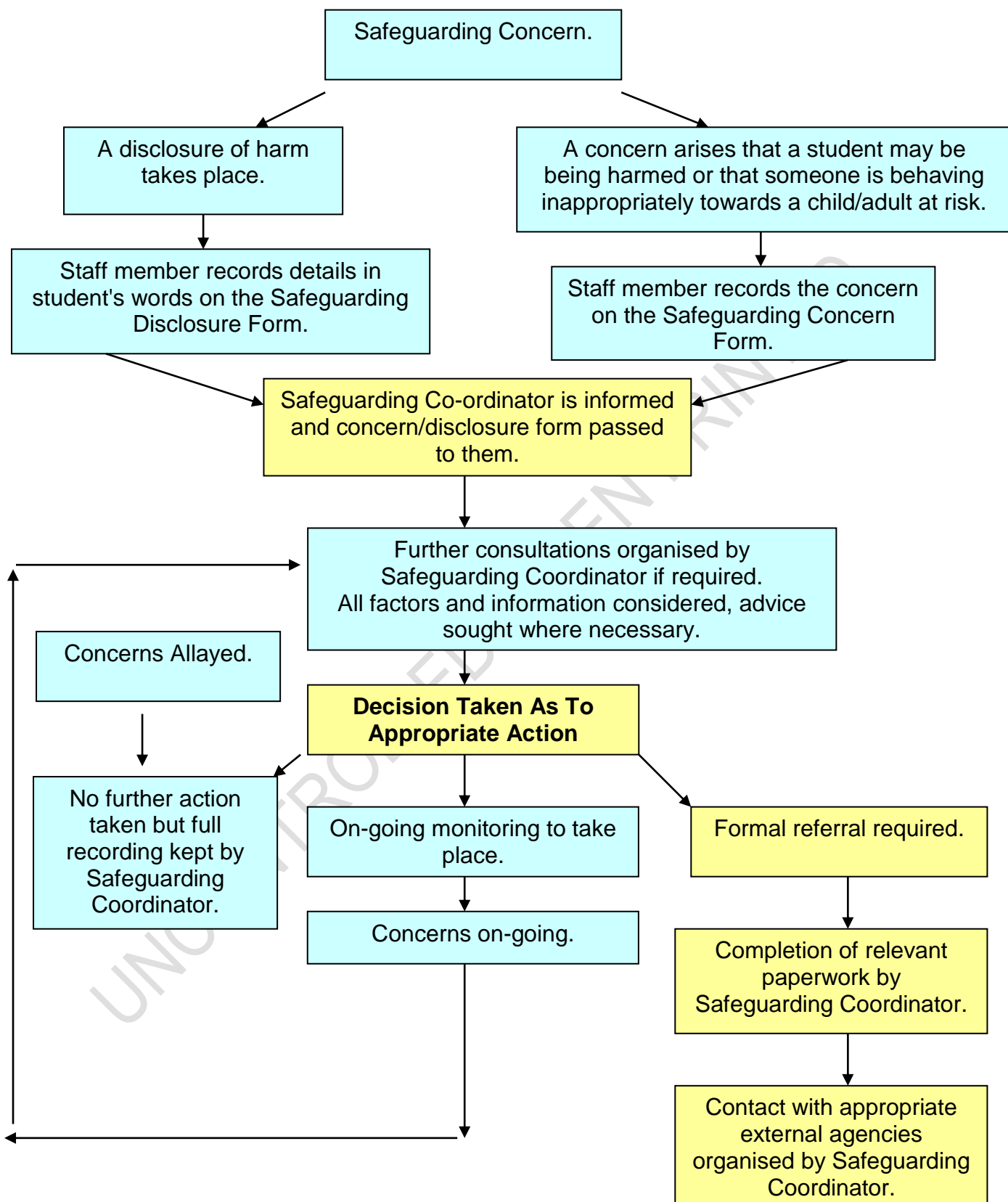
A student may make an allegation against a member of staff. If an allegation is made, the member of staff to whom the allegation is disclosed should immediately inform the Safeguarding Co-ordinator.

Whenever a safeguarding allegation against any member of staff is received by the Safeguarding Co-ordinator, it will immediately be referred to the Chief Operating Officer. 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 harming a child or adult at risk pending further inquiries in line with Staff Disciplinary Procedures.

If the allegation is against the Safeguarding Co-ordinator, the matter should be reported directly to the Chief Operating Officer.

# Appendix 1: Summary of Procedures for Responding to Concerns about a Child or Adult at Risk or Suspicions of Harm



**Title:** Safeguarding Procedure, Protecting Children, Young People, Adults and Risk and Staff

**Version/Status:** Version 5.1, Final

**Approved By/Date:** CMT/May 2016

**Owner:** Depute Principal, Academic

**Lead Author:** Head of Student Experience  
Student Services Manager

**Effective Publication Date:** June 2016

**Review Timing/Date:** 4 Years/2019/20

## Appendix 2: Definitions of Harm

These definitions have been taken from a range of legal and statutory sources including legislation relating to the protection of children and adults, and guidance from the UK and Scottish governments and their associated agencies.

### General Definition of Harm

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

### Categories of Harm

#### Physical Harm

Physical harm 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 single or repeated incidents.

#### Sexual Harm

Any child or adult at risk may be deemed to have been sexually harmed when any person(s), by design or neglect, exploits the child or adult at risk, 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 adult at risk 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, such as 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 Harm

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

---

**Title:** Safeguarding Procedure, Protecting Children, Young People, Adults and Risk and Staff

**Version/Status:** Version 5.1, Final

**Approved By/Date:** CMT/May 2016

**Owner:** Depute Principal, Academic

**Lead Author:** Head of Student Experience  
Student Services Manager

**Effective Publication Date:** June 2016

**Review Timing/Date:** 4 Years/2019/20

## **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 harm 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.

## **Neglect**

This occurs when the essential needs of a child or adult at risk 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 adult at risk.

## **Financial Harm**

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

## **Discrimination**

Harm that results because of, or in association with, age, nationality, colour, disability, gender, race, religion, cultural background or sexual orientation.

## **Forced Marriage**

A forced marriage is a marriage that is performed under duress and without the full and informed consent or free will of both parties. Being under duress includes feeling both physical and emotional pressure. Some victims of forced marriage are tricked into going to another country by their families. Victims fall prey to forced marriage through deception, abduction, coercion, fear, and inducements. A forced marriage may be between children, a child and an adult, or between adults. Forced marriages are not limited to women and girls, as boys and men are also forced to marry against their will.

---

**Title:** Safeguarding Procedure, Protecting Children, Young People, Adults and Risk and Staff

**Version/Status:** Version 5.1, Final

**Approved By/Date:** CMT/May 2016

**Owner:** Depute Principal, Academic

**Lead Author:** Head of Student Experience  
Student Services Manager

**Effective Publication Date:** June 2016

**Review Timing/Date:** 4 Years/2019/20

## Appendix 3: Code of Conduct for Staff

The College recognises that it is not practicable to provide definitive instructions that would apply to all situations at all times whereby staff come into contact with children and adults at risk. However, below are standards of conduct that staff are required to meet in fulfilling 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 adults at risk and in the protection of children, adults at risk and members of staff. The code also applies to volunteers and any other people who may work in an unpaid capacity on College premises, and to individuals supporting work placements for our students.

All staff and others working in the College are required to implement the Safeguarding Policy and Procedure at all times and should routinely act to promote the welfare of children and adults at risk, prevent harm and report any harm that is discovered or suspected.

### All staff shall:

- Consistently display high standards of personal behaviour and appearance in line with the professional role being undertaken at the College. This high standard includes ensuring that language used is never inappropriate, offensive or abusive.
- Carry out their role in a manner that respects diversity and promotes and ensures equality.
- Wherever possible, avoid situations where they will be completely unobserved with an individual student, for example, during interviews. An attempt should always be made to arrange for individual contact to take place where the student and staff member can be clearly observed by others eg in a room with a glass door or in a room with the door open, if appropriate.
- Ensure that any overly enthusiastic personal feelings that are expressed to a member of staff by a student are immediately reported to the staff member's Line Manager and/or the Safeguarding Co-ordinator.
- Report immediately to their line-manager and/or the Safeguarding Co-ordinator any incident in which they accidentally hurt a student, or cause distress in any manner, or a student appears to be upset by their actions, or misunderstands, or misinterprets something they have done.
- Obtain prior permission from the student and/or their parents/carer to use cameras or video recording equipment to record images of the student. Seek advice from the Safeguarding Co-ordinator on when and how it might be appropriate to contact a carer/parent.

---

**Title:** Safeguarding Procedure, Protecting Children, Young People, Adults and Risk and Staff

**Version/Status:** Version 5.1, Final

**Approved By/Date:** CMT/May 2016

**Owner:** Depute Principal, Academic

**Lead Author:** Head of Student Experience  
Student Services Manager

**Effective Publication Date:** June 2016

**Review Timing/Date:** 4 Years/2019/20



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

- Spend time alone with a student away from others and outside the normal classroom/tutorial/professional situation. This includes spending time alone with someone in a virtual or on-line environment.
- Become friends with students within online social networking environments unless the interaction is on the basis of College business.
- Develop friendships with students out-with College organised activities.
- Overtly criticise students or use sarcasm where it may cause a student to lose self-esteem or confidence.
- Physically restrain a student unless the restraint is to prevent physical injury of the individual or another person. In all circumstances, physical restraint must be appropriate and reasonable.
- Take a student to their home unless this has been arranged as part of a College activity. If it should arise that a situation demands that a student is taken to a staff member's home, it should only take place with the full knowledge and consent of the relevant line manager and or if appropriate the student's parents/carer.
- Travel alone with a student in a vehicle, however short the journey. Where circumstances require the transportation of a student 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 student on their own, it is vital that the appropriate Curriculum Manager, or the Safeguarding Coordinator or a member of the College Senior Management Team and the parents/guardians are notified immediately.

### **Further, staff shall never:**

- Engage in rough physical or sexually provocative games, including horseplay with students.
- Allow or engage in any form of inappropriate touching.
- Permit a student to use inappropriate language unchallenged.
- Make sexually suggestive comments to, or within earshot of a student, even in fun.
- Allow allegations made by a student to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature that a student can do for themselves.
- Agree to meet a student on their own out-with College activity.

---

**Title:** Safeguarding Procedure, Protecting Children, Young People, Adults and Risk and Staff

**Version/Status:** Version 5.1, Final

**Approved By/Date:** CMT/May 2016

**Owner:** Depute Principal, Academic

**Lead Author:** Head of Student Experience  
Student Services Manager

**Effective Publication Date:** June 2016

**Review Timing/Date:** 4 Years/2019/20

## Appendix 4: Employment of Staff

The Protection of Vulnerable Groups (Scotland) Act 2007 builds on previous pieces of legislation aimed at safeguarding children and adults at risk. The legislation enables a robust vetting and barring scheme that will safeguard children and adults at risk 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 UHI, 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 UHI 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 UHI will vet all staff to Enhanced Disclosure level. Additional vetting may apply to staff working within the Nursery.

UNCONTROLLED WHEN PRINTED

---

**Title:** Safeguarding Procedure, Protecting Children, Young People, Adults and Risk and Staff

**Version/Status:** Version 5.1, Final

**Approved By/Date:** CMT/May 2016

**Owner:** Depute Principal, Academic

**Lead Author:** Head of Student Experience  
Student Services Manager

**Effective Publication Date:** June 2016

**Review Timing/Date:** 4 Years/2019/20

## Appendix 5:

### Nursery Child Protection Procedure

Perth College UHI Nursery will operate within the College's Policy and Procedure on the Safeguarding and the Child Protection Guidelines developed by Perth and Kinross Council.

Perth College UHI Nursery aims to create an environment in which children are safe from harm and in which suspicions of harm 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 harm, 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 harmed or a child discloses information giving rise to concern for the safety of that child they will:

- 1 Follow the procedure detailed in this document.
- 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 Safeguarding Co-ordinator (Head of Student Services).
- 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 Safeguarding 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 Safeguarding Co-ordinator.

---

**Title:** Safeguarding Procedure, Protecting Children, Young People, Adults and Risk and Staff

**Version/Status:** Version 5.1, Final

**Approved By/Date:** CMT/May 2016

**Owner:** Depute Principal, Academic

**Lead Author:** Head of Student Experience  
Student Services Manager

**Effective Publication Date:** June 2016

**Review Timing/Date:** 4 Years/2019/20

## Appendix 6: Safeguarding Disclosure Form

### Disclosure Form – A Disclosure of Harm by a Child or Adult at Risk

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

**Title:** Safeguarding Procedure, Protecting Children, Young People, Adults and Risk and Staff

**Version/Status:** Version 5.1, Final

**Approved By/Date:** CMT/May 2016

**Owner:** Depute Principal, Academic

**Lead Author:** Head of Student Experience  
Student Services Manager

**Effective Publication Date:** June 2016

**Review Timing/Date:** 4 Years/2019/20

# Safeguarding Disclosure Form

## Disclosure Form – A Disclosure of Harm by a Child or Adult at Risk

Exactly what the 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 Safeguarding Coordinator.**

**Title:** Safeguarding Procedure, Protecting Children, Young People, Adults and Risk and Staff

**Version/Status:** Version 5.1, Final

**Approved By/Date:** CMT/May 2016

**Owner:** Depute Principal, Academic

**Lead Author:** Head of Student Experience  
Student Services Manager

**Effective Publication Date:** June 2016

**Review Timing/Date:** 4 Years/2019/20

**Disclosure Form – A Disclosure of Harm by a Child or Adult at Risk**

Consultation undertaken:

**Decision Made:**    **No Further Action**      
                              **Continued Monitoring**      
                              **Formal Referral**                   

**Date:**

Details:

---

**Title:** Safeguarding Procedure, Protecting Children, Young People, Adults and Risk and Staff

**Version/Status:** Version 5.1, Final

**Approved By/Date:** CMT/May 2016

**Owner:** Depute Principal, Academic

**Lead Author:** Head of Student Experience  
Student Services Manager

**Effective Publication Date:** June 2016

**Review Timing/Date:** 4 Years/2019/20

# Safeguarding

## Safeguarding Form – A Disclosure of Harm by a Child or Adult at Risk

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:

Safeguarding Coordinator:

Signature:

Name:

Date:

Copy of Record Form to:

**Title:** Safeguarding Procedure, Protecting Children, Young People, Adults and Risk and Staff

**Version/Status:** Version 5.1, Final

**Approved By/Date:** CMT/May 2016

**Owner:** Depute Principal, Academic

**Lead Author:** Head of Student Experience  
Student Services Manager

**Effective Publication Date:** June 2016

**Review Timing/Date:** 4 Years/2019/20

# Appendix 7: Safeguarding Concern Form

## Concern Form – A Child/Adult at Risk 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.)

UNCONTROLLED WHEN PRINTED

Date Record Form Completed:

Your Signature:

Print Name:

**This document should now be passed to the College's Safeguarding Coordinator.**

**Title:** Safeguarding Procedure, Protecting Children, Young People, Adults and Risk and Staff

**Version/Status:** Version 5.1, Final

**Approved By/Date:** CMT/May 2016

**Owner:** Depute Principal, Academic

**Lead Author:** Head of Student Experience  
Student Services Manager

**Effective Publication Date:** June 2016

**Review Timing/Date:** 4 Years/2019/20