



Working Together

Safeguarding Children and Adults at Risk of Harm Policy

November 2020

History of Changes

Version	Description of Change	Authored by	Date
1.1	Reference added to document explaining the legal position under the Sexual Offences (Scotland) Act 2009 (Section 43(5) – Position of Trust). Updating of telephone numbers.	D. Killean	19 June 2015
1.2	Regional Board replaces Board of Management. Note the duty of care to care experienced children and young people.	D. Killean	1 March 2017
1.3	Review of document following staff changes. Updating Policy to include recommendations from OCSR to report any significant instance through their Notifiable Events Regime. Policy and Procedures will now be reviewed annually.	H Anderson	23/10/18
1.4	The Policy is being amended to include the Prevent agenda and safeguard against exploitation.	H Anderson	31/10/19
1.5	Addition of reporting significant staff instances to GTCS and Disclosure Scotland.	H Anderson	9/11/20

1. Introduction

This policy sets out the College's legal responsibilities and commitment to safeguard and protect children and adults at risk of harm and abuse and of exploitation. The College and its employees have specific obligations under the law to protect vulnerable children and adults and to report incidents of actual or suspected harm to the relevant authorities. Failure to meet these obligations can lead to prosecution of both the individuals and organisation. All staff must familiarise themselves with the contents of this policy and ensure that their training on the safeguarding of children and adults at risk of harm is up to date.

2. Scope

The policy applies to all students, staff, volunteers, agency workers and any other contractors/consultants who may be engaged by the College.

Definitions:

1. Children refers to young people under the age of 16.
2. The College also has responsibilities for those aged 16-21 who are at risk of causing significant harm to themselves or others.
3. The College has a Duty of Care to care experienced young people up to and including the age of 25.
4. Adults at risk of harm refers to individuals aged 16 years or older who are unable to safeguard their own wellbeing, property, rights or other interests or are at risk of harm and because they are affected either temporarily or permanently by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.
5. Incidents of harm refers to any incident reported to or witnessed by staff in the course of their duties whether these have occurred on College property or elsewhere or involve students or others where harm has or is alleged to have occurred.
6. Incidents of exploitation including the need to prevent people from being drawn into terrorism, violent extremism and non-violent extremism, sexual and people trafficking.
7. The College Safeguarding Team are members of the College Senior Leadership Team and are the first point of contact in the case of any incident of harm.

3. Key Principles

Statutory Obligations

1. Borders College recognises its obligation to protect children and adults at risk of harm and exploitation.
2. The College will operate in line with the Inter-Agency Guidelines on Adult and Child Protection drawn up by:
 - Scottish Borders Council
 - Police Scotland
 - Borders Health Board
3. The College will abide by the legal duty to report any concerns to the Local Authority.
4. The College will report any significant instance involving an employee and a vulnerable adult or child to OSCR (Office of Scottish Charity Regulator) under Notifiable Events, GTCS and Disclosure Scotland.

Training

5. The College training on safeguarding children and adults at risk of harm and Prevent are mandatory for all staff and forms part of induction for new employees.

Human Resources

6. Where a member of staff is accused of causing harm to a child or an adult at risk of harm such incidents will be dealt with under the Employee Disciplinary Policy and Procedure and the incident reported to the Child Protection/Public Protection Unit.

Student Behaviour

7. Where a student is accused of causing harm to a child or an adult at risk of harm the college will deal with such instances under its student disciplinary procedures and where appropriate will report to and seek advice from the Child Protection/Public Protection Unit.
Any such incident must be reported to the College Safeguarding Officer.

4. Responsibilities

1. The Regional Board are responsible for approving and ensuring the legal compliance of this policy.
2. Line managers are responsible for ensuring all staff are trained and comply with this policy within their teams.
3. The Head of HR is responsible for PVG monitoring and the training of staff.
4. All staff are responsible for adhering to this policy and associated procedure.

5. Related Documents

Disclosure Policy

Employee Disciplinary Policy and Procedure

Employee Resourcing Policy

Professional Conduct Between Staff and Students

Recruitment of Ex-Offenders Policy

Policy on the Use of Volunteers

Staff Guidelines for Safeguarding Children and Adults at Risk of Harm

Staff Handbook

Student Admissions Policy

Student Discipline Policy

Whistleblowing Policy

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