



# Safeguarding Policy

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Charity Number: SCO 36198

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## 1. Introduction

City of Glasgow College aims to provide an environment in which everyone feels safe, secure, valued and respected. We value:

The individual  
Equality, diversity and inclusiveness  
Integrity, honesty and transparency  
Excellence and achievement  
Partnership  
Innovation and enterprise

All these values underpin this Policy.

All children, young people and adults at risk in Scotland have the right to be cared for and protected from harm and to grow up in a safe environment in which their rights and needs are respected. The welfare of children, young people and adults at risk is paramount.

Every adult in Scotland has a role in ensuring all our children, young people and adults at risk live safely and can reach their potential.

The College is committed to collaboratively safeguarding the safety and wellbeing of children, young people and adults at risk who undertake study or employment with the College and takes all reasonable steps to safeguard students and staff.

## 2. Purpose and Aims

The Purpose of this Policy is to ensure that all students, staff, and stakeholders are aware of this Policy and the related Procedure, and are provided with the necessary supportive training and information.

The Aim is to ensure the safety and wellbeing of children, young people and adults at risk in the College.

## 3. Scope

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

## 4. Policy Statement

**4.1.** The United Nations Convention (of the rights of the child 1992) states that each child has a right to be treated as an individual and have protection from all forms of abuse, neglect or exploitation. For a child to require protection from abuse it does not require it to have actually taken place but there must be prior assessment that identifies a significant likelihood or risk that abuse could occur.

**4.2.** The Protection of Vulnerable Groups (Scotland) Act aims to improve safeguarding for children and protected adults by preventing (barring) unsuitable people from doing regulated work through the maintenance of lists of disqualified persons.

**4.3.** The above act also places a duty of care upon all organisations to have appropriate safeguards in place by ensuring that all staff undertaking regulated work become a PVG Scheme member, and have a satisfactory report, in order to ensure that such persons have been suitably disclosed; thus ensuring those barred from this type of work do not have access to children or protected adults.

**4.4.** The Sexual Offences (Amendment) Act 2000 – Abuse of Trust makes it an offence for a person aged 18 years and over to have sexual intercourse or engage in any other sexual activity with or directed towards a person under that age if the person aged 18 and over is in a position of trust in relation to the younger person. A person convicted of such an offence, unless they are under 20 years of age will be subject to the notification requirements under the Sex Offenders Act 1997 and may be the subject of an extended sentence by the court.

**4.5.** The Rehabilitation of Offenders Act 1974, as amended, requires that the College does not discriminate unfairly against a job applicant/member of staff /course applicant on the basis of a spent criminal conviction or other information revealed by a check where it is not relevant to the post/place requirements.

**4.6.** However, under Part V of the Police Act 1997, where a position is classified as being regulated work it is exempt from this Act and a PVG Records check will be conducted.

**4.7.** If it is found that the conviction is of such a nature that the safety or wellbeing of a child or protected adult is prejudiced, then the offer of employment will be withdrawn following a risk assessment.

**4.8.** On declaration of a conviction by an existing member of staff, following a Risk Assessment, an existing staff member **may** be offered alternative employment where this is appropriate and an appropriate suitable vacant role exists. However, failure to declare such a conviction when it occurs to the Executive Director People & Culture will be considered gross misconduct and could result in summary dismissal.

**4.9.** Any member of staff who whilst in the course of their employment is found guilty of a criminal offence against a child, young person or adult at risk must notify the Executive Director People & Culture immediately. Failure to do so will be considered gross misconduct.

**4.10.** Criminal convictions are not necessarily a barrier to entry for study at the College. However a student risk assessment will be carried out, where necessary, and the College reserve the right to contact agencies such as Disclosure Scotland, Police and Criminal Justice, if they feel this is necessary.

**4.11** The College Safeguarding Procedure is comprehensive, with clear lines of responsibility and is reviewed on an annual basis.

**4.2** The College will ensure that any concerns raised are dealt with appropriately, sensitively, proportionately and without undue delay in a confidential manner.

## 5. Definitions

**Children and Young People:** Anyone under 18 years of age<sup>1</sup>.

**Adults at Risk:** This term refers to anyone aged 16 or over whom for the time being:

is unable to safeguard their own welfare or properly manage their financial affairs; and

is in one or more of the following categories:

- a) a person in need of care and attention by reason of their infirmity or the effects of ageing
- b) a person suffering from an illness or mental disorder
- c) a person substantially affected by a disability

Adults at risk may be in need of health or social support services and may be unable to take care or protect themselves from harm or exploitation.

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<sup>1</sup> The Protection of Children (Scotland) Act 2003 defines children as anyone under 18 years of age. This is also the age recommended by Education Scotland and the Scottish Government for use in College Safeguarding Policies.

## 6. Responsibilities

**All members of staff** have a duty of care to protect and safeguard such groups from any situation where they may suffer verbal, physical or psychological abuse, bullying, harassment, ill-treatment or discrimination.

A Duty of Care is understood as:

“..the obligation to exercise a level of care towards an individual, as is reasonable in all the circumstances, to avoid injury to that individual or his/her property.”

The **College Lead Safeguarding**, working with the **Executive Director People & Culture**, is responsible for reviewing and updating this Policy and its associated Procedures.

**The Principal** is responsible to the Board of Management for ensuring that the College’s commitment to this Policy is effectively communicated and implemented.

**The Board of Management** is responsible for ensuring the College complies with its statutory obligations in terms of Safeguarding.

Details of the responsibilities of all staff roles in the implementation of this Policy are included in the Safeguarding Procedure.

## 7. References

### 7.1. Policy Framework

Associated Policies and Procedures	Title
Policy Framework	Quality Management System
Policy	Safeguarding Policy
Procedure	Safeguarding Procedure

## 7.2. Other College Policies and Procedures

Policy / Procedure	Title
Procedure	Procedure for Carrying out Disclosure Checks for Students
Procedure	Admissions Procedures for Applicants with Relevant Unspent Criminal Convictions
Policy	Information Systems Acceptable Use Policy
Policy	Dignity at Work Policy
Procedure	Staff Disciplinary Procedure
Procedure	Student Disciplinary Procedure
Code of Conduct	Code of Conduct: Staff
Policy	Personal Relationships between Staff and Students Policy

## 7.3. External References

Source	Title
Legislation	Protection of Children (Scotland) Act 2003
United Nations	United Nations Convention of the rights of the child 1992
Legislation	Protection of Vulnerable Groups (Scotland) Act
Legislation	Sexual Offences (Amendment) Act 2000
Legislation	Rehabilitation of Offenders Act 1974
Legislation	Police Act 1997

## 8. Document Control and Review

<b>Approval Status</b>	Approved
<b>Approved by</b>	Student, Staff and Equalities Committee
<b>Date Approved</b>	15 May 2013 Reviewed by Depute Principal and Directors July 2014 and April 2015
<b>EQIA Status</b>	EQIA Conducted? Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<b>Proposed Review Date</b>	April 2016
<b>Lead Department</b>	Depute Principal
<b>Lead Officer(s)</b>	College Lead Safeguarding
<b>Board Committee</b>	Student, Staff and Equalities Committee
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## 9. Revision Log

Version Date	Section of Document	Description of Revision
Version 1 15 May 2013		
Version 2.1 21 July 2014	Footer	Revised to reflect new roles after re-structure.
Version 2.2 23 April 2015	All	Reviewed and College Policy Template applied.