



Safeguarding Policy

Date: July 2014

Version 2.1

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Charity Number: SCO 36198

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

1.1. 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.

1.2. 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.

1.3. 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.”

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

2. HOW WE WILL ACHIEVE THE AIM

- 2.1.** The College will ensure that students, staff, and stakeholders are aware of this policy and the related procedure, and are provided with the necessary supportive training and information.
- 2.2.** The College Safeguarding Procedures are comprehensive, with clear lines of responsibility and are reviewed on an annual basis.
- 2.3.** The College will ensure that any concerns raised are dealt with appropriately, sensitively, proportionately and without undue delay in a confidential manner.

3. DEFINITION OF TERMS

Children and Young People: Anyone under 18 years of age. ^{1&2}

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.

¹The 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 the use in College Safeguarding Policies.²The United Nations Convention on the Rights of the Child applies to anyone under the age of 18.

4. STATUTORY OBLIGATIONS

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. Please refer to the PVG Policy for further details.

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. Further information on the Disclosure

Scotland process can be found in the College's PVG Scheme, which can be obtained on the College intranet or from a member of the HR section.

- 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.** An existing staff member may be offered alternative employment where this is appropriate following a risk assessment. However, failure to declare such a conviction when asked to do so at application stage, which is later discovered on receipt of a PVG Scheme report or update, 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 the Criminal Records Bureau, Police and Youth Offending Teams if they feel this is necessary.

5. Related Policies and Procedures

This Policy should be read in conjunction with the Safeguarding Procedures and other related Policies and Procedures as follows:

Protection of Vulnerable Groups Policy
Information Systems Acceptable Use Policy
Dignity at Work Policy
Staff Disciplinary Procedure, Student Disciplinary Policy
Complaints Handling Procedure
Admissions Procedures for Applicants with Relevant Unspent Criminal Convictions
Induction, Guidance and Support Procedures
Code of Conduct: Staff
Personal Relationships between Staff and Students Policy

Approval Status	Approved
Approved by	Students, Staff and Equalities Committee
Date Approved	15 May 2013 Revised July 2014
EQIA Status	Initial Screening Conducted? Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> Full EQIA Conducted? Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
Proposed Review Date	July 2016 or sooner if changes in legislation make it necessary
Lead Department	Learning & Teaching
Lead Officer(s)	College Lead, Safeguarding
Board Committee	Students, Staff and Equalities Committee
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