

## **Procedure 1068: Safeguarding**

### **1. Purpose**

The purpose of this procedure is to inform College staff of how to complete a Safeguarding disclosure.

### **2. Scope**

Every member of staff has an individual responsibility to ensure the safety and protection of all students and visitors to the College including children and adults at risk of harm. The procedure supports the Safeguarding Policy which details the responsibilities of North East Scotland College, Board of Management members, individual members of staff, including permanent and temporary teaching and support staff and contractors working within the College in identifying collective and individual responsibilities and duties paying due regard to relevant legislation.

### **3. Procedure**

All concerns or disclosures relating to abuse, neglect, harm or radicalisation must be reported to the Safeguarding Co-ordinator as soon as possible.

\*For further guidance please refer to information on dealing with suspected radicalisation  
(Appendix 1) – available on COLin (Prevent)

1. Source the Student Support Referral form, available on COLin, and select the Safeguarding option from the drop-down menu
2. All concerns/disclosures must be reported to the Safeguarding Co-ordinator as soon as possible on the same working day
3. Accurately record your involvement, actions taken and reasons for reporting concern/disclosure.
4. Do not investigate any disclosures made.
5. Where relevant, establish with whom the student lives, particularly any younger siblings.
6. Accurately record your conversation/ incident using student's own words where relevant.

7. Include where and when the disclosure was made, and name any other members of staff or students aware of the disclosure/conversation/ incident.
8. Do not keep a copy of meeting note for records once this form has been submitted (this can be accessed via the Safeguarding Team if required in future)

#### **4. Standard Forms**

- Student Support Referral form (safeguarding option)
- This procedure is to be read in conjunction with the Safeguarding Policy
- Guidelines for dealing with suspected radicalisation (Appendix 1)

#### **Safeguarding Team External Referral Forms (*for safeguarding co-ordinator only*)**

- Grampian Adult support and protection reporting form
- Child concern/ referral form (all agencies except Grampian Police)

#### **Safeguarding Team**

- Director of Learning (Enhancement, Support and Fraserburgh Futures)
- Student Advice and Support Manager
- Student Access and Inclusion Manager

Date:	August 2019
Responsibility for Procedure:	Vice Principal Curriculum & Learners
Responsibility for Implementation:	Director of Learning (Enhancement, Support and Fraserburgh Futures)
Responsibility for Review:	Director of Learning (Enhancement, Support and Fraserburgh Futures)
Date of EIA:	August 2019
Review Date:	August 2020



## Equality Impact Assessment (EIA) Form

**Part 1. Background Information.** (Please enter relevant information as specified.)

<b>Title of Policy or Procedure. Details of Relevant Practice:</b>	Safeguarding Procedure
<b>Person(s) Responsible.</b>	Director of Learning (Enhancement, Support and Fraserburgh Futures)
<b>Date of Assessment:</b>	31.08.2019
<b>What are the aims of the policy, procedure or practice being considered?</b>	The purpose of this procedure is to inform College staff of how to complete a Safeguarding Disclosure.
<b>Who will this policy, procedure or practice impact upon?</b>	All staff and students

**Part 2. Public Sector Equality Duty comparison** (Consider the proposed action against each element of the PSED and describe potential impact, which may be positive, neutral or negative. Provide details of evidence.)

Need	Impact	Evidence
<ul style="list-style-type: none"> <li><b>Eliminating unlawful discrimination, harassment and victimisation.</b></li> </ul>	<p>The Procedure clearly defines how the College will ensure due process and care is implemented in the management of all safeguarding disclosures within the College. The Procedure clearly defines the role of the Safeguarding team and their responsibility to investigate any such disclosure or refer and liaise with external authorities as appropriate. The Procedure ensures that, in the management of the process, discrimination, and victimisation are eliminated as there is no opportunity for subjective opinions to</p>	<p>Records of disclosure forms, information retained on the Safeguarding register, multi-agency meeting records, external disclosures, police reports (all documentation retained on a secure site)</p>

	<p>influence the disclosure procedure. The procedure is in place to support all students and staff within the College therefore also takes into consideration any students with physical disabilities, language difficulties; mental health issues, which could be related to race, gender reassignment, sexuality bullying/issues or any issue under the protected characteristics.</p> <p>The Procedure ensures all disclosures are referred to the appropriate external agency relating to the information disclosed, e.g. NHS – mental health, Social Work – child or vulnerable adult protection, Police Scotland – radicalisation or terrorism.</p>	
<ul style="list-style-type: none"> <li>• <b>Advancing Equality of Opportunity</b></li> </ul>	<p>The clear and consistent approach in the management of safeguarding disclosures automatically promotes and supports advancing equality opportunities for all students, paying mindful consideration to all the protected characteristics. The Procedure ensures that appropriate internal and external support is in place to ensure no student is disadvantaged in the process therefore advancing equality of opportunity for all.</p>	<p>Records of disclosure forms, information retained on the Safeguarding register, multi-agency meeting records, external disclosures, police reports, Prevent referrals (all documentation retained on a secure site)</p>
<ul style="list-style-type: none"> <li>• <b>Promoting Good relations</b></li> </ul>	<p>Students feel they have an effective support system in place within the College that meets their specific needs. Staff have clear direction on the management of any disclosures and the</p>	<p>Student/Staff feedback/ focus groups /review at Prevent meetings</p>

	<p>procedure they should follow to ensure appropriate action and support is implemented against each disclosure.</p>	
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**Part 3. Action & Outcome** (Following initial assessment, describe any action that will be taken to address impact detected)

No action required. Review of procedure will be automatic should changes to procedures be required.

<b>Sign-off, authorisation and publishing *</b>	
Name:	Robin McGregor
Position:	Director of Learning (Enhancement, Support and Fraserburgh Futures)
Date of original EIA	18/11/2016
Date EIA last reviewed	31/08/2019

*\*Please note that an electronic sign-off is sufficient*