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REGIONAL BOARD REPORT

Subject: Safeguarding Children and Adults at Risk of Harm Policy	**Purpose:** **For Approval** ☒ **For Discussion** ☐ **For Information** ☐
Prepared by: Heather Anderson	**Date:** 15 October 2018

Purpose: To inform the Board of changes made to the Safeguarding Policy.

Linked to Strategic Goal 3: Provide a high quality College experience.

Executive Summary:

The Safeguarding Children and Adults at Risk of Harm Policy has been updated to take account of staff changes and to include recommendations from OSCR. The result is a streamlined version of the original document.

Recommendation: Board approves the updated Policy

Previous Committee Approvals:

For publication ☒	**For publication with redactions** ☐	**Not for publication** ☐

BORDERS COLLEGE

Working Together

Safeguarding Children and Adults at Risk of Harm Policy

September 2018

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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	Jayne Gracie	4/9/18

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1. Introduction

This policy sets out the College's legal responsibilities and commitment to protect children and adults at risk of harm and abuse. 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. 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.

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3. Key Principles

Statutory Obligations

1. Borders College recognises its obligation to protect children and adults at risk of harm.

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.

Training

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

Human Resources

5. 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

6. 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.***

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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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Equality Impact Assessment

(Rapid impact assessment tool)

What Impacts may there be from this proposal on any group's ability to use the College services?

Policy: Safeguarding Children and Adults at Risk of Harm Policy

Positive Impacts (Groups affected)	**Negative Impacts (Groups affected)**
The policy sets out the College's commitment to good practice in protecting vulnerable people its duties under relevant employment and protection legislation. The policy strengthens the protection of individuals at risk of harm while at college. It sets out the processes to follow if harm is suspected.	None
Actions taken to alleviate any negative Impacts: None	
Recommendations: To ensure all staff undertake safeguarding training	

From the outcome of the rapid equality impact assessment, have negative impacts been identified for any protected characteristic or any other potentially disadvantaged group?

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No

Has a full Equality Impact Assessment been recommended?

Yes ☐

No x

Reason for recommendation:

No negative impact.

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Status:	
Policy Dated:	September 2018
Author:	Vice Principal – Heather Anderson
Review Date:	March 2020
Equality Impact Assessed:	September 2018

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