



# **SAFEGUARDING CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK PROCESS**

**College Process No**

**LSSP10**

**Approved by**

**Vice Principal (Support  
Services and Operations)**

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## 1 PURPOSE

The purpose of this process is to:

- Ensure a consistent and robust approach to the protection of children, young people and adults at risk in line with current legislation and best practices.
- Ensure compliance with relevant safeguarding legislation including but not limited to the Protection of Vulnerable Groups (Scotland) Act 2007, The Children (Scotland) Act 2020, and the Children and Young People (Scotland) Act 2014.
- Works with the Prevent Duty Guidance: for Scotland derived from the Counter – Terrorism and Security Act (2015). This Act required the College to have “due regard to the need to prevent people from being drawn into terrorism”.
- Provide clear guidance and processes for identifying, reporting and responding to safeguarding concerns.
- Promote a culture of vigilance, transparency and accountability in safeguarding practices across the College community.
- Safeguard the well-being and dignity of all individuals, particularly those who may be vulnerable or at risk of harm.

## 2 SCOPE

This policy applies to all members of the Dundee and Angus College Community, including students, staff, volunteers, contractors, visitors and those supported by Gardyne Theatre Limited. It encompasses all College Activities and Interactions, whether on campus, off-site, or online. Additionally, it recognises that safeguarding responsibilities may extend to individuals beyond direct service users, such as family members or unborn children.

### Note

- The Child Protection Designated Officer (CPDO) is the Student Services Manager
- The three Student Services Team Leaders (and at least one other named Student Services Officer) are Deputy CPDOs.
- The Nursery Team Leader and one Early Years Practitioner are Deputy CPDOs.
- All references in this procedure to the CPDO will apply also to the Deputy CPDOs.
- The Director of Student Experience and Vice Principal Support Services and Operations should also be made aware of any incidents.
- Small differences in reporting arrangements exist between different local authorities as detailed within the procedures below. If any member of staff is unsure of the exact route to follow in reporting an issue, guidance should be sought from the CPDO. Differences in arrangements should never hamper or delay the recording and reporting of an incident.

## 3 REPORTING ABUSE

**All instances of abuse or suspected abuse must be reported immediately to the CPDO.**

- For cases involving Nursery children picked up by the College or reported to them by the authorities a Social Work Department form will be used for recording them and a copy held in the child's file, using the Early Years Form. A copy of this will also be sent for filing in the main central file held by the CPDO.

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- For all other cases an Incident Report Form (CPAR 1) will be completed. The CPAR1 form will be used by the College CPDO/depute to record and report cases to schools, Police and the local authority Social Work Department.
- 3.1 Where the student is a part-time school link student:
- CPDO will report the incident to the appropriate school CPDO. In Dundee Schools this is the Guidance teacher for the pupil; in Angus Schools it is a senior member of school staff with CPDO responsibilities. If the child protection concern involves a member of school staff then the Education Authority will be contacted.
  - CPDO will record actions to be followed by school CPDO on the CPAR1.
  - The CPDO may also inform the local authority Social Work Department depending on the nature of the individual case.
- 3.2 Where the student is a full-time school link student:
- The CPDO will report directly to the local authority Social Work Department and will inform the school of action taken.
- 3.3 Where the individual concerned is a nursery child or other child attending College (e.g. Leisure Classes, Youth Music Initiative), the CPDO will report directly to the local authority Social Work Department where the child lives.
- 3.4 For adults at risk the contact will be made to the local authority Social Work Department.
- 3.5 For students who already have a nominated Social Worker or Care Manager, contact will be made directly with this individual or their Line Manager to discuss concerns in the first instance.
- 3.6 Complaints against staff members will be investigated under the terms of the Staff Disciplinary policy. The Human Resources Manager will be informed of any complaints.

## 4 CANCELLATION OF CLASSES

- 4.1 Nursery children and other children attending College (e.g. Leisure Classes, Youth Music Initiative) shall at no time be left unsupervised whilst under the care and responsibility of the College. Every effort will be made by Managers and Tutors to keep cancellation of classes to a minimum.
- 4.2 Emergency contact details will be held in the student record system and attached to each register for the tutor's information. Where activities are ad hoc and not recorded on student records a manual copy will be maintained.
- 4.3 The Administration/Operations team shall inform the Caretaking Supervisor of children's classes or activities that are running. Caretakers and cleaning staff will be made aware of their obligations through briefing sessions by their line manager as to their actions should they find unaccompanied children within the College.
- 4.4 A member of the Administration/Operations Team shall issue a letter to all parents prior to the start of the class/activity highlighting health & safety issues relevant to the dropping off and picking up of their children and asking them to join their children in class for the early part of the session. Areas of safety will be highlighted, clearly stating where responsibilities for both parents and College lie.

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- 4.5 For classes delivered within The Space at Kingsway campus, the Performing Arts team will issue this when the child is registered for attendance. These dance classes require the parent to stay with the child in the class.
- 4.6 For classes or activities delivered by Gardyne Theatre Limited within which the College has an input, the Operations Team will issue this when the child is registered for attendance.
- 4.7 Managers shall be responsible for (a) retaining emergency contact details and ensuring these are communicated to relevant staff before the opening of a class and (b) completion of emergency lesson plans and their storage in a central, known and accessible location for use when classes require to be covered.
- 4.8 When a tutor is unable to attend emergency staff cover will be arranged (with the emergency lesson plan forming the basis of the session as required).
  - On a weekday where cover cannot be found, the Administration/Operations team will be informed by 10am to allow contact to be made with parents.
  - Where contact cannot be made with all parents Administration/Operations will inform the Academic Manager and other relevant staff e.g. Outreach Administrators. Academic Managers will ensure that a responsible person is in attendance before the class is due to start to talk to parents directly to ensure that they are aware the class has been cancelled.
  - On a weekend where cover cannot be found, the Curriculum Director will ensure that a responsible person is in attendance before the class is due to start to talk to parents directly and explain to parents the nature of the cancellation.
- 4.9 Tutors will stay in the classroom until all children are picked up after a class has finished. Academic Managers are responsible for briefing tutors on children's safety guidelines and procedures.
- 4.10 Timetabling should ensure wherever possible that there is always more than one member of staff present at any location where College activity is being provided for children/adults at risk.

## EXTREMISM AND RADICALISATION

Use of College facilities will be managed in accordance with the relevant guidance. Where concerns exist regarding the radicalisation or extremism of any student (irrespective of age or risk) these should be raised confidentially with the Student Services Manager, if unavailable contact Director of Student Experience, who will manage according to relevant guidance

## RECORDS

CPAR1 and Social Work Department reports and all associated investigative and reporting documentation will be held confidentially for a minimum three years from the date of departure of the student from the College. Copies of Child Protection Concerns for nursery children will be held within the child's file, and centrally by the CPDO.

Emergency contact sheets will be held on file for the duration of the individual's attendance at College.

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## STANDARD FORMS AND REFERENCES

- CPAR1 Incident Record Form
- Social Works Department Form (From Local Authority)
- Guidance and Support Policy
- Equality and Diversity Policy
- Recruitment and Admissions Policy
- Staff Disciplinary Policy
- Protection of Children, Young People and Adults at Risk Policy
- Protecting Children and Adults at risk leaflet
- Mental Health (Care & Treatment) (Scotland) Act 2003
- Police Act 1997
- Protection of Children (Scotland) Act 2003
- The Adult Support and Protection (Scotland) Act 2007
- The Adults with Incapacity (Scotland) Act 2000
- Children and Young Peoples (Scotland) Act 2014
- Looked after Guidelines
- Carers Guidelines