



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, robust and legally compliant approach to the protection of children, young people and adults at risk in line with current Scottish legislation and best practice.
- Ensure compliance with relevant safeguarding legislation including but not limited to:
 - The Protection of Vulnerable Groups (Scotland) Act 2007,
 - The Children (Scotland) Act 2020,
 - Children and Young People (Scotland) Act 2014.
 - Adult Support and Protection (Scotland) Act 2007
 - Adults with Incapacity (Scotland) Act 2000
- Ensure alignment 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.

2.1 Designated Roles

- Child Protection Designated Officer (CPDO) is the Student Services Manager
- Deputy CPDOs: four Student Services Team Leaders (and at least one other named Student Services Officer) Nursery Deputy CPDOs: Nursery Team Leader, Deputy Team Leader and one Early Years Practitioner for the nursery children and their families.
- 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) must be informed of all safeguarding 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.

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3 REPORTING ABUSE

All instances of actual or suspected abuse (such as physical abuse; financial abuse; sexual abuse; psychological abuse; discriminatory abuse; neglect; modern slavery) must be reported immediately to the CPDO or Deputy CPDO by calling the relevant safeguarding officer and completing the CPAR1 form in Flo (Student Services Recording system which all staff have access to)

3.1 Nursery and Early Years Settings

- A Social Work Department form will be used for recording and reporting.
- A copy will be stored securely in the child's file, and the CPDO notified by the Nursery Team Leader or Deputy Team Leader.

3.2 College Students (Under 18 or Adults at Risk)

- An Incident Report Form (CPAR1) will be completed for all other cases.
- The CPDO/Deputy CPDO will report cases to schools, Police (call 101) or the local authority Social Work Department as appropriate.

3.3 Specific Reporting Routes

- Part-time school link students: CPDO reports to the school CPDO or appropriate senior member of staff .
 - 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.
- Each school has their own contacts; the safeguarding officer has these contacts.
- 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. The contact for Dundee City Council Social Work First Contact Team is 01382 434019 and the contact for Angus Council is 03452 777778.
- If the child protection concern involves a member of school staff, then the Education Authority will be contacted.
- Full-time school links students: The CPDO will report directly to the local authority Social Work Department and will inform the school of action taken Council contacts as above.
- 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.
- Adults at risk: Contact will be made to the local authority Social Work Department or the individuals existing Social Worker/Care Manager
- 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.

3.4 Complaint Against Staff

Complaints against staff members will be investigated under the terms of the Staff Disciplinary policy. The Human Resources Manager will be informed and work collaboratively with the CPDO to ensure the students welfare is prioritised.

4 TRAINING AND AWARENESS

- 4.1 All staff (including contractors, volunteers, and agency staff) must complete mandatory safeguarding training as part of their induction and undertake refresher training every two years. All staff go through a Protecting Vulnerable Groups (PVG) check prior to employment; this is done through HR.

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- 4.2 CPDOs and Deputy CPDOs will receive enhanced, accredited training at least every two years.
- 4.3 Student Awareness: The College will ensure students are informed about safeguarding through the Student Association and Class Representatives, and how to report concerns through induction materials, College website, digital learning platforms, and visual communication cross campuses.

5 CANCELLATION OF CLASSES

- 5.1 Nursery children and other children or adults at risk attending College (e.g. evening courses, Leisure Classes, Youth Music Initiative) must never be left unsupervised at anytime, 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.
- 5.2 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.
- 5.3 The Administration 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.
- 5.4 A member of the Administration 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.
- 5.5 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.
- 5.6 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.
- 5.7 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.
- 5.8 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).
- If cover cannot be arranged on a weekday, the Administration team must be informed by 10am so that parents can be contacted.
 - Where contact cannot be made with all parents Administration will inform the Academic Manager and other relevant staff. 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.

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- 5.9 Tutors will stay in the classroom until all children are picked up after a class has finished. Heads of Curriculum and Quality are responsible for briefing tutors on children's safety guidelines and procedures.
- 5.10 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.

6 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 Prevent Lead (Student Services Manager) or a Deputy CPDO (Student Services Team Leaders), if unavailable contact Director of Student Experience.

They will assess the concern in line with Prevent Duty Guidance for Scotland and where necessary, escalate through the local Prevent/channel referral pathway.

The College will:

- Train staff to recognise indicators of radicalisation
- Monitor use of facilities and digital systems to prevent misuse for extremist activity

Promote inclusion, respect and equality, reflecting the core values that guide our community and underpin life in modern Scotland.

Through our values-based approach, we encourage all students and staff to uphold behaviours of kindness, fairness, integrity and responsibility, creating an environment where everyone feels safe, valued and supported.

7 RECORDS AND DATA PROTECTION

- 7.1 All Safeguarding records (CPAR1 and Social Work Department reports and all associated investigative and reporting documentation) will be stored securely and confidentially in accordance with the GDPR and the college Data Protection Policy. For a minimum three years from the date of departure of the student from the College.
- 7.2 Records will be retained for a minimum of six years from the student's date of departure, or longer where legal or safeguarding guidance requires.
- 7.3 Access to safeguarding files will be strictly restricted to CPDO, Deputy CPDOs and authorised senior managers.
- 7.4 Copies of Child Protection Concerns for nursery children will be held within the child's file.
- 7.5 Digital transfer of safeguarding information will only occur using encrypted or secure systems.
- 7.6 Emergency contact sheets will be held on file for the duration of the individual's attendance at College.

8 STANDARD FORMS AND REFERENCES

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- [Incident Record Form \(CPAR1\)](#)
- Social Works Department Form (From Local Authority)
- [Student Guidance Policy](#)
- [Equality and Diversity Policy](#)
- [Student Recruitment, Selection and Admission Process](#)
- [Disciplinary Policy](#)
- [Protection of Children, Young People and Adults at Risk Policy](#)
- Prevent Duty Guidance: Scotland
- 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](#)
- Children (Scotland) Act 2020
- Care Experience and Carers Guidelines
- Protecting Vulnerable Groups (PVG) Scheme (Students) Process – No LSSP02
- Protecting Vulnerable Groups (PVG) Policy – PT08