



Poileasaidh Dìon Cloinne, Dhaoine Òga agus Inbhich So-leònte maille ri Dòighean-obrach

Protection of Children, Young People and Adults at risk Policy and Procedures

This policy relates to all aspects of the employment relationship including the recruitment and selection of staff; all aspects of the educational relationship including enrolment, induction, registration and classroom management of students, school pupils and health and safety procedures.

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Table of Contents

1. POLICY STATEMENT	205
1.1 Introduction	205

1.2. Policy Statement	206
1.3 Scope	206
1.4 Key Guiding Principles	206
2. PROTECTION OF CHILDREN (SCOTLAND) ACT 2003	207
3. GUIDELINES	208
3.1. Management	208
3.2. Recruitment, Selection & Training of Staff	209
3.3. Short Courses & Weekend Schools	210
3.4. Supervision	210
3.5 Information for Students, Parents & Carers	210
4. OPERATIONAL PROCEDURES	211
4.1. Background	211
4.2 Procedures for Alleged Staff Misconduct	211
4.3 Procedures for Alleged Student Misconduct	212
4.4 Reporting Procedure	212
5. CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK	216
CÒD GIÙLAIN AIRSON DÌON CLOINNE, DHAOINE ÒGA IS INBHEACH SO-LEÒNTE	216
APPENDIX 1A: DEFINITIONS & RECOGNITION OF ABUSE	218
APPENDIX 1 B: CODE OF PRACTICE	220
APPENDIX 2: INFORMATION FOR STUDENTS, PARENTS & CARERS	221
APPENDIX 3: RECORDING FORM A - STUDENT	225
APPENDIX 4: RECORDING FORM B - STAFF	228

1. Policy Statement

1.1 Introduction

Sabhal Mòr Ostaig and its members of staff have a duty of care to protect and safeguard children, young people and adults at risk from any situation where they may experience verbal, physical or psychological abuse, bullying, harassment, ill-treatment or discrimination. The College will at all times take reasonable steps to prevent foreseeable harm to students.

Sabhal Mòr Ostaig provides services to a wide range of individuals and organisations throughout Scotland and beyond and recognises that some clients may be children, young people or adults at risk.

It is the policy of the College to ensure that every child, young person or vulnerable adult with an additional support need who attends the College on a visit or enrolls onto a College course should be able to participate in a safe environment and be protected from neglect and physical, sexual and emotional abuse. (Please refer to **Appendix 1: Definitions & Recognition of Abuse**). The College staff will be vigilant in regard to individual needs and act proportionately and appropriately to protect children, young people and adults at risk from harm and will take account of the requirements under the Protection of Children (Scotland) Act 2003.

The College recognises the specific needs of children, young people and adults at risk with disabilities, minority, ethnic and other groups in society that suffer discrimination and who might be especially vulnerable to abuse.

This policy adheres to the principles outlined in the Protection of Children (Scotland) Act 2003 and part V of the Police Act (1997).

The policy will, at all times, take due cognisance of current legislation and relevant guidelines.

It is the intention of the procedures associated with this policy to ensure that appropriate action is taken immediately where a child, young person or vulnerable adult is thought to be at risk or suspected of being abused.

The prime concern at all times must be the safety and interests of children, young people and adults at risk while attending the College.

This policy will be reviewed on an annual basis.

1.2. Policy Statement

The College is committed to providing children, young people and adults at risk with a safe, supportive environment within which they can prosper and that protects them from harm, abuse and exploitation.

The College is equally committed to providing staff with an environment in which they can work together to encourage and develop an ethos which embraces difference and diversity and respects the rights of children, young people and adults at risk.

1.3 Scope

In the context of this policy a child is defined as anyone under the age of 16 and a young person is defined as anyone aged between 16 and under 18.

A person, aged 18 or over, may be considered to be vulnerable if that person:

- receives personal care, or nursing, or support to live independently in their own home, or a care home
- is in receipt of health or social services
- has a substantial learning or physical disability, or
- a physical or mental illness, chronic or otherwise, including addiction to alcohol or drugs, or
- has a substantial reduction in physical or mental capacity due to advanced age or to illness.

1.4 Key Guiding Principles

- a. Ensure that all staff and students understand their legal and moral obligations to protect children, young people and adults at risk from harm, abuse and exploitation.
- b. Take reasonable steps to prevent foreseeable harm to students.
- c. Ensure all staff with potentially unsupervised access to children, young people and adults at risk are deemed fit to work with them.
- d. Be proactive in promoting good lines of communication and ensuring that young people, adults at risk, parents and carers are familiar with the College's protection policy and procedures.
- e. Provide opportunities for the College's staff to develop their skills and knowledge particularly in relation to the care, welfare and protection of children, young people and adults at risk.

f. Work effectively with key partners and other agencies.

g. Ensure that College staff understand their obligations to report care or protection concerns to the organisation's designated person.

h. Implement a systematic means of recording, reporting and monitoring students known or thought to be at risk of harm.

In addition to this policy, Sabhal Mòr Ostaig has a framework of policies which is designed to ensure the emotional and physical safety of service users, staff and volunteers which includes:

- Grievance and Disciplinary Policy
- Recruitment of Ex-Offenders Policy
- Complaints Procedure
- ICT Policy
- Disclosure of Information Policy

:

2. Protection of Children (Scotland) Act 2003

This Act aims to improve safeguards for children and young people by preventing unsuitable persons from working in "child care" positions as defined under Schedule 2 of the Act. The Act creates the *Disqualified from Working with Children List*. Organisations could face prosecution if they:

- Recruit an individual to a "child care" position who is fully (not provisionally) listed;
- Fail to remove an individual from a "child care" position where it is found that they are fully listed and therefore disqualified from working in such a position;
- Fail to refer an individual to Scottish Ministers where the grounds for referral (as detailed in the Act) have been met.

The grounds for referral are that:

An individual has harmed a young person or placed a young person at risk of harm AND has been dismissed or moved away from a "child care" position as a result.

An individual who is fully (not provisionally) listed will also commit an offence if they apply to work in a "child care" position as defined under Schedule 2 of the Act.

Access to the *List* can only be obtained through the process of Disclosure Checks (at Standard or Enhanced levels) carried out by Disclosure Scotland or, in the case of voluntary organisations which fulfil certain registration requirements, via the Central Registered Body in Scotland (CRBS). Disclosure Checks were introduced by Part V of the *Police Act 1997*.

The Act applies to all organisations (voluntary, statutory and private) that appoint volunteer and paid workers to positions which are considered to be "child care" positions as defined under Schedule 2 of the Act.

Section 2 above is adapted from: “An Introduction to Child Protection” course material compiled by Sue Wheatley for Children in Scotland

3. Guidelines

The following guidelines for Sabhal Mòr Ostaig are based on the 1993 Code of Practice and subsequent advice and legislation, including the Protection of Children (Scotland) Act 2003. All staff should be thoroughly familiar with them.

3.1. Management

It is the responsibility of Sabhal Mòr Ostaig Management to implement its Protection of Children, Young People and Adults at risk’ Policy and Procedures but it is also the collective responsibility of everyone involved at any level within the College.

- Staff will be issued with full, comprehensive and appropriate guidelines on how to deal with the disclosure or discovery of abuse or risk of harm.
- **A senior member of the College Management Team, (currently, John Norman MacLeod, Head of Studies, 01471 888302)** will take lead responsibility for coordinating whole institution safeguarding practice. Responsibilities include:
 - accountability for the College’s safeguarding practice
 - ensuring that safeguarding is afforded priority within the College
 - ensuring there is a staff structure in place to fulfill safeguarding procedures
 - ensuring that funding and staffing resources are available to fulfill safeguarding responsibilities
- **A nominated Protection Officer at the College (currently, Sheila M. Hamilton, Head of Student Services, 01471 888303)** is responsible for:
 - acting as a source of advice and direction on protection matters
 - coordinating action with the College
 - liaison with Management Team
 - liaising with health and social service departments and other agencies about suspected or actual cases of abuse.
- The Protection Officer will also be responsible for implementing protection training so that information on care, welfare and protection issues is up to date and easy to find.
- **In the absence of the College Protection Officer, all references should be made to John Norman MacLeod, Head of Studies (phone: 01471 888302) or to the College Director (01471 888201).**

- Staff leading on protection issues must be aware of both local and national developments as outlined in previous sections.
- All staff should be familiar with comprehensive and appropriate issued guidelines on how to deal with the disclosure or discovery of abuse.
- This policy can be accessed on 'G' drive, [Groups/oifis/public/leabhar-làimhe] within the 'Leabhar-làimhe Sabhal Mòr Ostaig' folder.

3.2. Recruitment, Selection & Training of Staff

Sabhal Mòr Ostaig will ensure that its recruitment and selection procedures take account of the need to protect children, young people and adults at risk. Two references will be taken up for all successful candidates prior to a formal offer of employment, and, where appropriate, referees will be asked to comment on the applicant's suitability to work with children, young people and/or adults at risk.

In response to the new legislation and in line with the legal advice obtained from University Scotland and UHI solicitors it has been confirmed that, for the purposes of the Protection of Children Act (Scotland) 2003 Act, UHI (and therefore its collegiate partners) is an "educational establishment" and thus any new position within UHI will be deemed to be a "child care" position and subject to a Disclosure Scotland check. All successful applicants employed by Sabhal Mòr Ostaig will therefore be required to undergo an enhanced Disclosure Scotland check. Offer of a post will depend on a satisfactory Disclosure check.

If 'Soft information' is received on Disclosure Certificates, then the Principal would be required to make a decision on whether or not to appoint a member of staff and this decision would be made by assessment of risk. In the case of Fàs Mòr, this decision would be taken by the Chair of the Board of Directors of Fàs Mòr.

Disclosure checks for all existing staff not already Disclosure checked will be introduced on a rolling basis with priority in the initial stages given to those with most contact with children, young people and adults at risk. This will include all teaching staff, Fàs Mòr staff, staff associated with online and short courses, wardens, admissions staff, key housekeeping staff, the Head of Student Services and the Facilities Manager.

Following an initial Disclosure check, further checks will normally be carried out on a three yearly basis.

Induction for new staff will include information and training on all relevant policies and procedures, including the protection of children, young people and adults at risk, and on-going training will be provided as necessary.

All staff have a designated line manager who will provide appropriate ongoing support and supervision, in conjunction with the Protection Officer.

3.3. Short Courses & Weekend Schools

The College will ensure that reasonable steps are taken to prevent foreseeable harm occurring.

Where appropriate courses/schools should be planned so that no adult is left alone with a young person or vulnerable adult in a place that cannot be observed by others. This may mean leaving doors open between rooms or rooms with glass doors.

This also applies outwith the premises, for example transporting children, young people and vulnerable adults in cars or minibuses.

All staff involved with the short courses/weekend schools should be familiar with the College's Protection of Children, Young People and Vulnerable Adults Policy and Procedure for dealing with suspected abuse against young people or vulnerable adults. A training programme will be rolled out for all staff involved with short courses/weekend schools.

All members of staff should have a clear understanding of their role within the short courses/weekend schools and what is expected of them if they are working with children, young people and vulnerable adults. They should know to whom they are responsible and if they have responsibilities for supervision.

3.3.2 Responsibilities of parents/Named Responsible Adults

Parents (or other named responsible adults) have responsibility as outlined below:

1. If the young person is under 12 years of age, a parent or named responsible adult must accompany him or her to the College, and be responsible for supervision at lunch time and at all other out-of-class times (except break time, when the course tutor will be responsible).
2. If the young person is between 12 and 15 years of age, a parent or named responsible adult must accompany him or her to the College and be responsible for him/her before and at the end of each day's classes.
3. If the young person is 16 or 17 years of age, the College is responsible for him/her under child protection legislation, but supervision on campus by a parent or named responsible adult is not required.

3.4. Supervision

The Sabhal Mòr Ostaig Management Team will supervise the initial implementation of the Protection of Children, Young People and Adults at Risk Policy & Procedures and will implement these throughout the College.

3.5 Information for Students, Parents & Carers

It is important that students, parents and carers are aware that the College takes safeguarding seriously. They will be informed who to approach if there are any safety concerns.

To this end, students will be informed of the names of key members of staff involved in guidance and support. They will also be informed of the name and location of the College's Protection Officer and know where to get advice when required. They should also feel confident and secure in approaching College staff.

An information sheet (See Appendix 2) has been prepared for issue to students, parents & carers, outlining the College's commitment to safeguarding procedures.

4. Operational Procedures

4.1. Background

Effective communication is essential if the operational procedures are to be effective. It is therefore crucial that individuals share their concerns, no matter how small, with the College Protection Officer. Concerns may be about:

- a child's, young person's or vulnerable adult's health, development and well being;
- a parent/carer who may need help or be unable to care adequately for his/her child;
- those who present a risk of harm to the child, young person or vulnerable adult
- individual safety and welfare.

Often it is only when such information is brought together from a number of sources that the real risk to the young person or vulnerable adult becomes evident.

4.2 Procedures for Alleged Staff Misconduct

Reports of alleged staff misconduct towards students are likely to cover a wide variety of behaviours.

Where an allegation of abuse is made, the College may make an immediate decision to temporarily suspend an individual, without prejudice, pending further enquiries and will inform the student, parent/carers and other relevant organisations as necessary.

Where an allegation is made against a member of staff, line managers should follow the Disciplinary Policy.

Concerns about a staff member's relationships with children, young people or adults at risk must always be reported through the appropriate channels, as outlined in 4.4: Reporting Procedure and 4.5: Responding to Complaints and Alleged or Suspected Incidents.

4.3 Procedures for Alleged Student Misconduct

Reports of alleged misconduct towards students by other students may cover a wide range of behaviours. Each case will thus be considered by the College with regard to its individual circumstances to determine whether or not misconduct has occurred and will be subject to the student disciplinary procedures. The College may make an immediate decision to temporarily suspend a student accused of abuse pending further enquiries and will inform the student, parents/carers and other relevant organisations as necessary. See 4.4 below.

4.4 Reporting Procedure

Abuse of children, young people and adults at risk can take many forms including physical, emotional and/or sexual abuse and/or abuse of trust. **It is not the responsibility of anyone working within Sabhal Mòr Ostaig, in a paid or unpaid capacity, to investigate whether or not abuse has taken place, other than for the preliminary information gathering by the Protection Officer, or substitute as required, and as set out below. It is however the duty of staff to raise all cases of suspected or alleged abuse in line with the procedures identified in this policy. The Reporting Guidelines below should be followed.**

Reporting Guidelines

- Any disclosure or suspicion of abuse should be reported to the Protection Officer as soon as possible by phoning her on 01471 888303. At this stage, the Protection Officer should complete Recording Form A (See Appendix 3) if someone is reporting concerns about a student, or Recording form B (See Appendix 4) if someone has concerns about the behaviour of a member of staff.
- The Protection Officer will gather further information and details by interviewing the person making the report and the child, young person or vulnerable adult concerned.
- The Protection Officer in consultation with the designated senior member of the Management Team will then devise an appropriate plan of action. The exact nature of the action taken will be determined by the individual circumstances, but it may include the involvement of external authorities, such as Social Work, referral organisations and the Police.

- In the case of a disclosure or suspicion of abuse concerning a child, young person or vulnerable adult, Sabhal Mòr Ostaig will **always refer the matter to the appropriate external authorities, which in the first instance is likely to be the appropriate local authority Social Work Department.**
- All staff of Sabhal Mòr Ostaig will be expected to be familiar with good practice guidelines on the immediate action to be taken following a report of abuse (**See 4.5: Responding to Complaints and Alleged or Suspected Incidents**).

Any allegation made against a member of staff which has been investigated in terms of the Reporting Guidelines above, and where there appear to be grounds for further investigation, shall be actioned as per the Disciplinary Policy. In the event of an allegation being made against the College Director, this should be reported to the Chair of the Board of Trustees or their nominated representative.

If a disclosure of abuse is made by a member of the College, care should be taken to explain to them the procedure that will be followed and they should be told that it may not be possible for Sabhal Mòr Ostaig to maintain confidentiality. Where care, welfare and/or protection issues are concerned it must be made clear that confidentiality cannot be guaranteed.

If a service user of Sabhal Mòr Ostaig makes an allegation about another organisation, this should be reported to the College Director who will refer the matter to the Senior Officer of the relevant organisation.

4.5 Responding to Complaints and Alleged or Suspected Incidents

All staff have a responsibility to maintain awareness and openness with regards to protection issues.

Abuse may become apparent in a number of ways:-

- A child, young person or vulnerable adult may tell you
- A third party may have reported an incident or may have a strong suspicion
- You may have a suspicion as a result of observation.

If an allegation is brought to your attention:-

Step 1- Listen and Reassure

As a member of staff you **should**:

- Stay calm. Do not rush into inappropriate action.
- React calmly so as not to frighten or deter him/her.
- Reassure him/her that you are glad they have told you, and that it is not their fault.
- Don't promise to keep it to yourself, and at the earliest opportunity remind them of our confidentiality policy and explain what this means.
- Explain that you need to make sure that they will be safe and may have to pass on the information to somebody trusted to deal with it appropriately.
- Listen carefully to what they say and take them seriously.
- Allow them to tell you what happened in their own words.
- It is important to clarify what you have heard, and to establish the basic facts. However, avoid leading questions and do not ask them specific questions about explicit details.
- If possible make brief notes during the initial disclosure, explaining to them why you are doing this. If it is not possible to do so at the time, make notes as soon as possible afterwards.
- The Protection Officer should be contacted immediately.

Step 2 - Report and Record

As a member of staff you **should**:

- Always get help from the Protection Officer.
- Report and record your concerns as outlined in 4.4: Reporting Procedure

As a member of staff you **should NOT**:

- Act on your own.

Under no circumstances should any individual member of staff act in isolation where care, welfare and protection issues arise.

Common questions and statements which may be used to assist in the recording of concerns/disclosure include:

- Would you like to tell me what happened?
- Could you tell me where this happened?
- Would you like to tell me who was involved?
- Can you tell me what happened next?
- Is there anything else you would like to tell me?
- Thank you for telling me this but you do realise that I will have to do something about it.

Legislation and guidelines are in place to safeguard students and staff. If staff follow the stated procedures this is the ultimate safeguarding responsibility.

School Pupils

If the person is a school pupil, for example on work placement at the College, staff should report to the College Protection Officer. The College Protection Officer must inform the school's Protection Officer and liaise appropriately. The school's policies and procedures must be followed. Interim care arrangements will be put in place until the school can deal with the allegation.

For an overview of the procedures, please refer to Appendix 5: Flowchart of Procedural Operations.

5. Code of Conduct for the Protection of Children, Young People and Adults at Risk

Còd Giùlain airson Dìon Cloinne, Dhaoine Òga is Inbheach So-leònte

Rudan a dh'fheumas sinn dèanamh/Things we must do:

- **Thoir urram do gach neach mar dhuine fa leth**
- Respect everyone as an individual
- **Bi mothachail gu bheil a h-uile duine airidh air prìobhaideachd phearsanta**
- Respect everyone's right to personal privacy
- **Dèan aithnichte daoine a tha nan eisimpleir de dheagh ghiùlan**
- Provide positive role models of acceptable behaviour
- **Ceasnaich giùlan mì-fhreagarrach**
- Challenge inappropriate behaviour
- **Bi mothachail gum feumte a bhith gu sònraichte faiceallach ann a bhith a' bruidhinn mu ghnothaichean doirbh/mi-chofhurtail le cloinn, daoine òga is inbhich sho-leònte**
- Recognise that extra caution is required when discussing sensitive issues with children, young people and adults at risk
- **Dèan cinnteach nach adhbharaich do ghnìomhan oilbheum no mì-thuigse**
- Ensure that your actions cannot cause offence or be misunderstood
- **Far an gabh e dèanamh, cuir tachartasan air dòigh sam bi barrachd air aon inbheach an dara cuid an làthair no comasach air cluinntinn no faicinn na tha a' tachairt.**
- Where possible plan activities which involve more than one person being present or at least within sight or hearing
- **Faigh cead agus dèan cinnteach gu bheil thu am fianais dhaoine mus cuidich thu duine cloinne, duine òg no inbheach so-leònte, le bhith gan làimhseachadh**
- Secure permission and ensure there are witnesses before physically assisting a child, young person or adult at risk
- **Iarr cead air pàrantan/luchd-cùraim mus tog thu dealbhan-camara agus/no bhideothan.**
- Acquire parental consent for photographs and/or videos
- **Lean Poileasaidh agus Modhan-obrach na Colaiste air Dìon Cloinne, Dhaoine Òga agus Inbheach So-leònte**
- Follow the College's Protection of Children, Young People and Vulnerable Adults Policy and Procedures

Rudan nach fhaodar dèanamh/Things we must not do:

- **Na ceadaich giùlan ana-cainnteach m.e. burraidheachd, magadh**
- Permit abusive behaviour e.g. bullying, ridiculing or taunting
- **Na buin ri daoine eile ann an dòigh mhi-fhreagarraich - corporra no labhairteach**
- Have inappropriate physical or verbal contact with others
- **Na broснаich daoine gu bhith a' tarraing aire thuca fhèin ann an dòighean mì-fhreagarrach**
- Encourage inappropriate attention-seeking behaviour
- **Na bi tuilleadh is bàidheil do chuid**
- Show favouritism to anyone

- **Na bi ri cainnt no gnìomhan a tha mì-fhreagarrach, tàireil no pearsanta, eadhon mar fhealla-dhà**
- Make inappropriate derogatory and/or personal remarks or actions, even in jest
- **Na bi gad fhàgail fhèin no daoine eile ann an suidheachadh mì-iomchaidh.**
- Place yourself or others in a compromising situation
- **Na cuir bacadh air cloinn, daoine òga no inbhich sho-leònte a tha airson bruidhinn mu bheachdan no dhòighean giùlain nach eil a' còrdadh riutha**
- Discourage children, young people or adults at risk who want to talk about attitudes or behaviours they do not like
- **Na leig le faireachdainnean do chumail o bhith a' dèiligeadh ri gnothach ann an dòigh phractaigich is iomchaidh - lean modhan-obrach na Colaiste**
- Let emotions get in the way of a practical and appropriate response - follow College procedures
- **Na dèan cùis ro mhòr no ro bheag de ghnòthaichean a thaobh dìon cloinne**
- Exaggerate or trivialise child protection issues
- **Na leig seachad Poileasaidh agus Modhan-obrach na Colaiste air Dìon Cloinne, Dhaoine Òga agus Inbheach So-leònte**
- Ignore the College's Protection of Children, Young People and Adults at Risk Policy and Procedures

Dè bu chòir dhut dèanamh ann an suidheachadh far a bheil droch dhiol air innse no far a bheil amharas ann mu dheidhinn/What you should do if alleged abuse is disclosed or suspected:

1. **Èist agus Misnich/ Listen and Reassure**
2. **Clàraich agus Thoir Cunntas/ Record and Report**

1. **Èist agus Misnich/ Listen and Reassure**
 - **Minich gu bheil agad ris am fiosrachadh a chur gu cuideigin iomchaidh ach gun tèid a chumail dìomhair.**
 - Explain that you must pass the information on to an appropriate person, but that it will remain confidential.
 - **Èist gu cùramach ris na thathar ag ràdh gun a bhith a' briseadh a-steach**
 - Listen carefully to what is said without interruption
 - **Gabh ris na tha air a ràdh riut gun beachdan a thoirt**
 - Accept what you are being told and do not make any judgement
 - **Misnich an neach a dh'innis dhut (an duine cloinne, an duine òg no inbheach so-leònte) le bhith ag ràdh gun robh iad ceart sin a dhèanamh**
 - Reassure the child, young person or adult at risk that s/he was right to share the information with you
2. **Clàraich agus Thoir Cunntas/ Record and Report**
 - **Clàraich am fiosrachadh sa bhad**
 - Record the facts immediately
 - **Thoir cunntas do Cho-òrdanaiche Dìon Cloinne na Colaiste air (8)88300 (no an neach a tha nan àite) sa bhad.**
 - Report to the College Protection Officer on (8)88300 (or nominated substitute) immediately

**NA GABH ORT FHÈIN CÀIL A DHÈANAMH NAD AONAR/ DO NOT ACT ON YOUR OWN.
NA RANNSAICH A' CHÙIS/ DO NOT INVESTIGATE**

Appendix 1a: Definitions & Recognition of Abuse

1. General Definition of Abuse

Children, young people and adults at risk may be in need of protection where their basic needs are not being met in a manner appropriate to their stage of development, and they will be at risk from avoidable acts or omission on the part of their parent(s), sibling(s) or other relative(s), or a carer (i.e. the person(s) while not a parent who has actual custody of a child).

2. Categories of Abuse

For recording all cases the following are the standard categories of abuse:

a. Physical Injury

Actual or attempted physical injury to a child, young person or vulnerable adult, including the administration of toxic substances, where there is knowledge, or reasonable suspicion, that the injury was inflicted or knowingly not prevented.

b. Sexual Abuse

Any child or young person may be deemed to have been sexually abused when any person(s), by design or neglect, exploits them, directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or any other person(s) including organised networks. This definition holds whether or not there has been genital contact and whether or not the young person is said to have initiated, or consented to, the behaviour.

c. Non-Organic Failure to Thrive

Children and young people who significantly fail to reach normal growth and developmental milestones (i.e. physical growth, weight, motor, social and intellectual development) where physical and genetic reasons have been medically eliminated and a diagnosis of non-organic failure to thrive has been established.

d. Emotional Abuse

Failure to provide for the child, young person or vulnerable adult's basic emotional needs such as to have a severe effect on their behaviour and development.

e. Physical Neglect

This occurs when a child's, young person's or vulnerable adult's essential needs are not met and this is likely to cause impairment to physical health and development. Such needs include food, clothing, cleanliness, shelter and warmth. A lack of appropriate care, including deprivation of access to health care, may result in persistent or severe exposure, through negligence, to circumstances, which endanger them.

f. Institutional Abuse

When the structure of an existing organisation such as a school, learning community or sports club is used in the targeting of young people for abuse, this may be referred to as institutional abuse.

3. Recognition of Abuse

Staff, both teaching and ancillary, because of their day-to-day contact with individuals, are well placed to observe outward symptoms of abnormality or change in appearance, behavior, learning pattern or development. Such symptoms may be due to a variety of other causes, including bereavement, domestic violence or other changes in family circumstances, or drug, alcohol or solvent misuse. Sometimes, however, they may be due to abuse.

For example, the following may be noticeable:

- Bruises, particularly bruises of a regular shape which may indicate the use of an implement such as a strap, or the marks of a hand, lacerations, bite marks or burns.
- Possible indicators of physical neglect, such as inadequate clothing, poor growth, hunger, poor hygiene.
- Possible indicators of emotional abuse, such as excessive dependence; attention seeking; self-harming.
- Possible indicators of sexual abuse – physical signs such as bruises, scratches or bite marks, or behavioral such as precocity, withdrawal or inappropriate sexual behavior.

Other possible signs are:

- Withdrawn behavior
- Agitated or anxious behavior
- Student being isolated by other students
- Student isolating him/herself from fellow students
- Inappropriate/improper dress
- Unkempt, unwashed, smelly
- Overly anxious to please
- Bruising and minor injuries
- Frequent absences for admission to hospital
- Atypical incidence of absence from college
- Sudden changes in behavior e.g. secretiveness
- Atypical aggressive, acting-out behaviour
- Precocious sexual behavior

Any of the above may be accompanied by marked deterioration in performance or increased absenteeism – both of which can in themselves be indicators of abuse.

No list of symptoms can be exhaustive. Also alternative medical, psychological or social explanations may exist for the signs and symptoms described.

Adapted from 'Protecting Children – A Shared Responsibility'

Appendix 1 b: Code of Practice

The following thirteen statements were recommendations published by the Scottish Office in 1993, and these statements have guided the preparation of the College Protection of Children, Young People and Adults at risk' Policy and Procedures.

- 1 Adopt a policy statement on safeguarding the welfare of children, young people and adults at risk.
- 2 Plan the work of the organisation so as to minimise situations where the abuse of children, young people and adults at risk may occur.
- 3 Introduce a system where children, young people and adults at risk may talk with an independent person.
- 4 Apply agreed procedures for protecting children, young people and adults at risk to all staff.
- 5 Give all staff clear roles.
- 6 Use supervision as a means of protecting children, young people and adults at risk.
- 7 Treat all applications for any position involving contact with children, young people and adults at risk in the same way.
- 8 Gain at least one reference from a person who has experience of the applicant's paid work or volunteering with children, young people and adults at risk.
- 9 Explore all the applicant's experience of working with or contact with children, young people and adults at risk in an interview before appointment, where relevant.
- 10 Ask all applicants about any convictions for criminal offences against children, young people and adults at risk [overtaken by the College's Policy in regard to Disclosures]
- 11 Make appointments conditional on the successful completion of a probationary period.
- 12 Issue guidelines on how to deal with the discovery or disclosure of abuse.
- 13 Train staff, their line manager, and policy makers in the prevention of abuse against children, young people and adults at risk.

In addition, the Scottish Executive's national review of child protection in Scotland, and the subsequent publication *It's everyone's job to make sure I'm alright* (2002) has resulted in the following guidelines with which Sabhal Mòr Ostaig will comply:

Children's Charter

The *Charter* is made up of 13 statements which are presented as statements **from** children and young people **to** adults; these are:

- "Get to know us"
- "Speak with us"
- "Listen to us"
- "Take us seriously"
- "Involve us"
- "Respect our privacy"
- "Be responsible to us"
- "Think about our lives as a whole"
- "Think carefully about how you use information about us"
- "Put us in touch with the right people"
- "Use your power to help"
- "Make things happen when they should"
- "Help us be safe."

The Framework for Standards

The *Framework* is written for all staff and agencies involved in the protection of children and young people both directly and indirectly. It includes the voluntary sector. It applies to all staff and volunteers who work with children or any adults who are parents/carers or have significant contact with children and young people. Voluntary sector organisations that are not commissioned or contracted to provide services to children do not have to comply with the standards set down in the *Framework*.

Both the *Children's Charter* and the *Framework for Standards* should help you to think about and reflect on (for example):

Appendix 2: Information for Students, Parents & Carers



Keeping Children, Young People and Adults at risk Safe and Well: Information for Students, Parents & Carers

Sabhal Mòr Ostaig has taken a number of reasonable steps to ensure that students and staff keep safe and well while working and learning in and around the campus.

This information sheet is designed to help you feel confident about your own safety or that of other students. Also it is to reassure parents and carers that any foreseeable risk to students is minimised.

College Staff:

- **Are familiar with laws that protect children, young people and adults at risk**
- **Attend training about keeping children, young people and adults at risk safe and well**
- **Know who to contact if they are concerned about students or when someone approaches them with concerns**
- **Respect confidentiality where appropriate**
- **Have access to College policies and codes of conduct and practice**

College Procedures include:

- **A nominated Protection Officer.**
- **A member of the management team who leads on protection and safety issues.**
- **Keeping abreast of latest developments in keeping children, young people and adults at risk safe and well.**

- Dealing with any issues quickly and appropriately.

The College Protection Officer:

- Works closely with College managers to keep students and staff safe and well.
- Keeps confidential records of concerns and issues that may arise.
- Understands how external agencies and organisations work to protect children, young people and adults at risk.
- Knows when to refer issues or concerns to external agencies and organizations.
- Supports students by ensuring they know where to access guidance, direction and support within the College.
- Arranges appropriate training for staff.

Students will:

- Be informed of the name of key members of staff involved in guidance and student support. (See Student Handbook)
- Be informed of the name and location of the College's Protection Co-ordinator.
- Be informed where to get advice when required.
- Be encouraged to feel confident and secure to approach College staff.

If you have any questions about College policies, procedures and codes, please contact:

Nicola Thomson, HR Coordinator

Tel: 01471 888 301

E-mail: sm00na@uhi.ac.uk

College's Protection Officer & Head of Student Services:

Sheila M. Hamilton

Tel: 01471 888303

E-mail: sm00smh@uhi.ac.uk

Fo-sgrìobhadh 2: Fiosrachadh do dh'Oileanaich, Phàrantan agus Luchd-Cùraim.



A' cumail clann, daoine òga agus inbheach so-leònte slàn agus fallain: Fiosrachadh airson Oileanaich, Pàrantan agus Luchd-Cùraim.

Tha Sabhal Mòr Ostaig air ceumannan reusanta a ghabhail airson dèanamh cinnteach gum bi oileanaich is luchd-obrach sàbhailte fhad 's a tha iad ag obair 's ag ionnsachadh mun cuairt àrainn na Colaiste.

Chaidh an duilleag-fiosrachaidh seo a chruthachadh airson do chuideachadh ann a bhith a' faireachdainn nas misneachail mu dheidhinn do shàbhailteachd fhèin agus sàbhailteachd oileanaich eile. Tha i cuideachd airson innse do phàrantan is luchd-cùraim gu bheilear a' lùghdachadh cunnart sam bith a dh'fhaodadh tachairt do dh'oileanaich.

Tha Luchd-Obrach na Colaiste:

- eòlach air laghan a tha a' dìon chloinne, dhaoine òga agus inbheach so-leònte
- a' frithealadh trèanadh co-cheangailte ri bhith a' cumail chloinne, dhaoine òga agus inbheach so-leònte sàbhailte is fallain
- eòlach air co thuige a chuireas iad fios ma tha iad draghail mu dheidhinn oileanaich no ma thig cuideigin thuca le draghan
- mothachail air dìomhaireachd
- eòlach air far am faigh iad poileasaidhean na Colaiste agus còdan giùlain is cleachdaidh

Tha Modhan-Obrach na Colaiste a' gabhail a-steach:

- Co-òrdanaiche Dion ainmichte

- Ball den Bhuidhinn Stiùiridh a bhios os cionn gnothaichean dìona is sàbhailteachd
- Cumail an-àirde ri leasachaidhean ùra ann a bhith a' cumail clann, daoine' òga agus inbheach so-leònte sàbhailte is fallain
- Dèiligeadh ri gnothaichean sam bith gu sgiobalta agus gu h-ìomchaidh.

Bidh Co-òrdanaiche Dìon na Colaiste:

- ag obair gu dlùth le manaidsèaran na Colaiste airson oileanaich is luchd-obrach a chumail sàbhailte is fallain
- a' cumail chlàran dìomhair de dhraghan is ghnòthaichean a dh'fhaodadh èirigh
- eòlach air mar a bhios buidhnean is eagrachaidhean taobh a-muigh na Colaiste ag obrachadh airson clann, daoine' òga agus inbheach so-leònte a chumail slàn is sàbhailte
- eòlach air cuin a bu chòir do ghnòthach sam bith a bhith air a chur gu buidhnean is eagrachaidhean taobh a-muigh na Colaiste
- a' toirt taic do dh'oileanaich le bhith a' dèanamh cinnteach gum bi fios aca càite am faigh iad comhairle, stiùireadh agus taic taobh a-staigh na Colaiste.
- a' cur trèanadh ìomchaidh air dòigh airson luchd-obrach.

Bidh oileanaich:

- a' faighinn fiosrachadh air an luchd-obrach a tha sàs ann an taic is comhairleachadh oileanach. (Faic Leabhar-làimhe nan Oileanach).
- a' faighinn fiosrachadh air Co-òrdanaiche Dìon na Colaiste agus mar a gheibh iad air bruidhinn ris/rithe is fios fhaighinn thuige/thuice
- eòlach air far am faigh iad comhairle an uair a tha seo a dhith orra
- air am brosnachadh gu bhith a' faireachdainn misneachail is cinnteach ann a bhith a' bruidhinn ri luchd-obrach na Colaiste.

Ma tha ceist sam bith agaibh air poileasaidhean na Colaiste is modhan-obrach nach cuir sibh fios gu:

***Nicola NicThòmais, Coordanaiche Rianachd Luchd-obrach
Fòn: 01471 888 301
Post-d: sm00na@uhi.ac.uk***

Co-òrdanaiche Dìon na Colaiste & Ceannard Seirbheisean Oileanach:

**Sheila M. Hamilton
Fòn: 01471 888303
Post-d: sm00smh@uhi.ac.uk**

Appendix 3: Recording Form A - Student

This proforma should be used by the Protection Officer when recording concerns about a student. Remember to maintain confidentiality on a need to know basis. Do not share this information with anyone other than those who must be informed. Ensure this proforma is kept in a secure location.

Your name:
Your job title:
Are you reporting your own concern or that of someone else? Yes/No
If someone else's concern, name of person:
Contact details of person:
Young person's name:
Young person's address:
Parents' names & address(es):
Parents informed? Yes/No If yes, date/time:
Young person's DOB:
Date & time of disclosure/concern reported:
Your observations:

(Record exactly what the young person said in their OWN words and any questions you asked if the situation needed clarified. Remember DO NOT lead the person. Record actual details. Continue on a separate sheet if necessary.)

Action taken:

Social Work Dept. contacted? Yes/No

If yes- which?

Name & contact number:

Details of advice received:

Police contacted? Yes/No

If yes- which?

Name & contact number:

Details of advice received?

Senior management informed? Yes/No
If yes, who?

Details of advice received?

Signature:

Print name:

Date:

NB: A copy of this proforma should be sent to the nominated person in the Management Team. If the young person is a school pupil it must be copied to the school Protection Officer.

Appendix 4: Recording Form B - Staff

This proforma should be used by the line manager in consultation with the Protection Officer, when recording concerns about the behaviour of a member of staff. Remember to maintain confidentiality on a need to know basis. Do not share this information with anyone other than those who must be informed. Ensure this proforma is kept in a secure location.

Your name:

Your job title:

Are you reporting your own concern or that of someone else? Yes/No

If someone else's concern, name of person:

Contact details of person:

Observations/ What prompted concerns?

(If recording on behalf of someone else record exactly what the person stated. Give details of any questions asked if the situation required clarification. Continue on a separate sheet if necessary.)

Action taken:

Referral to Management Team? Yes/No

If yes, name(s):

Date:

Advice Received:

Member of staff informed of reported concerns? Yes/No

Signature:

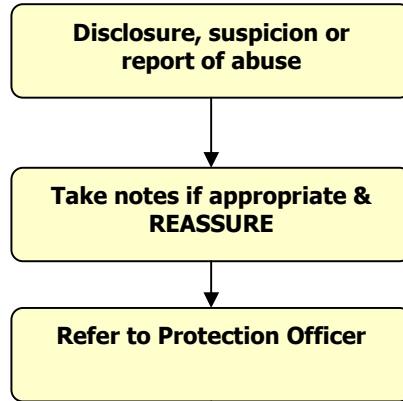
Print name:

Date:

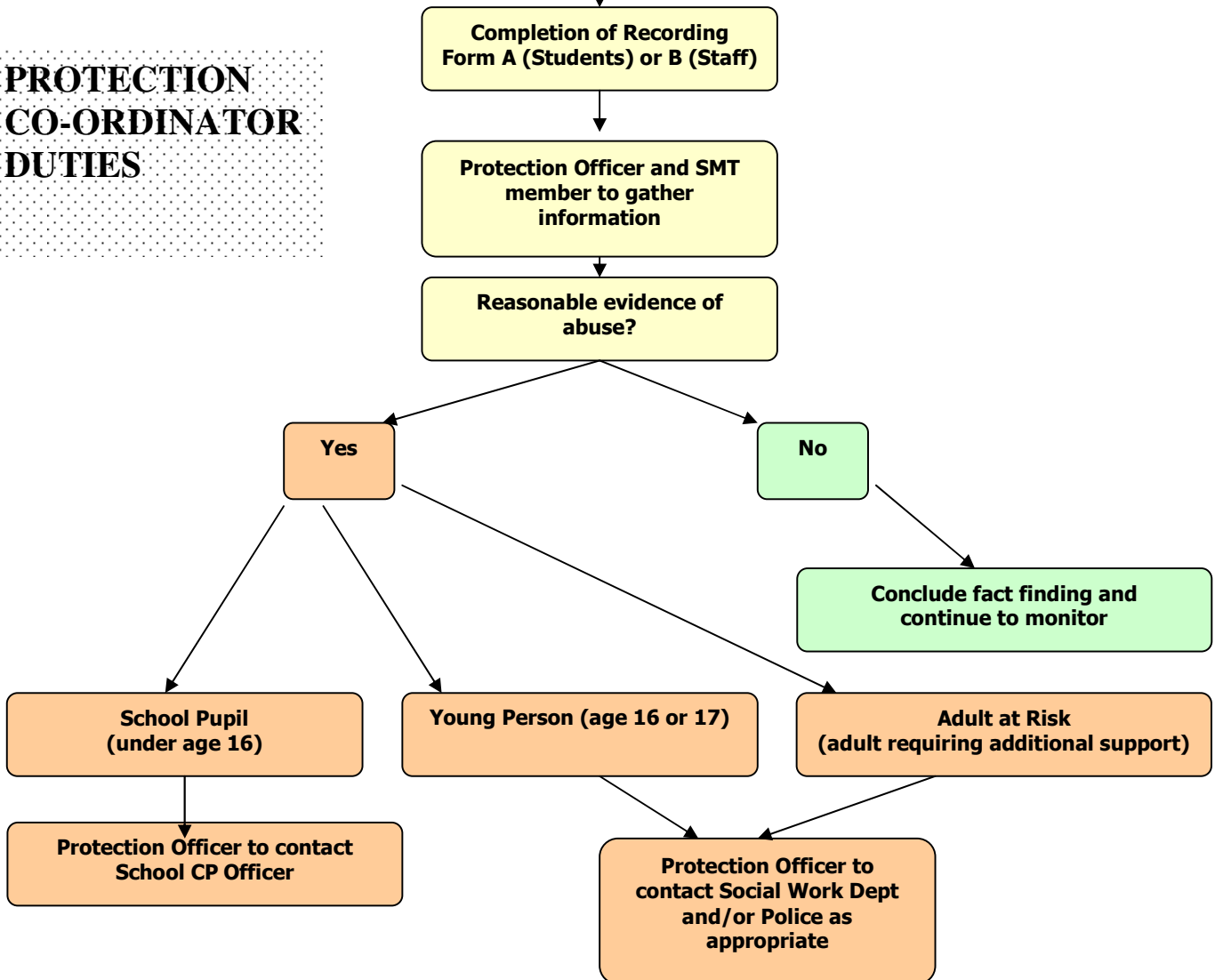
NB: A copy of this form should be sent to the nominated person on the Management Team.

Appendix 5

STAFF DUTIES



PROTECTION CO-ORDINATOR DUTIES



Appendix 6: Sabhal Mòr Ostaig Risk Assessment Proforma	
Name of Staff Member:	
Job Title:	
Department:	
Date of Induction to College:	
Child Protection/Adults at risk issues including 'safeguarding' and 'misinterpretation' covered at Induction: YES/NO	
Date employee informed that Risk Assessment taking place:	
OR Employee not yet informed about Risk Assessment (Delete whichever is not applicable)	
Reason(s) for Undertaking Risk Assessment:	
Potential Risk Factors (for example: unsupervised access to children, young people and vulnerable groups):	
Steps which can be taken to minimise risk and prevent foreseeable harm to both students and staff:	
Steps put in place: Yes/No	Date:
If steps NOT in place state reasons:	
Any other relevant information:	
Assessor's Name:	
Assessor's Job Title:	
Date of Assessment:	

Authorised by (Senior Manager):

Date:

For Office Use Only:

Status of Disclosure:

Date Certificate Received:

Point(s) to note from Disclosure Certificate: