



Safeguarding Guidance for Staff

July 2024

History of Changes

Version	Description of Change	Authored by	Date
1.1	Document created as a guideline for staff	J Gracie	4 September 2018
1.2	Addition of email addresses. Addition of considerations to provide clarity of examples of those at risk of harm and the type of harm. Addition of feedback to staff member, if required in flowchart	H Anderson	20 November 2020
1.3	Updated policy title to 'Staff Safeguarding Guidance' Added Safeguarding Team contact details Included information on types of abuse Updates to role and department titles. Included new appendices: <ul style="list-style-type: none"> - Update staff guidance on supporting a disclosure - Difference between Cause for Concern and Safeguarding - Safeguarding process flowchart 	A Brydon	5 July 2024

Introduction

All staff have a role to play in safeguarding. This guidance provides information in relation to supporting disclosures, reporting concerns and good practice in relation to safeguarding children, young people and protected adults.

Types of Abuse

There are many types of abuse of children, young people and protected adults. These include:

Physical abuse – actual or attempted physical injury.

Sexual abuse – forcing or enticing a child, young person or vulnerable adult to participate in sexual activities (including online activities and those related to pornography), whether or not the child, young person or vulnerable adult is aware of what is happening.

Emotional abuse – Ongoing ill treatment and failure to provide for the child, young person or vulnerable adult, likely to have a severe adverse effect on emotional development and behaviour.

Neglect – persistent failure to meet the basic physical and/or psychological needs of a child, young person or vulnerable adult, likely to have a severe adverse effect on health and/or development. This can include ignoring medical needs; not providing access to appropriate care; withholding of medication, adequate food, water and heating; and ignoring education needs.

Financial abuse – involves theft, borrowing money without repayment and any pressure in connection with wills or property, possessions or benefits.

Bullying – this is abuse and is a deliberate act or acts designed to intimidate and aggravate, or to undermine self-confidence or self-esteem.

Other Examples of Abuse

- A child, young person or protected adult being forced into a marriage.
- A child, young person or protected adult being drawn into terrorism, extremism or radicalisation
- A child, young person or protected adult being drawn into drug use
- A child, young person or protected adult being groomed (drawn into an abusive relationship)
- A child, young person or protected adult being exploited or trafficked

Procedure for Recording

- Staff must take careful and clear detailed notes.
- Notes should be based on facts; what you can see and what you are told. Personal opinions should not be noted.

Procedure for Reporting

- Staff should be mindful of the importance of reporting concerns or disclosures through Halo via the safeguarding/cause for concern tile. This enables the College to maintain accurate records and timelines relating to safeguarding concerns
- The report will go to the Safeguarding team who will respond to the incident.
- In an emergency when a person is in immediate physical danger, call the emergency services by telephoning 999.

Contacting the Safeguarding Team

Amy Brydon – Director of Student Support Services

abrydon@borderscollege.ac.uk

Tel: 01896 662541

David Lowe – Assistant Principal, Curriculum

dlowe@borderscollege.ac.uk

Tel: 01896 662635

Jen Mackenzie – Student Support Services Manager

jmack@borderscollege.ac.uk

Tel: 01896 662594

Duties of the Safeguarding Team

1. The College Safeguarding Officer will conduct an initial assessment of any reported incidence of harm and consult the Child and Adult Protection Unit. Any Safeguarding concerns relating to the College's Prevent duties shall be discussed with the Vice Principal Finance and Corporate Services.
2. Where an application for admission to College is made by an individual with a previous conviction for harm to a child, young person or protected adult the application is referred to the Assistant Principal prior to deciding on an offer a place at College to the applicant.
3. Where a student has not revealed a previous conviction for harm to a child, young person or protected adult, the student will be suspended from College and the Safeguarding team will seek advice and guidance from the Child and

Adult Protection Unit.

4. All actions are recorded in writing and retained by the Safeguarding team for a period of 5 years after which it will be destroyed.
5. Where a member of staff is suspected of causing the harm, the College Safeguarding Officer will report the incident to People Services and to the Child and Adult Protection unit. The College Disciplinary Policy will apply in these circumstances.

Up-to-date contact details for the Adult and Child Protection unit are stored on the Local Authority Website

Appendix 1. Supporting a Disclosure

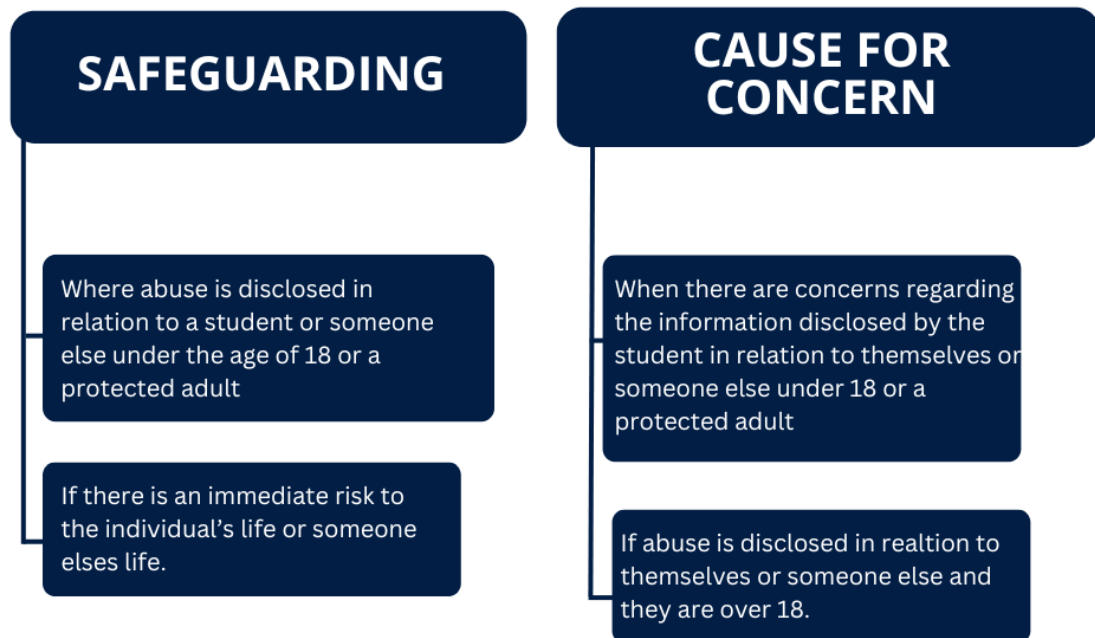
Staff should:

- Listen carefully
- Stay calm
- Take the concern seriously
- Reassure the person
- Make careful and detailed note, including the date, time and location of the incident
- Explain to the person what you will do next
- Report immediately via Halo and seek advice if necessary
- Seek support if required

Staff should not:

- Express their views or opinions on the situation
- Make judgement or react in shock
- Force a disclosure
- Promise confidentiality
- Talk to or approach the alleged abuser or investigate the matter
- Delay in reporting
- Contact the police, unless there is an immediate risk to life
- Contact social services or parents/guardians

Appendix 2. What is Safeguarding and what is a Cause for Concern?



A **Protected Adult** is someone who is over 16 and:

- Is unable to safeguard themselves, their property, rights or other interests

and

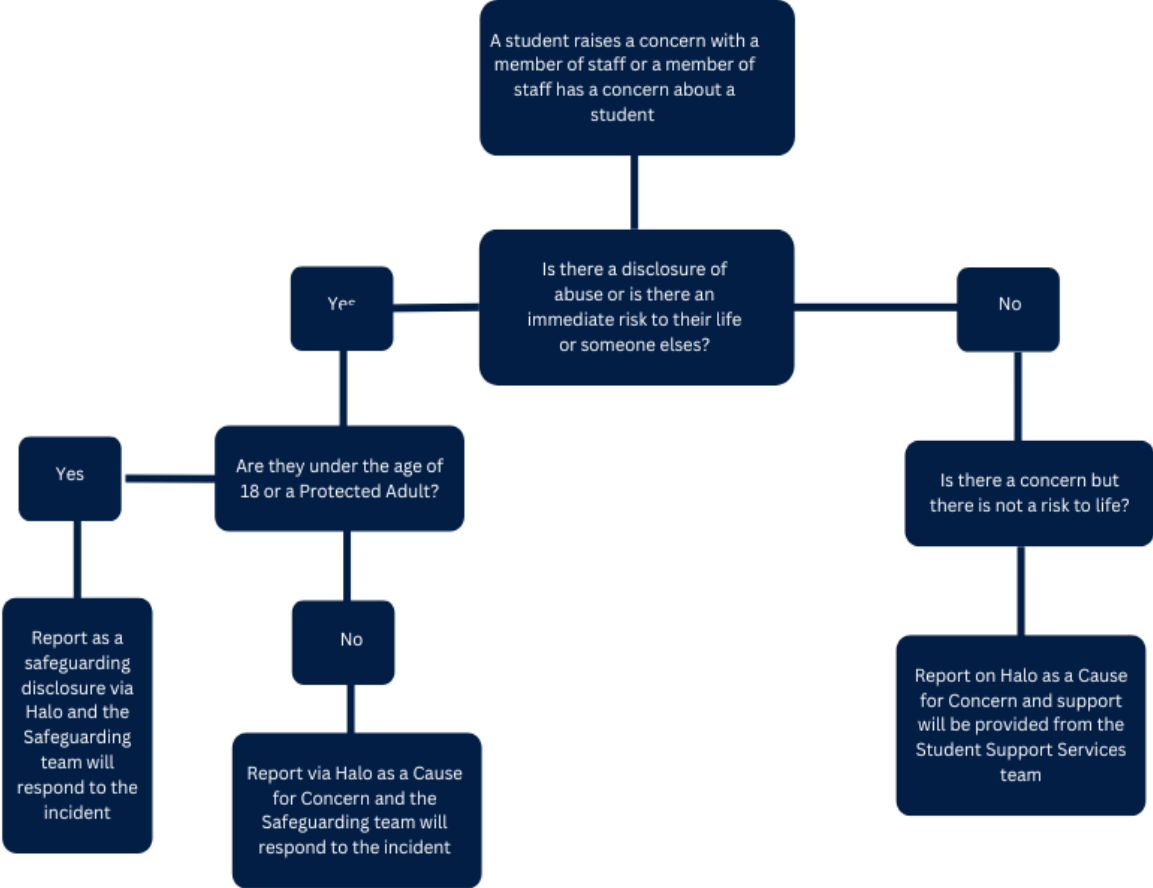
- is at risk of harm

and

- because they are affected by a disability, mental disorder, illness or physical or mental infirmity, is more vulnerable to being harmed than others who are not so affected.

Adult Support and Protection (Scotland) Act 2007

Appendix 3. Safeguarding Flowchart



Appendix 4. PREVENT Flowchart



Status: Approved JCCP
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