

Al-Maktoum College of Higher Education

Safeguarding Policy

Department/Team Policy	Policy
Human Resources	
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Approved by:

Board / Committee	Date
Health & Safety and HR Committee	14/11/2021

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Safeguarding Policy

1. Purpose

Al-Maktoum College is committed to providing all young people under the age of 18 and protected adults who may be at risk, with a safe supportive learning environment which encourages them to fulfil their potential and where they are protected from harms, abuse, and exploitation. This Policy sets out how the College will meet its statutory, regulatory and legal responsibilities in respect of its safeguarding.

2. Scope

The College has a statutory duty Under the Adult Support and Protection (Scotland) Act 2007, The Children (Scotland) Act 2020 and The Children and Young people (Scotland) Act 2014 for the safeguarding and protection of children, young people and protected adults. This policy is designed to enable the College staff to carry out their statutory duties while working with protected groups, children and young people.

The College policy is underpinned by the following:

- Children, as defined by current legislation, are those under 18 years of age.
- Protected adults, as defined by current legislation, are those over 16 years of age who are: unable to safeguard their own wellbeing, property, rights or other interests; at risk of harm and more vulnerable because they are affected by disability, mental disorder, illness or physical or mental infirmity.

(Adult Support and Protection (Scotland) Act 2007)

The presence of a particular condition or disability does not automatically mean that they are a protected adult. A person can have a disability but be perfectly able to look after their own wellbeing. Their circumstances as a whole should be considered, and all three elements of the definition must be met for them to be classed as a protected adult.

3. Aims

The College will promote the safeguarding of children, young people, and protected adults to ensure that they are safe and secure and free from abuse, exploitation and harm.

They will achieve this by:

- Ensuring that all College staff have a clear understanding of their legal and moral obligations to safeguard and protect children, young people, and protected adults at risk from harm, abuse and exploitation.
- Responding and acting on all safeguarding and causes for concern reported.
- Taking reasonable steps to prevent foreseeable harm to children, students, and protected adults at risk.
- Ensuring robust staff recruitment practices, effective staff development and clear reporting lines for concerns raised are in place.
- Working effectively with key partners and other agencies.
- Being pro-active in promoting good lines of communication and ensuring that all students, parents, carers and partner agencies are familiar with the College's safeguarding and protection procedures.

4. Responsibilities

The Head of College has overall responsibility for this policy.

Line managers have a responsibility to ensure that this policy is understood and followed by staff.

The Safeguarding team will be responsible for deciding if a student who is a risk or is putting others at risk is withdrawn or denied a place. This decision will be made after a risk assessment has been carried out and all information has been reviewed. Decisions made by the Safeguarding team after all information has been reviewed are final and therefore there is no appeals process.

All employees have a responsibility to be familiar with, and to understand, the College's Safeguarding Policy and to report any disclosures or concerns they have to the relevant person.

5. Types of Abuse

The College recognises that there are many types of abuse. These include:

Physical Abuse:

Actual or likely physical injury to a child or a protected adult.

Emotional Abuse:

The persistent and emotional ill treatment of a child or protected adult affects their emotional and behavioural development. It may involve conveying that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.

Sexual Abuse:

Forcing or enticing a child or protected adult to take part in sexual activities, whether or not the child is aware of what is happening. This includes no-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect:

Where adults fail to care for children and protect them from danger, seriously impairing health and development. Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators which might be suggestive of abuse:

- unexplained injuries on areas of the body not usually prone to such injuries
- an injury that has not been treated/received medical attention
- an injury for which the explanation seems inconsistent
- a child discloses behaviour that is harmful to them
- unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper)
- inappropriate sexual awareness
- signs of neglect, such as under-nourished, untreated illnesses, inadequate care.

It should be recognised that this list is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is actually taking place. It is also important to remember that there might be other reasons why most of the above are occurring

6. What is a Safeguarding Concern?

A safeguarding concern could arise when an individual:

- is subject to or is at risk of abuse, neglect, or harm
- is at risk of being radicalised
- has abused, neglected, or caused harm to someone else
- behaviour is considered to be an issue, whether actual or alleged, which could result in serious or significant harm to others or damage to property, the College work or reputation

7. Procedure for recording and reporting

The duty to record and report as soon as possible after a child or protected adult tells you about harmful behaviour, or an incident takes place that gives you cause for concern. A clear, detailed report should be made to the Safeguarding Team within 24 hours of the concern being raised.

The report should include:

- include the child's name, address, date of birth (or age if the date of birth is not known)
- include the nature of the concerns/allegation/disclosure
- include a description of any bruising or other injuries that you may have noticed
- include an exact record of what the child has said using the child's words
- retain handwritten notes if made.

8. Review and Refer

The duty of the Safeguarding Team is to review the report and refer the concern to the appropriate people.

In reviewing the report, the Safeguarding Team should consider any other reports they have received concerning the same child or protected adult. They may need to speak with others in the College who may have relevant information and knowledge that would impact on any decision that will be made. Such conversation should not lead to undue delay in taking necessary action. The Safeguarding Team may consult with other agencies to seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised.

The Safeguarding Team will decide who the report should be referred on to. They may refer back to the worker who made the initial report if there is little evidence that a child or protected adult is being harmed, asking for appropriate continued observation. Alternatively, if there is any question at all of possible sexual abuse or serious physical abuse the Safeguarding Team should never address the alleged directly but should refer their concerns to the Police or Social Services. To do so may place the child at more risk or could make any statutory investigation difficult to pursue because the child may be intimidated.

9. Safeguarding Team

The Safeguarding Team will be made up of the following people:

- Head of College
- Director of Academic Programs
- Academic Registrar
- HR Officer

10. Support

Once concerns, suspicions and disclosures of abuse have been addressed, the College continues to have a responsibility to offer support to all those who have been affected: the child or protected adult, Staff Member, Safeguarding Team, and Senior Management Team.