



# Safeguarding Policy

**Status:**

Draft - LMT Approved – Awaiting Board Approval

**Date of version:**

June 2025

**Responsibility for policy:**

Vice Principal – Learning and Student Experience

**Responsibility for implementation:**

All Staff

**Responsibility for review:**

Vice Principal – Learning and Student Experience

**Date for review:**

June 2028

## **Policy Statement**

Forth Valley College recognises that all its employees, as well as volunteers, have a role to play in safeguarding children, young people and protected adults. The College takes reasonable steps to provide an environment in which everyone, particularly children, young people and protected adults who may be at risk feel safe, secure, valued and respected.

### **1. Purpose**

Forth Valley College aims to ensure the safeguarding of all children, young people and protected adults who are involved with the College, in any way. The College also aims to give staff a clear structure within which they can work safely with the knowledge that their concerns are being heard and actioned.

The procedure associated with this policy outlines what Forth Valley College, as an educational establishment, will do to support those requiring safeguarding intervention and how we continue to support those students after a safeguarding intervention has been made.

### **2. Scope**

This policy applies to all students, staff, volunteers, agency workers and any other contractors/consultants who may be engaged by the College.

Forth Valley College has a statutory duty under the Children (Scotland) Act 2020, the Children and Young People (Scotland) Act 2014, and the Adult Support and Protection (Scotland) Act 2007 for the safeguarding and protection of children, young people and protected adults

This policy is designed to enable Forth Valley College staff to carry out their statutory duties to those who may be at risk of harm, who have disclosed an incident of harm (to themselves and/or from others, or may present a risk of harm to others. The College policy is underpinned by the following;

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

Living with a particular condition or disability does not automatically mean a person is a protected adult. An individual may live with a disability and still be fully capable of managing their own wellbeing. It is important to assess their overall situation, and all three parts of the definition must be satisfied for them to be considered a protected adult.

The College also has a legal responsibility under the Prevent duty, which is part of the UK Government's counter-terrorism strategy (CONTEST). This duty is outlined in the Counter-Terrorism and Security Act 2015 (supported by Prevent Duty Guidance for Scotland, 2024). The Prevent duty is designed to help ensure that people who are susceptible to radicalisation are as supported as they would be under safeguarding process.

The College acknowledges that at various times throughout their college journey other students who are not explicitly covered by legislation may be at risk, vulnerable and/or in need of help. Where College staff have concerns about any student, the Safeguarding Team welcome any referral to them. All referrals will be treated as Safeguarding under the legislation until they are found not to be and the process of supporting any student who is in need of support will be consistent whether they are covered by legislation or not.

### **3. Principles**

Everyone has the right to be safeguarded from harm or abuse and has the right to feel safe when at College and under the care of staff.

Every staff member of Forth Valley College has a role to play in safeguarding.

All staff will have an understanding of child and adult protection and their duty under Prevent.

To safeguard our student community we will;

#### **Staff Development**

- Ensure all staff understand their moral and legal obligations to protect and safeguard children, young people and protected adults at risk of harm, abuse and exploitation. This includes the responsibility to safeguard individuals from radicalisation and extremism.
- Ensure that all staff understand the importance of reporting possible cases of abuse or harm, as well as any concerns that they feel requires further support, to the Safeguarding Team.
- Emphasise the need for, and facilitating good levels of, communication between all members of staff and other agencies
- Ensure that ongoing mandatory compliance training for all existing and new staff is delivered by the Safeguarding Team
- Publish and promote Safeguarding Procedures detailing clear lines of responsibility.

## **Student and Staff Recruitment**

- Ensure robust staff recruitment practices are in place including completing PVG membership checks through Disclosure Scotland,<sup>1</sup> including onboarding checks and induction processes.
- Complete PVG membership checks for students applying for courses which involve work placements where 'regulated work' is required.
- Complete risk assessments for students who have serious criminal convictions e.g. sexual and violent offences. These will be carried out in partnership with relevant agencies e.g. Police Scotland, Local Authority Criminal Justice Social Work departments.

## **Reporting & Monitoring**

- Provide and promote a robust safeguarding reporting procedure to all staff to ensure appropriate and timely intervention.
- Keep safeguarding information secure, by storing disclosure and response information in a secure, discrete area of student records, with access limited to the Safeguarding Team.
- Monitor safeguarding data including number of referrals, referrals by type, outcomes and involvement with other relevant agencies including Child/Adult Protection committees and the individual being safeguarded.

## **Effective response**

- Take reasonable steps to prevent foreseeable harm to children, young people and protected adults at risk.
- Respond and act on all safeguarding concerns reported.
- Work effectively with key partners and other agencies e.g. Local Authority Child/Adult Protection Services, NHS, Police Scotland and relevant third-sector organisations.
- Contribute appropriately to assessments of need and support packages for those who are identified as at risk and potential risk.
- Complete Disclosure Scotland Referrals to report behaviour of employees or volunteers which may be considered harmful, as per the College's Protection of Vulnerable Groups Scheme Policy & Procedure.

## **4. Responsibilities**

The **Principal** has overall strategic responsibility for Safeguarding.

**Senior Management Team:** The Vice Principal – Learning and Student Experience has responsibility for the strategic direction of safeguarding practice across the college.

**Head of Inclusion & Student Services:** will be the College's Designated Safeguarding Lead and the Single Point of Contact for Prevent duties, with responsibility to ensure that this policy is implemented to support the effectiveness of safeguarding across the college. This includes communicating Safeguarding Procedures to staff and overseeing the

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<sup>1</sup> [Forth Valley College Protection of Vulnerable Groups Scheme Policy & Procedure](#)

operational practice of the Safeguarding Team who will receive appropriate professional development to enable them to execute their duties effectively.

**Head of Human Resources:** Responsibility for the implementation of college policies and procedures in relation to recruitment, onboarding and induction (which includes the Protection of Vulnerable Groups Scheme Policy & Procedure).

**Safeguarding Team:** responsibility to promote a safe environment for all, provide safeguarding training to all staff and action safeguarding disclosures in a timely manner, in collaboration with external agencies where required.

**Individual staff:** It is the responsibility of every member of staff to ensure that they follow and implement College policies and procedures in order to fulfil their safeguarding duties. In particular staff will complete mandatory safeguarding training on an annual basis.

We welcome feedback on this Policy and the way it operates. We are interested to know of any possible or actual adverse impact that this Policy may have on any groups in respect of gender, race, disability, sexual orientation, religion or belief, age or other characteristics.

This Policy has been screened to determine equality relevance for the following equality groups: gender, race, disability, age.