

John Wheatley College
Safeguarding
Children, Young People and Vulnerable Adults
Advice to All Staff

This advice is drawn from the College's Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure. The purpose of the Policy is to protect those at risk and the adults who work with them.

Every person must take account of their responsibilities in ensuring that children, young people and vulnerable adults are safe and get the help they need. It is everyone's job to ensure the safety of children, young people and vulnerable adults.

Things You Must Do:

- Treat all children, young people and vulnerable adults with respect.
- Ensure that your own conduct is at all times an example of good practice.
- Ensure that you are not alone with a child, young person or vulnerable adult during your College activities and that you are at least within sight or hearing of others.
- Respect the right of individuals to have their privacy and dignity assured.
- Do not discourage children, young people or vulnerable adults who want to talk about attitudes or behaviour they do not like.
- Remember that someone else might misinterpret your actions, no matter how well-intentioned.
- Recognise that special caution is required if you are discussing sensitive issues with children, young people vulnerable adults or their parents or carers.
- Be aware of other staff, be vigilant and act to help them keep themselves and children, young people and vulnerable adults safe. Be prepared to challenge their actions.
- Operate within College policies, including the Safeguarding Children, Young People and Vulnerable Adults Policy, the Protection of Children (Scotland) Act 2003 and the Protecting Vulnerable Groups (Scotland) Act 2007.
- Record in handwritten form a report of a concern or disclosure of abuse, detailing where possible exactly what was said and recording times and individuals involved.

Things You Must Not Do:

- Have inappropriate physical contact with children, young people or vulnerable adults, including 'caring' physical contact (e.g. a hug).
- Encourage inappropriate attention-seeking behaviour.
- Speak in an inappropriate way to or make suggestive/derogatory remarks or gestures in front of children, young people or vulnerable adults.
- Discourage children, young people or vulnerable adults who want to talk about attitudes or behaviour of others they do not like.
- Draw conclusions about others without checking facts.
- Exaggerate or trivialise child abuse issues.
- Rely on your good name or that of the College to protect you from scrutiny of your conduct.
- Think it could never happen to you.
- Take a chance when informed common sense, policy and practice suggest another more prudent approach.
- Ignore the Protection of Children (Scotland) Act 2003, the Protecting Vulnerable Groups (Scotland) Act 2007 or College policies or guidelines and procedures operating within any establishment in which you may be on duty.

What To Do:

If a child, young person or vulnerable adult talks to you about abuse by someone else:

- Advise the child, young person or vulnerable adult that you **must** pass the information on.
- Allow him or her to speak without interruption, listen to what is said, but **do not investigate**.
- Be sensitive to feelings of guilt and isolation, but do not make any judgement.
- Let them know that they were right to share this information with you.
- Tell the individual what is likely to happen next.

If you suspect a child, young person or vulnerable adult is being abused, emotionally, physically or sexually:

- Report the matter immediately to the College's Human Resources Section located in the College's Easterhouse building, direct phone number 01415881576, who will notify the Principal or Depute Principal. In the event of an issue outwith normal working hours the Human Resources Section can be reached at 07711795032.
- Where local authority or private agencies are involved the Principal or Depute Principal will notify the Executive Director (Education and Social Work Services), Director of Education or Social Services or the Head of Establishment. Where the head of establishment is the subject of the allegations, then the Director should be informed. The establishment's own Child Protection policy should then operate.

If you receive an allegation about any adult or about yourself:

- Immediately tell the College's Human Resources Section who will inform the Principal or Depute Principal.
- Try to ensure that no-one is placed in a position which could cause compromise.

In all cases:

- Record the **facts** as soon as possible in handwritten form; report the facts to the College's Human Resources Section.
- You **must** refer; you **must not** investigate and you **cannot** ignore.

John Wheatley College
2 September 2008