Policy 033

Safeguarding Policy

1. Purpose of this policy

The purpose of this policy is to create a safe, respectful and rights-focused service environment for children, young people and protected adults. Rosemount Lifelong Learning is committed to ensuring that individuals who engage with our services are protected from abuse, neglect, exploitation, bullying, harassment and fear, and that they have access to trusted, skilled and knowledgeable staff who can help them when needed.

Safeguarding is everyone's responsibility and underpins all aspects of our work.

2. Scope of this policy

This policy applies to anyone working (paid or unpaid) on behalf of Rosemount Lifelong Learning, including:

- Board of Trustees
- Senior managers
- Paid staff
- Volunteers
- Sessional workers
- Agency staff
- Students and trainees

All individuals covered by this policy are required to act in accordance with it at all times.

3. Definitions (Scotland)

Child or young person
Anyone under the age of 18 years, in line with the National Guidance for Child Protection in Scotland.

Protected adult
An individual aged 16 or over who is unable to safeguard their own wellbeing, property, rights or other interests, and who is at risk of harm, as defined by the Adult Support and Protection (Scotland) Act 2007.

Safeguarding
The actions taken to protect children, young people and protected adults from harm, prevent impairment of health or development, and ensure safe and effective care.

Harm
Includes physical, emotional, psychological or sexual abuse, neglect, exploitation, self?harm, discriminatory abuse,

online abuse and harm arising from domestic abuse.

4. Legal and policy framework

This policy is informed by and complies with relevant Scottish and UK legislation, policy and guidance, including:

- United Nations Convention on the Rights of the Child (UNCRC) (Incorporation) (Scotland) Act 2024
- Children and Young People (Scotland) Act 2014
- National Guidance for Child Protection in Scotland (Scottish Government, 2021)
- Getting It Right for Every Child (GIRFEC) Statutory Guidance (Scottish Government, 2022)
- Adult Support and Protection (Scotland) Act 2007
- Protection of Vulnerable Groups (Scotland) Act 2007
- Disclosure (Scotland) Act 2020
- Sexual Offences (Scotland) Act 2009 and Sexual Offences (Amendment) Act 2000 (Abuse of Trust)
- Equality Act 2010
- Data Protection Act 2018 and UK GDPR

In Scotland, a person becomes legally an adult at 16; however, child protection duties apply up to age 18. Concerns about 16–17 year old may require consideration under both child protection and adult support and protection frameworks, depending on the circumstances.

5. Our values and principles

We believe that:

- Children, young people and protected adults have the right to be safe and protected from all forms of harm
- The welfare of the child or protected adult is paramount
- Safeguarding is everyone’s responsibility
- Listening to and respecting individuals is central to effective safeguarding practice

We recognise that:

- All children and protected adults have the right to equal protection regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief
- Some individuals are more vulnerable due to previous experiences, trauma, disability, communication needs or dependency
- Working in partnership with families, carers and statutory agencies is essential to safeguarding

6. Roles and responsibilities

Board of Trustees

The Board holds ultimate accountability for safeguarding and will:

- Appoint a lead trustee for safeguarding
- Ensure appropriate safeguarding policies and procedures are in place
- Review this policy annually or sooner if legislation or guidance changes
- Ensure safeguarding concerns are taken seriously and responded to appropriately

Designated Safeguarding Officer (DSO)

Rosemount Lifelong Learning will appoint a Designated Safeguarding Officer (DSO). Their responsibilities include:

- Acting as the main point of contact for safeguarding concerns
- Provide information to the Board of Trustees
- Providing advice and guidance to staff and volunteers
- Making referrals to statutory services when required
- Ensuring accurate and secure recording of concerns
- Promoting safeguarding training and awareness

All staff, volunteers and trustees

All individuals have a duty to:

- Act in the best interests of children, young people and protected adults
- Be alert to signs of harm and abuse
- Follow this policy and related procedures
- Report concerns immediately in line with this policy
- Participate in safeguarding training and supervision

7. Safer recruitment and PVG

Rosemount Lifelong Learning is committed to safer recruitment practices. Roles involving regulated work with children or protected adults will require membership of the Protecting Vulnerable Groups (PVG) Scheme in line with the Disclosure (Scotland) Act 2020.

PVG checks will be completed before individuals commence regulated work, and disclosures will be reviewed in accordance with organisational procedures. Having a criminal record will not automatically prevent involvement; decisions will be made on a case?by?case basis with safeguarding as the priority.

PVG Checks & Disclosures Arrangements

Rosemount Lifelong Learning is committed to ensuring that all staff and volunteers who work with children and/or protected adults are appropriately vetted in line with the Protecting Vulnerable Groups (PVG) Scheme

PVG checks and disclosures will be carried out in the following circumstances:

Before appointment or engagement

A PVG check will be required for all staff and volunteers who will be undertaking regulated work with children and/or protected adults. No individual will be permitted to commence regulated work until a satisfactory PVG disclosure

has been received, unless a formal risk assessment has been completed and approved by senior management.

On change of role or duties

Where an existing staff member or volunteer changes role, or their duties change such that they begin regulated work (or regulated work with a different group), a new PVG check will be requested as required.

On re-engagement after a break in service

A PVG check may be requested where a staff member or volunteer returns to regulated work following a significant break in service, in line with organisational risk assessment and guidance.

Ongoing monitoring

Where individuals are PVG Scheme members, the organisation will rely on the PVG Scheme's continuous monitoring to receive updates on relevant changes to an individual's membership status.

Periodic review (where applicable)

The organisation reserves the right to request a new PVG disclosure at appropriate intervals, or where there are safeguarding concerns, changes in legislation, or requirements from funders, regulators, or partner organisations.

Handling of disclosures

All PVG information will be handled confidentially and in accordance with data protection legislation.

Disclosure information will only be accessed by authorised personnel and used solely for safeguarding and suitability purposes.

Any information disclosed will be assessed fairly and proportionately, with consideration given to relevance, context, and safeguarding risk.

8. Recognising safeguarding concerns

Safeguarding concerns may arise in many forms, including but not limited to:

- Physical, emotional or sexual abuse
- Neglect
- Bullying or harassment, including online
- Domestic abuse
- Child sexual or criminal exploitation
- Radicalisation or extremism
- Self?harm or suicidal behaviour
- Discriminatory or hate?based abuse

Concerns may be observed directly, disclosed by an individual, or reported by a third party.

9. Responding to safeguarding concerns *(see Annex A for 'Quick Guide Flow Chart')*

All safeguarding concerns must be acted upon immediately.

Concerns must be reported without delay to the Designated Safeguarding Officer (DSO)

- If a concern involves the DSO, it must be reported to the Chair of the Board of Trustees
- Where there is an immediate risk of harm, emergency services must be contacted by calling 999
- Where appropriate, referrals will be made to local authority social work services, the police or other statutory agencies

Rosemount Lifelong Learning will not conduct internal investigations that could compromise statutory enquiries.

10. Recording and information sharing

All safeguarding concerns will be:

- Recorded accurately, factually and promptly
- Stored securely and confidentially
- Shared only with those who need to know, in line with data protection legislation and safeguarding requirements

Information may be shared without consent where there is a risk of harm.

11. Online safety

Safeguarding applies equally to online and digital environments. Rosemount Lifelong Learning will:

- Promote safe and responsible use of digital technology
- Address online abuse, harassment and exploitation
- Provide guidance to staff, volunteers and participants on online safety

12. Related policies and procedures

This policy should be read alongside the following organisational policies and procedures:

- Complaint/Grievances
- Whistleblowing
- Health and safety
- Induction, training, supervision and support
- Training & CPD

13. Training and awareness

All staff, volunteers and trustees will receive safeguarding training appropriate to their role. Training will be refreshed regularly and supported through supervision and ongoing learning.

14. Care Inspectorate alignment (Scotland)

This safeguarding policy aligns with the Care Inspectorate Quality Framework, particularly:

Quality Indicator 3.1 – Safe

- Clear safeguarding procedures and reporting pathways
- Safe recruitment and PVG checks
- Prompt action to protect individuals from harm

Quality Indicator 3.2 – Staff are competent and supported

- Defined safeguarding roles (DSO, Trustee lead)
- Mandatory safeguarding training and supervision
- Clear guidance for staff on responding to concerns

Quality Indicator 4.2 – Staff leadership

- Strong governance and trustee accountability
- Regular policy review and oversight
- A culture where safeguarding is everyone's responsibility

Quality Indicator 4.3 – Management and support

- Robust recording and information-sharing arrangements
- Partnership working with statutory agencies
- Continuous improvement through learning and review

The policy supports inspection expectations that safeguarding is embedded in daily practice, understood by staff, and supported by leadership.

15. Review of this policy

This policy will be reviewed annually by or sooner if required by changes in legislation, national guidance or organisational practice.

Date: Jan 26

Next review date: Jan 27

ANNEX A

SAFEGUARDING

WHAT TO DO IF YOU ARE CONCERNED

IF YOU ARE WORRIED ABOUT A CHILD, YOUNG PERSON, OR PROTECTED ADULT.

1 NOTICE A CONCERN OR RECEIVE A DISCLOSURE

This could be:
- Something you see
- Something you are told
- A change in behaviour

2 RESPOND CALMLY AND APPROPRIATELY

✓ Listen carefully and take the concern seriously
✓ Reassure the person they have done the right thing
✗ Do not promise confidentiality
✗ Do not ask leading questions

3 IS ANYONE IN IMMEDIATE DANGER?

🚨 YES ➡ Call 999 immediately
✅ NO ➡ Go to Step 4

4 REPORT THE CONCERN IMMEDIATELY

- Contact the Designated Safeguarding Officer (DSO)
- If the concern involves the DSO, contact the Chair of the Board

5 RECORD WHAT YOU KNOW

- Write down what was seen or said as soon as possible
- Use the person's own words where you can
- Sign and date your record
- Pass it securely to the DSO

6 🚫 DO NOT INVESTIGATE

- Do not question others or try to resolve the issue yourself
- The DSO will decide next steps and referrals

⚠ REMEMBER

It is NOT your job to decide if abuse has happened.
It IS your job to pass the concern on.

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY.

Rosemount Lifelong Learning
Reach Your Potential