

SFTCT Safeguarding Policy

1. Policy Statement

The Trustees and Senior Management Team of Shetland Fisheries Training Centre Trust t/a as NAFC MC UHI are committed to providing all centre users, students, staff and visitors with a safe, supportive environment within which they can achieve, further develop and flourish, and one that protects them from harm, abuse, exploitation and radicalisation.

SFTCT is equally committed to eliminating discrimination and encouraging diversity in all aspects of its work and study. We aim to create an environment that respects the diversity of staff and students and enables them to achieve their full potential irrespective of their gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination.

2. Definitions

Children and Young People: Anyone under 18 years of age.

Vulnerable Adults: This term refers to anyone aged 16 or over whom, for the time being is unable to safeguard their own welfare or properly manage their financial affairs (*Section 94 of the Protection of Vulnerable Groups (Scotland) Act 2007*).

In addition, some of the groups classed as vulnerable for the purposes of this policy are, but not limited to:

- Students with experience of care
- Students who are Care givers
- Students with disabilities which result in them unable to protect themselves against the risk of abuse or harm
- Students who are, or have been subject to abuse
- Students who are estranged and studying without family support
- Students who are suffering from significant mental health issues

Safeguarding: OSCR defines safeguarding as the action that an organisation takes to promote the welfare of children and vulnerable adults to protect them from harm including physical, emotional, sexual and financial harm and neglect.

Abuse: Abuse can take many different forms and may be intentional or unintentional and includes, but is not limited to:

- Sexual abuse
- Physical abuse
- Emotional abuse
- Discriminatory abuse
- Online abuse
- Neglect

Note: Further definitions and helpful explanations can be found in Appendix 1 of the UHI Safeguarding Procedures.

3. Purpose

The Safeguarding Policy details how we will promote safe practices with particular regard to protecting children, vulnerable adults and other groups as detailed in section 2. above, from any form of harm, abuse, exploitation or radicalisation.

This policy should be read in conjunction with the following policies/procedures that can be found in the NAFC Staff Handbook or appropriate website relating to:

- UHI Safeguarding Procedures
- [Shetland Inter-Agency Child Protection Procedures](#)
- [Corporate Parenting Plan](#)
- [Equality and Diversity Policy](#)
- [Dignity at Work and Study](#)
- [Procedure for Disclosure Scotland Checks](#)
- [Recruitment and Selection Procedures](#)
- [Recruitment Procedures for Casual and Short Term Appointments](#)
- [Staff Mandatory Training Policy](#)
- [Secure Handling, Use, Storage, Retention and Destruction of Disclosure Information](#)
- [Recruitment of Ex-Offenders](#)

4. Scope

This policy applies to any person acting on behalf of the Trust including all members of staff, sub-contractors, volunteers, visitors and students.

However, all adults have a responsibility to respond when they are concerned that a child or vulnerable adult may be at risk of harm or exploitation.

The basis for this policy and associated procedures are embedded in the following (but not limited to) Scottish and UK legislation, policies and guidance:

- [Protection of Vulnerable Groups \(Scotland\) Act 2007](#)
- [Children and Young People Act \(Scotland\) 2014](#)
- [Getting it Right for Every Child \(GIRFEC\)](#)
- [OSCR Strategy and Guidance](#)
- [SCVO Safeguarding Guidance](#)
- [Counter Terrorism and Security Act 2015](#)
- [Counter-Terrorism and Border Security Act 2019](#)
- [Shetland Inter-Agency Child Protection Procedures](#)

5. Exceptions

In following this Policy and associated Procedures, any necessary subsequent sharing of personal information to official agencies such as Social Work or Police Scotland shall not be prevented or compromised by legislation such as the Data Protection Act 1998, and the current General Data Protection Regulation (GDPR).

6. Roles and Responsibilities

Safeguarding Lead:

NAFC MC UHI have appointed a named Safeguarding Lead (up to date details can be found [here](#)). The role of the Safeguarding Lead includes:

- Being the first point of contact for any person having concerns relating to safeguarding, including Gender Based Violence and Radicalisation.
- Escalating a reported concern as per the Shetland Inter-Agency Child Protection procedures and/or the Police, as appropriate to the concern.
- Acting as the NAFC MC UHI representative on the wider UHI Safeguarding Group in order to share and communicate current good practice and advice.
- Reporting any significant incidents to the Board of Trustees who will in turn ensure the Trust meets its reporting requirement to the Office of the Scottish Charity Regulator (OSCR) under the '[Notifiable Events Scheme](#)'.

Staff:

All members of staff who may come into contact with children, young people and vulnerable adults have a duty to act if there is any cause for concern. This is a confidential and critically sensitive subject, therefore all staff must read this Policy and the associated [UHI Safeguarding Procedures](#) in order to fully understand their responsibilities in regards to:

- Recognising and understanding what constitutes abuse.
- What to do if a cause for concern is raised or identified.
- Participating in appropriate Child Protection/Safeguarding training if required by their job role.

It is very important to note that it is NOT the responsibility of an individual member of staff to investigate, make judgements or comment on suspected safeguarding concerns. But it IS their responsibility to mitigate risks and to ACT on those concerns by carefully following the procedure as detailed in Section 3. of the [UHI Safeguarding Procedures](#)

7. Policy

The Trust is committed to providing a safe, supportive environment for all within which they can achieve, further develop and flourish, and one that protects them from harm, abuse, exploitation and radicalisation.

To meet its commitments to safeguarding, it will:

- Operate recruitment procedures for appointing staff and volunteers safely. Ensuring that reasonable steps are taken not to appoint a person to undertake “regulated work” as defined by the relevant act who is unsuitable for working with children, young people, or vulnerable adults, or who is disqualified from working with children. This will be achieved by ensuring relevant staff are members of the PVG scheme.
- Provide appropriate training for all staff carrying out “regulated work”. This will be achieved by following the *Staff Mandatory Training Policy*.
- Ensure that all staff and volunteers are aware of their responsibility to protect children and young people, and that they are aware of the procedure they should follow if they suspect a child, young person or vulnerable adult is experiencing, or at risk of experiencing harm. This will be achieved by all staff being required to read this Policy and associated procedure(s).
- Engage with, and adhere to the principles of [Safer Shetland](#) and follow the procedure for referrals as detailed in the *Shetland Inter-Agency Child Protection*, and *Shetland Inter-Agency Adult Support and Protection* procedures as appropriate.
- Ensure that members of staff are aware of the required standards of conduct, as set out in the [Dignity at Work and Study Policy](#) and when applicable, refer matters to be considered under the Student Code of Conduct or Staff Disciplinary Procedure.

8. Version Control and Change History

Version	Date	Approved by	Amendment(s)	Author
0	16/10/19	SMT	Total re-write and new policy	DE Kidson
1				
2				
3				
4				