

Child and Adult Protection Policy

Lead Officer (Post):	Principal and CEO
Responsible Office/Department:	Senior Management Team (SMT)
Responsible Committee:	Operations and Estates
Review Officer (Post):	Vice Principal Operations
Date policy approved:	19/09/2023
Date policy last reviewed and updated:	07/09/2023
Date policy due for review:	06/09/2026
Date of Equality Impact Assessment:	02/09/2022
Date of Privacy Impact Assessment:	N/A

Accessible versions of this policy are available upon request.

Policy Summary

Overview	UHI Shetland has adopted the Shetland Inter-Agency Child Protection Procedures Shetland inter-agency Child Protection Procedures (www.safershetland.com) UHI Shetland has adopted the Shetland Inter-Agency Adult Protection Procedures. In order to safeguard adults from harm, it is important that we work together. Professionals need to work with adults and their families as well as in partnership with other agencies, including the Police and Health. Please see Shetland inter-agency Adult Support and Protection Procedures for detailed
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	information on how to respond to concerns about the safety of an adult.
Purpose	Safeguarding Children and Young People and Vulnerable Adults attending UHI Shetland.
Scope	Shetland's Public Protection Committee (SPPC), which fulfils all the functions of Shetland Child Protection Committee (www.safershetland.com) has produced this document as the basis of local practice in relation to child protection. It is consistent with the National Guidance for Child Protection in Scotland 2014 (http://www.gov.scot/Resource/0045/00450733.pdf [2014]) The Shetland Public Protection Committee undertakes all the duties of the Adult Protection Committee as laid down in the Adult Support and Protection (Scotland) Act 2007. The aim is to ensure that all aspects of adult protection work are done as well as possible and adults at risk of harm are identified and protected.
Consultation	From previous policy: Shetland Islands Council, Shetland NHS Board and Police Scotland have approved this document. The policy, procedures and practice guidance that follow apply to all statutory agencies represented at SPPC and must be followed irrespective of the source of the referral or its first point of contact. Third sector organisations providing services to children and young people and Vulnerable Adults are represented at SPPC. National Guidance makes it clear that all organisations should adopt local and national child protection procedures. Further guidance for community groups is available at http://www.safershetland.com/adult-protection-for-community-

	groups . Further protocols may be developed to provide additional guidance on specific areas of child protection work. Once approved by SSPC they will be added to these Procedures and shared accordingly
Implementation and Monitoring	UHI Shetland is responsible for ensuring that the policy and procedures are followed in the organisation.
Risk Implications	This policy and the procedures will reduce risk for UHI Shetland by ensuring that best practice from all partner agencies is being shared and followed.
Link with Strategy	This policy supports the UHI's commitment to provide a safe and supportive learning environment for all. It also aims to ensure that all partners meet legislative requirements on safeguarding and discharge their duty of care.
Impact Assessment	Equality Impact Assessment: June 2022
	Privacy Impact Assessment: N/A

1. Policy Statement

- 1.1 UHI Shetland continues to recognise and follow the local [Shetland Inter-agency Child Policy and Procedure](#).
- 1.2 UHI Shetland continues to recognise and follow this local Shetland Inter-agency Adult Protection Policy and Procedure. This gives advice on what to do if you suspect someone you know is suffering from harm, or if you think you are being harmed yourself. You will also be able to find information about the Adult Support and Protection (Scotland) 2007 Act, and how this important piece of legislation protects adults at risk [Adult Protection | Shetland Child & Adult Protection Committees](#).

3. Purpose

UHI Shetland recognises and complies with our legal and statutory obligations that arise from legislation, including the Protection of Children (Scotland) Act 2003, the Adult Support and Protection (Scotland) Act 2007, the Counterterrorism and Security Act 2015, the Children and Young People (Scotland) Act 2014, and other relevant guidance and regulations.

3. Scope

This policy and the procedures apply to activities undertaken by all students as part of their studies including but not limited to work placements and work experience, summer schools, field trips and outreach activities. This policy applies in all environments, including physical and virtual (e.g. social media and online learning platforms).

4. Exceptions

There are no exceptions, exclusions, or restrictions.

5. Notification

- 5.1 All staff are responsible for safeguarding students through their student journey and will be made aware of any changes to the policy and procedures.
- 5.2 Mandatory child protection training for all staff, and adult protection for those in contact with vulnerable adults. The level of training is dependent upon the role (see document Training and Child Protection). The level of training is based on the document PVG status updated 23/08/2022. As a minimum, all staff will at least have completed Level 1 Child Protection training. The training should be recorded by line manager and HR and updated regularly as per the table in the document Training and Adult Protection. This is to support the premise from Safer Shetland that Child and Adult Protection is everyone's business.

- 5.3 The policy will be publicly available on our website.
- 5.4 We will make information available about our Safeguarding Lead on our website and how to contact them. If you suspect that a safeguarding issue has occurred, please use the reporting form available on the intranet and on our website: [About us – Policies and Publications \(uhi.ac.uk\)](https://uhi.ac.uk/about-us/policies-and-publications).
- 5.5 The Safer Shetland Group and local child and adult protection committees will include any updates to the policy or procedure as an agenda item to ensure that UHI Shetland staff have a forum to discuss changes and best practice.

6. Roles and Responsibilities

- 6.1 UHI Shetland Academic Board and Board of Trustees are responsible for approving the policy, ensuring the legal compliance of the policy, and ensuring that it is followed. UHI Shetland Academic Board and Board of Trustees are also responsible for ensuring the strategic effectiveness of the policy.
- 6.2 The Principals and SMT are responsible for operational compliance with the policy set by the UHI Shetland Academic Board and Board of Trustees making recommendations to the Board about updates to the policy. The Principal and SMT are also responsible for ensuring the operational effectiveness of the policy and making provisions for training for all staff.
- 6.3 Safeguarding Leads are accountable for responsibilities as detailed in the Safeguarding Procedure.
- 6.4 Line managers are responsible for ensuring staff participate in training and follow the policy in their day-to-day role.
- 6.5 All staff are responsible for familiarising themselves with the policy and procedures.

7. Legislative Framework

- [Adults with Incapacity \(Scotland\) Act 2005](#)
- [Adult Support and Protection \(Scotland\) Act 2007](#)
- [Children and Young People \(Scotland\) Act 2014](#)
- [Counter-Terrorism and Security Act 2015](#)
- [Council of Europe Convention on Action against Trafficking in Human Beings](#)
- [Data Protection Act 2018](#)
- [Education \(Additional Support for Learning\) \(Scotland\) Act 2004](#)
- [Equalities Act 2010](#)
- [EU Directive of 5th April 2011 on Preventing and Combating Trafficking in Human Beings and Protecting its Victims](#)
- [Forced Marriage etc. \(Protection and Jurisdiction\) \(Scotland\) Act 2011](#)
- [General Data Protection Regulation \(GDPR\) 2018](#)
- [Getting it right for every child \(GIFREC\)](#)
- [Human Trafficking & Exploitation \(Scotland\) Act 2015](#)
- [Mental Health \(Care and Treatment\) \(Scotland\) Act \(2003\)](#)
- [National Guidance for Child Protection in Scotland 2021](#)
- [Police Act 1997](#)
- [Police and Fire Reform \(Scotland\) Act 2012](#)
- [Protection of Children \(Scotland\) Act 2003](#)
- [Protection of Children and Prevention of Sexual Offences \(Scotland\) Act 2005](#)
- [Protection of Vulnerable Groups \(Scotland\) Act 2007](#)
- [Rehabilitation of Offenders Act 1974](#)
- [Sexual Offences Act 2003](#)
- [Sexual Offences \(Scotland\) Act 2009](#)
- [United Nations Convention on the Rights of the Child 1992](#)

8. Related Policies, Procedures, Guidelines, and Other Resources

- Complaints Handling Procedures
- Fitness to Practise Guidelines (course-specific)
- IT Acceptable Use Policy
- Placement and Externally Supported Learning Policy
- Student Code of Conduct
- Student Conduct Policy
- Student Criminal Offence Data Disclosure Policy
- Support to Study Procedure

9. Version Control and Change History

Version	Date	Approved by	Amendment(s)	Author
0	01/05/19	Operations and Estates	Approved 01/05/2021 – separate policies for Child and Adult Protection	Senior Management Group (SMG)
1	06/09/23	Operations and Estates, SMG	Updates to refer to UHI Shetland (template based on UHI single policy on Safeguarding). Combine separate Adult and Child Protection into single document. Update training requirements and refer to appendices depending on roles. Change to mandatory training to specify a minimum of Level 1 training for all staff.	KB for presentation to Operations and Estates

			Include requirement for training to be updated and to be monitored by line managers and HR. Inclusion of appendices 'Training for Child and Adult Protection' and 'PVG framework updated 23/08/2022'.	