

Procedure 1068: Safeguarding

Purpose

The purpose of this procedure is to inform College staff how to complete a Safeguarding disclosure to the Safeguarding Team.

Scope

Every member of staff has an individual responsibility to ensure the safety and protection of all students, staff and visitors to the College including children and adults at risk of harm. The procedure supports the Safeguarding Policy which details the responsibilities of North East Scotland College, Regional Board members, individual members of staff, including permanent and temporary teaching and support staff and contractors working within the College in identifying collective and individual responsibilities and duties paying due regard to relevant legislation.

Procedure

All concerns or disclosures relating to abuse, neglect, harm or radicalisation must be reported to the Safeguarding Team as soon as possible. Do not investigate any disclosure made, this will be handled by the Safeguarding Team. Safeguarding concerns relating to staff are dealt with by the People Services Team only.

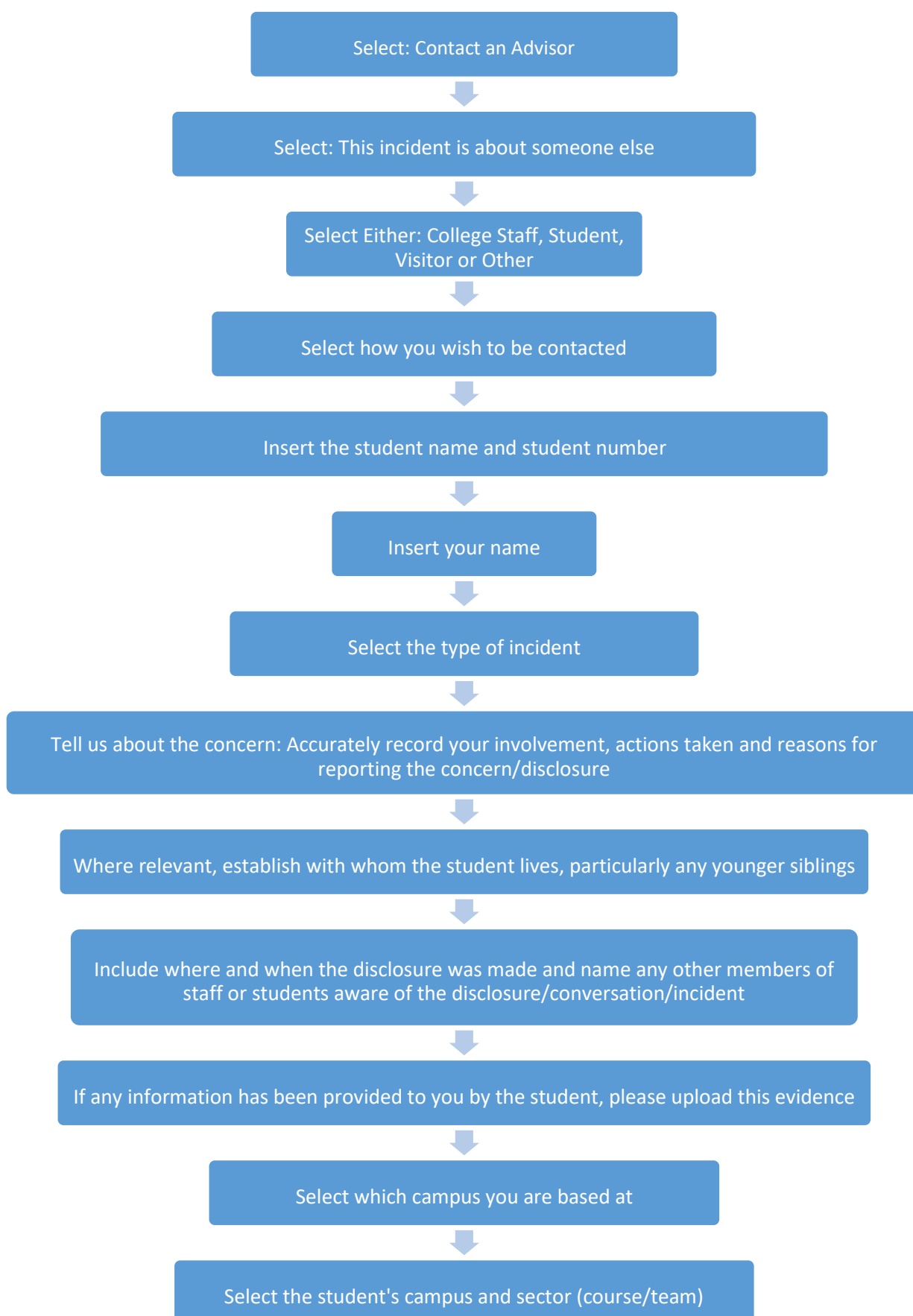
1. All concerns/disclosures must be reported, via [Report+Support](#), to the Safeguarding Team as soon as possible on the same working day (step-by-step process on pg2)
2. Do not keep a copy of meeting note for records, once this form has been submitted (this can be accessed via the Safeguarding Team if required in future)
3. Staff are encouraged to refrain from submitting an anonymous report; and to instead submit a named report. Named reports enable the Safeguarding Team to conduct a thorough investigation into safeguarding concerns and address them effectively.

Related Documents

- This procedure is to be read in conjunction with the Safeguarding Policy
- Guidelines for dealing with suspected radicalisation (Appendix 1)
- Wellbeing Matters Z Card – version 06/25

Safeguarding Team

- Student Safeguarding
 - o Assistant Principal: Curriculum and Student Experience
 - o Head of Student Support and Engagement
 - o Student Support Managers
- Staff Safeguarding
 - o Director of People Services
 - o Head of Human Resources
 - o Senior HR Business Partners



Status:	Approved	Summary of changes
Approved by:	Executive Team	Job Title changes
Date of version:	March 2026	
Responsibility for Procedure:	Vice Principal Curriculum & Quality	
Responsibility for Review:	Head of Student Support and Engagement	
Review date:	March 2027	
DPIA date:	September 2021	
EIA date:	March 2026	

DATA PROTECTION IMPACT ASSESSMENT (DPIA)

1. Does the activity that this policy or procedure relates to use personal data in any way? (Use may refer to collecting and gathering; storing electronically; storing by paper; sharing with other parties (internal or external to college); use of images as well as written information; retaining and archiving; or erasing, deleting and destroying)	Yes
2. Does the activity that this policy or procedure relates to use special category personal data in any way? (Special category data is data about: race; ethnic origin; politics; religion; trade union membership; genetics; biometrics (where used for ID purposes); health; sex life; or sexual orientation)	Yes
3. Does the activity that this policy or procedure relates to involve the use of social media or a third-party system?	Yes

If the answer is 'yes' to one or more of the above questions, the Data Protection Officer must be consulted.

Date of DPO consultation:	September 2021
Description of outcome and actions required (if any): A full DPIA is required for the process of managing safeguarding referrals, including use of Report+Support. This is in progress and has been logged with the DPO.	
DPIA screening/full DPIA required:	Yes

Part 1. Background Information. (Please enter relevant information as specified.)

Title of Policy/Procedure/Practice/Project:	Safeguarding Procedure 1068
Person(s) Responsible:	Gwen Watt, Head of Student Support and Engagement
What are the aims of the policy/procedure/practice/project being considered?	The Safeguarding Procedure provides clear operational guidance for all College Staff on how to recognise, respond to and report safeguarding concerns relating to students, staff and visitors. The procedure ensures that concerns relating to abuse, neglect, harm, exploitation or radicalisation are reported promptly and handled by appropriately trained safeguarding staff within the College. It establishes a consistent reporting route through the Report + Support system and clarifies that staff must not investigate disclosures themselves. The procedure supports the College Safeguarding Policy and ensures compliance with relevant legislation and national safeguarding frameworks including the Equality Act 2010, the Children and Young People (Scotland) Act 2014, Adult Support and Protection (Scotland) Act 2007, Prevent Duty under the Counter Terrorism and Security Act 2015, and the College's responsibilities under the Public Sector Equality Duty. The procedure also supports the creation of a safe and inclusive learning and working environment by ensuring safeguarding concerns are addressed proportionately, confidentially and in line with data protection legislation.
Who will this policy/procedure/practice/project impact upon?	All NESCol staff including permanent, temporary and agency staff. Students enrolled at the College Members of the public and visitors to College Campuses Contractors or third parties operating on College premises.

	The procedure has particular relevance for individuals who may be more vulnerable to harm or exploitation, including children and young people under the age of 18, adults at risk of harm, and individuals who may experience heightened safeguarding risks to protected characteristics and other vulnerabilities.
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Part 2. Public Sector Equality Duty (PSED) (Consider the potential impact (which could be positive, negative or neutral) against each element of the PSED and each protected characteristic. Provide evidence which supports your assessment. See NESCol EIA Guidance for more information.

Have due regard to the need to:	Evidence which supports your assessment:
Eliminate unlawful discrimination, harassment and victimisation, and other conduct that is prohibited by the Equality Act 2010.	The Safeguarding Procedure establishes a clear and consistent process for reporting concerns relating to abuse, neglect, exploitation, harassment, radicalisation or harm affecting students, staff or visitors. All concerns are reported through the College's Report and Support system and managed by trained safeguarding staff ensuring concerns are handled appropriately and confidentially. The procedure supports the elimination of discrimination, harassment and victimisation by ensuring safeguarding concerns connected to protected characteristics are identified and addressed. Individuals with protected characteristics may experience increased vulnerability to harm or exploitation and the procedure enables early reporting and intervention. This assessment is informed by national safeguarding legislation and guidance, including the Equality Act 2010, Adult Support and Protection (Scotland) Act 2007, and Children and Young People (Scotland) Act, alongside NESCol safeguarding practice and data captured through the Report + Support system.

Summary of overall impact: Overall impact is positive as the procedure strengthens safeguarding protections and supports a safe and inclusive learning and working environment.

Protected Characteristic	Age	Disability	Gender Reassignment	Marriage/Civil Partnership	Pregnancy and maternity	Race	Religion or belief	Sex	Sexual Orientation
Impact Identified: - Positive (P) - Negative (N) - Neutral Impact (N/I)	P	P	P	N/I	P	P	P	P	P
Have due regard to the need to:				Evidence which supports your assessment:					
Advance equality of opportunity between people who share relevant protected characteristics and those who don't				The Safeguarding Procedure supports equality of opportunity by ensuring that all safeguarding concerns are reported promptly and assessed by trained safeguarding professionals. This ensures individuals who may be more vulnerable to harm or exploitation are identified early and can access appropriate support. Certain groups may experience increased safeguarding risks, including young people, disabled individuals, care experienced people, those experiencing mental health difficulties and individuals who may experience harassment, exploitation or abuse related to protected characteristics. The procedure ensures concerns affecting these individuals are identified, risk assessed and responded to appropriately. The use of Report + Support system provides a consistent and accessible mechanism for reporting concerns across the College and enables safeguarding trends to be monitored. This supports early intervention and equitable access to safeguarding support. The procedure therefore contributes to advancing equality of opportunity by ensuring safeguarding					

				risks that may disproportionately affect some groups are recognised and addressed.				
Summary of overall impact: Overall impact is positive. The procedure supports early identification of safeguarding concerns and ensures that individuals who may face increased vulnerabilities can access appropriate safeguarding support.								
Protected Characteristic	Age	Disability	Gender Reassignment	Pregnancy and maternity	Race	Religion or belief	Sex	Sexual Orientation
Impact Identified: - Positive (P) - Negative (N) - Neutral Impact (N/I)	P	P	P	P	P	P	P	p
Have due regard to the need to:				Evidence which supports your assessment:				
Foster good relations between people who share a relevant protected characteristic and those who don't				The Safeguarding Procedure contributes to fostering good relations by promoting a safe, respectful and inclusive environment across the College. Clear safeguarding processes ensure that concerns relating to abuse, harassment, exploitation or harmful behaviour are reported and addressed appropriately. By providing a consistent reporting mechanism through the Report + Support system, the procedure helps ensure that behaviours which may harm individuals or groups, including harassment or abuse related to protected characteristics, are identified and addressed. This supports a culture where students and staff feel confident that concerns will be taken seriously and handled professionally.				

				The procedure also reinforces collective responsibility for safeguarding and respectful conduct within the College community, helping to maintain a safe learning environment for all.				
Summary of overall impact: Overall impact is positive. The procedure supports a safe and respectful environment where harmful behaviours can be reported and addressed appropriately, contributing to positive relationships within the College community.								
Protected Characteristic	Age	Disability	Gender Reassignment	Pregnancy and maternity	Race	Religion or belief	Sex	Sexual Orientation
Impact Identified: - Positive (P) - Negative (N) - Neutral Impact (N/I)	P	P	P	P	P	P	P	P

Part 3. Action & Outcome (Following initial assessment, describe any actions required which will mitigate against potential negative impacts)

No negative equality impacts have been identified as part of this assessment. The Safeguarding Procedure supports the College's statutory safeguarding duties and provides a clear and consistent process for reporting and responding to safeguarding concerns. The procedure contributes positively to protecting individuals who may be vulnerable to harm or exploitation, including those with protected characteristics.

To ensure continued compliance with the Equality Act 2010 and Public Sector Equality Duty, safeguarding activity will continue to be monitored through the College's Report + Support system and through the work of the Safeguarding Team. Any emerging trends relating to protected characteristics will be considered as part of the ongoing safeguarding oversight and future reviews of the procedure.

The procedure will be reviewed periodically to ensure it remains aligned with safeguarding legislation, national guidance and College equality commitments.

Sign-off, authorisation and publishing *	
Name:	Gwen Watt
Position:	Head of Student Support and Engagement
Date of original EIA	February 2025
Date EIA last reviewed	March 2026

**Please note that an electronic sign-off is sufficient*