

## **Safeguarding Policy**

### **Policy Statement**

Leith School of Art (LSA) believes that all staff and students, regardless of age, gender identity, disability, sexual orientation or ethnic origin, have the right to be protected from all forms of unfair treatment, harm, abuse, neglect and exploitation arising from or in the course of the activities of the School. LSA will not tolerate abuse or exploitation by staff (including visiting staff) or students.

Policies are in place covering bullying and harassment, equal opportunities, personal relationships and for the handling of complaints and grievances. However, we recognise that we have a particular responsibility towards children and young people under the age of 18 and to adults at risk who may attend the School or come into contact with its staff as part of the School's activities. The term 'adults at risk' for the purposes of this policy follows the definition in the Adult Support and Protection (Scotland) Act 2007.

This Safeguarding Policy sets out the additional measures in place to protect those aged under 18 and adults at risk from any harm caused by the conduct of staff or other students, or from the design and implementation of the LSA's programmes and activities. It lays out the commitments made by LSA, and informs staff and associated personnel of their responsibilities in relation to safeguarding.

### **What is safeguarding?**

Safeguarding involves carrying out our 'Duty of Care' responsibilities in relation to those under 18 and adults at risk, ensuring the safety and welfare of all. It involves protecting people's health, wellbeing and human rights, thus enabling all to live and study free from harm, abuse, neglect or exploitation. It is fundamental to high quality learning and engagement.

'Duty of Care': Our responsibility to use professional expertise and judgement to protect and promote the best interests of students and staff, and to ensure that we exercise an appropriate level of care towards them, as is reasonable within the parameters of our relationship.

### **Scope**

- All staff contracted by LSA and students attending LSA.
- Staff engaged with work or visits related to LSA, including but not limited to the following: supporters; visiting tutors; consultants; volunteers and contractors.

### **Roles and Responsibilities**

- The Board of Directors are responsible for approving the policy, ensuring the legal compliance of the policy and ensuring that it is followed. The Board of Directors are also responsible for ensuring the strategic effectiveness of the policy.
- LSA Leadership Team are responsible for operational compliance with the policy set out by the Board of Directors, and making recommendations to the Board about updates to the policy. The Leadership Team are also responsible for ensuring the operational effectiveness of the policy and making provision for training for all staff.
- Line Managers are responsible for following the policy in their day-to-day role and, where appropriate, ensuring staff participate in training.
- All staff have access to, are familiar with, and know their responsibilities within this policy and procedures.

### **Implementation of the Policy**

LSA commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

LSA will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with LSA. This includes the way in which information about individuals in our programmes is gathered and communicated
- Implement appropriate safeguarding procedures when recruiting, managing and deploying staff and associated personnel including the use of PVG checks where legally required.
- Ensure staff receive training on safeguarding at a level commensurate with their role in the organisation.
- Follow up on reports of safeguarding concerns promptly and according to due process

### **Staff responsibilities**

LSA staff and associated personnel must not:

- Engage in sexual activity with anyone under the age of 18
- Sexually abuse or exploit children or adults at risk
- Subject a child or adult at risk to physical, emotional or psychological abuse, or neglect

### **Reporting**

LSA will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff, and students.

### **How to report a safeguarding concern**

Staff members who have a complaint or concern relating to safeguarding should report it immediately to the Principal or Year-long Course & Operations Manager. If the staff member does not feel comfortable reporting to the Principal or Year-long Course & Operations Manager for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern, they may report to the Chair of the Board who will make arrangements for it to be investigated.

### **Response**

LSA will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations (see Procedures for reporting and response to safeguarding concerns in Associated Policies).

LSA will apply appropriate disciplinary measures to staff found in breach of policy.

### **Confidentiality**

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need to know basis only, and should be kept secure at all times.

### **Review**

The Management shall review this policy, its effectiveness and regarding its implementation every two years and shall ensure that any statutory authority input is sought as appropriate.