



THE UNIVERSITY *of* EDINBURGH  
Centre for Open Learning

# COL Summer School Pre-university Safeguarding Policy Statement

January 2024

## Purpose and Scope

The Centre for Open Learning (COL) believes that young people should never experience abuse of any kind, and that we have a responsibility to promote their welfare, keep them safe and protect them from harm whilst attending the Pre-university Summer School.

The purpose of this policy statement is:

- To protect young people participating in the Pre-university Summer School from harm.
- To provide staff, young people and their guardians, with the overarching principles that guide COL's approach to safeguarding.

This policy applies to anyone working on behalf of the University of Edinburgh on the Pre-university Summer School, including academic and professional services staff, COL's Senior Management Team and Executive Committee.

## Definitions

**Young Person** means any person aged 16-18 years.

**Student** means any young person participating in COL's Pre-university Summer School.

**Guardian** means the parent or carer of a young person.

**Staff** means any University of Edinburgh staff member responsible for supporting or delivering elements of the Pre-university Summer School.

**Safeguarding** means the action taken to promote the welfare of young people and protect them from harm.

## Legal Framework

This policy statement has been drawn up on the basis of legislation, policy and guidance that seeks to protect young people in Scotland. A summary of the key legislation and guidance can be found on the [NSPCC website](#).

## Supporting Documents

This policy statement should be read alongside the following policies, procedures, guidance and other related documents:

- [COL Designated Safeguarding Lead Role Description](#)
- [COL Summer School Pre-university Safeguarding Procedures](#)
- [COL Summer School Pre-university Staff Code of Conduct](#)
- [COL Summer School Pre-university Student Code of Conduct and Guardian Consent](#)
- [University of Edinburgh Protection of Children and Protected Adults Policy](#)
- [University of Edinburgh Code of Student Conduct](#)
- [University of Edinburgh Health and Safety Policy](#)
- [University of Edinburgh Dignity and Respect Policy](#)
- [University of Edinburgh Trans Equality Policy](#)
- [University of Edinburgh Data Protection Policy](#)
- [University of Edinburgh Online Etiquette Guidelines](#)
- [University of Edinburgh Whistleblowing Policy](#)
- [University of Edinburgh Complaint Handling Procedure](#)
- [University of Edinburgh Staff Disciplinary Policy](#)

## We recognise that:

- The welfare of young people is paramount in all the work we do and in all the decisions we take.
- All young people, regardless of age, disability, gender, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- Some young people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Extra safeguards may be needed to keep young people who are additionally vulnerable safe from abuse.

## We will seek to keep young people safe by:

- Valuing, listening to and respecting them.
- Appointing Designated and Deputy Safeguarding Leads.
- Adopting safeguarding best practice through our policies, procedures and code of conduct for staff.
- Developing and implementing online safety guidelines.
- Recruiting and selecting staff safely, ensuring all necessary checks are made.
- Providing effective management for staff through supervision, support and training.
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance.
- Making sure that young people and their guardians know where to go for help if they have a concern.
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving young people and their guardians where appropriate.
- Using our procedures to manage any allegations against staff appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for young people and staff, by applying health and safety measures in accordance with the law and regulatory guidance.
- Building a safeguarding culture where staff, young people and their guardians, treat each other with respect and are comfortable about sharing concerns.

## Contact Details

**Designated Safeguarding Lead:** Claire Fox

**Deputy Safeguarding Leads:**

- Nicola Wilson
- Fraser Maxwell

Email: [col.safeguarding@ed.ac.uk](mailto:col.safeguarding@ed.ac.uk)

Office: Paterson's Land, Holyrood Road, Edinburgh, EH8 8AQ

<b>Approved by:</b>	Nicola Davidson and Jenny Hoy	<b>Date:</b>	25 January 2024
<b>Last reviewed on:</b>	December 2023	<b>Next review date:*</b>	November 2024

*\*This document should be reviewed and approved on an annual basis.*