



THE UNIVERSITY of EDINBURGH
Centre for Open Learning

COL Summer School Pre-university Safeguarding Procedures

January 2024

1. Purpose and scope

This document details the Centre for Open Learning (COL) safeguarding procedures related to the Pre-university Summer School. These procedures have been informed by University of Edinburgh policies and procedures, but have been tailored to reflect the nature and duration of the Pre-university Summer School and the age range of the students.

These procedures apply to all staff associated with the delivery of the Pre-university Summer School.

2. Definitions

Young Person means any person aged 16-18 years.

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

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

Guardian means the parent or carer of a young person.

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

University means the University of Edinburgh.

On-campus means situated or taking place on the University of Edinburgh campus, including accommodation.

Off-campus means situated or taking place away from the University of Edinburgh campus.

Social Activity means any organised activity which takes place outside of teaching hours.

Educational Activity means any organised activity which takes place during teaching hours.

External Provider means an external company that provides products or services to the University of Edinburgh.

Children's List means the list of individuals maintained by Disclosure Scotland as being barred from undertaking regulated work with children under Section 1 of the 2007 Act.

3. Procedures

3.1 Designated Safeguarding Lead

A Designated Safeguarding Lead and at least one Deputy must be appointed prior to the commencement of the Pre-university Summer School.

The Designated Safeguarding Lead is responsible for:

- ensuring that appropriate arrangements for keeping young people safe during the Pre-university Summer School are in place at the Centre for Open Learning
- promoting the welfare and safety of young people participating in the Pre-university Summer School, and responding to any issues and concerns raised

A full description of responsibilities can be found in the COL Designated Safeguarding Lead role description.

The Deputy Safeguarding Lead is responsible for:

- supporting the Designated Safeguarding Lead with their duties and responsibilities
- fulfilling the duties and responsibilities of the Designated Safeguarding Lead when on call, or where the Designated Safeguarding Lead is unavailable

Appointed role holders must:

- Have completed [NSPCC Designated Child Protection Lead in Scotland](#) training, and periodic training refreshers as required
- Be a member of the Protecting Vulnerable Groups (PVG) Scheme
- Be available for the duration of the Pre-university Summer School

A 24-hour rota for the Designated and Deputy Safeguarding Leads should be created to ensure that support is available for staff and students at all times. This rota should be shared with all relevant staff alongside the contact details for the Designated and Deputy Safeguarding Leads.

A list of current role holders can be found below:

Designated Safeguarding Lead: Claire Fox

Deputy Safeguarding Leads:

- Nicola Wilson
- Fraser Maxwell

Email: col.safeguarding@ed.ac.uk

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

The role holders will coordinate with stakeholders across the University of Edinburgh as appropriate.

3.2 PVG scheme

Any person who carries out regulated work with under 18s is required to be a member of the PVG scheme, as per the 2007 Act. Information about the University's approach to safer recruitment, including PVG scheme membership, can be found in sections 11-22 of the University's [Protection of Children and Protected Adults Policy](#).

It is the responsibility of the Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s) to work with line/recruiting managers and the Holyrood Human Resources team to:

- Ensure the necessary disclosure checks and PVG scheme membership applications or updates are undertaken for all new staff as required
- Ensure disclosure checks and PVG scheme membership applications or updates are carried out on existing staff as required
- Identify posts and job content that may constitute regulated work in terms of the 2007 Act
- Ensure job descriptions fully reflect the duties of the role as it relates to regulated work
- Ensure that no regulated work is undertaken by a member of staff before PVG scheme membership is obtained or an existing PVG scheme membership is updated

3.3 Staff training

All staff are required to attend annual safeguarding training prior to the commencement of the Pre-university Summer School. For temporary staff members (e.g. Resident Assistants), this training should form part of their induction.

The training should be organised and delivered by the Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s) and should cover the basic principles of safeguarding as well as the procedures outlined in this document.

3.4 Staff Code of Conduct

COL's Pre-university Staff Code of Conduct outlines the standards of behaviour that is expected of all staff working with young people, outlines the responsibilities of staff, provides examples of inappropriate behaviour, details how COL will respond to Code of Conduct breaches, and explains how to report issues and concerns.

It is the responsibility of the Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s) to maintain and update the Code of Conduct, as required.

All staff have a duty to immediately report any breaches of the Code of Conduct. To report a breach, contact the Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s), and submit a written record of the incident by completing the COL Safeguarding Form as soon as possible.

3.5 Student Code of Conduct

COL's Pre-university Student Code of Conduct outlines the standards of behaviour that is expected of all students, sets expectations, provides examples of misconduct, details how COL will respond to Code of Conduct breaches, and explains how to report issues and concerns.

It is the responsibility of the Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s) to maintain and update the Code of Conduct, as required.

It is the responsibility of the Admission Services Coordinator to ensure that all students and guardians sign and return this document at the point of application. Students will not be permitted to attend the Pre-university Summer School if they have not completed this step.

All staff have a duty to immediately report any breaches of the Code of Conduct. To report a breach, staff must contact the Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s) to inform them, and submit a written record of the incident by completing the COL Safeguarding Form as soon as possible.

3.6 Risk assessments

All elements of the Pre-university Summer School should be risk assessed and reviewed on an annual basis.

The Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s), in consultation with the Head of Campus Operations, are responsible for creating all risk assessments not related to educational and social activities.

The International Programmes Administrator and Course Organisers are responsible for creating all risk assessments associated with social and educational activities. These risk assessments must be specifically adapted to each activity and submitted to Nicola Wilson (Deputy Safeguarding Lead) no later than 5 weeks prior to the activities commencing.

All risk assessments must be created using the template linked below. Staff should consider health, safety, welfare and safeguarding risks as well as the necessary control measures.

[Pre-university Risk Assessment Template](#)

Risk assessment should be shared with all relevant staff prior to the Pre-university Summer School and before any educational and social activities.

3.7 Supervision ratios

Staff must ensure that a minimum staff to student ratio of 1:20 is observed at all times. This includes during teaching, at University accommodation, and during all educational and social activities.

There must always be at least one member of staff who holds a valid University issued PVG present.

Minimum supervision ratios may be amended following the completion of a risk assessment. Factors that should be considered include:

- Activity type

- Venue/location
- Transport arrangements
- Weather conditions
- Student medical and behavioural issues

3.8 Concerns, incidences and disclosures of abuse

The procedures outlined in this section have been informed by the [University of Edinburgh Protection of Children and Protected Adults Policy](#).

3.8.1 Abuse

Abuse is any action that is likely to cause significant harm to another person. Abuse can take place over a period of time or can be a one-off incident. Individuals may be abused at home; within a family or peer network; in care placements; institutions or community settings; and in an online environment. Those responsible may be:

- Family members
- Friends/peers
- People working or volunteering in organisational or community settings
- Acquaintances
- Strangers

All staff members must:

- Be able to define the different types of abuse
- Be able to recognise the signs of abuse
- Know how to respond to disclosures of abuse
- Know how to report disclosures, concerns, and incidences of abuse

The following sections provide an overview of these points. They should be covered in more detail during the training session outlined in section 3.3.

3.8.2 Types and signs of abuse

Young people may be afraid to tell someone about their experiences of abuse due to feelings of guilt, shame, or confusion. Even if they want to tell someone, they may find it difficult to find the right words or know how to express themselves. As such, young people may seek help by giving staff clues through their behaviour, actions and by using indirect words. It is therefore important that staff can recognise potential signs of abuse, so that prompt action can be taken.

Definitions of abuse include, but are not limited to:

Physical abuse

This is where physical harm is caused to a young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.

Signs to look out for can include:

- Frequent injuries or unexplained bruises
- Always 'on edge' and watchful, as if anticipating that something bad is going to happen
- Injuries that appear to have a pattern, such as marks from a hand or belt, bite marks and/or scars
- Burn and/or scald injuries
- Injuries in places you typically wouldn't expect, such as the torso, back, neck, buttocks or thighs
- Avoiding physical contact and/or flinching at sudden movements
- Afraid or reluctant to go home, or spend time with certain people
- Wearing unusual clothing to cover up injuries, such as long-sleeved shirts or jumpers on hot days

Emotional abuse

This is persistent emotional ill treatment that has severe and persistent adverse effects on a young person's emotional development. 'Persistent' means there is a continuous or intermittent pattern which has caused, or is likely to cause, significant harm.

Signs to look out for can include:

- Being excessively withdrawn, fearful or anxious about doing something wrong
- Displaying behavioural extremes (e.g. going from being very compliant to very demanding, very passive to very aggressive, etc.)
- Seeming detached from people, including their family
- Acting inappropriately adult or inappropriately infantile (e.g. rocking, tantrums, thumb-sucking, etc.)

Sexual abuse

Sexual abuse is an act that involves a young person for the sexual gratification of another person, whether or not it is claimed that the young person either consented or assented. Sexual abuse involves forcing or enticing a young person to take part in sexual activities, whether or not the young person is aware of what's happening.

Signs to look out for can include:

- Displaying knowledge or interest in sexual acts inappropriate for their age
- Not wanting to change clothes in front of others or participate in physical activities
- Feeling threatened by physical contact
- Withdrawn, anxious and/or depressed
- Trouble walking or sitting
- Frequent complaints of stomach aches or headaches
- Having a sexually transmitted infection or is pregnant
- Signs of alcohol or drug misuse
- Inappropriate sexually explicit behaviour towards others
- Runs away from home and/or is absent without leave

Neglect

This consists of a persistent failure to meet a young person's basic physical and/or psychological needs, which is likely to result in the serious impairment of their health or development. There can also be single instances of neglectful behaviour that cause significant harm.

Signs to look out for can include:

- Wearing clothes that are ill-fitting, very dirty or inappropriate for weather conditions
- Often hungry or tired
- Consistent hygiene problems (e.g. unwashed, matted hair, noticeable body odour)
- Untreated illnesses or physical injuries
- Frequently left alone or unsupervised, or allowed to participate in unsafe activities
- Frequently late and/or absent without leave

Bullying

This is a type of peer-on-peer abuse. It involves deliberate and repeated acts of hurting someone or making them unhappy and can include physical and emotional abuse such as physical harm or threats of harm, name calling, racist or sexual harassment. Bullying can occur in-person and online.

Signs to look out for can include:

- Frequently or unexpectedly unhappy and withdrawn
- Looking sad or upset during or after reading an online message
- Seems apart and alone from others, especially if they had previously been interacting with other or belonged to a friendship group
- Suddenly absent or doesn't pay attention during classes and activities
- Avoids certain people or interactions, or doesn't want to spend time with certain people

3.8.3 Disclosures

Disclosure is the process by which young people communicate their experiences of recent or historical abuse with others. They may disclose abuse in several ways, including:

- **Directly** by making specific verbal statements about the abuse
- **Indirectly** by making ambiguous verbal statements which suggest wrongdoing
- **Behaviourally** by exhibiting behaviour that signals something is wrong
- **Non-verbally** by writing letters, drawing pictures, or trying to communicate in other ways

Barriers to disclosure

Young people may not always be aware that they are disclosing abuse through their actions or behaviour. Sometimes, they may make partial disclosures where they provide some details but not the whole picture. They may withhold information because they:

- Are afraid they will get into trouble with or upset their family
- Are afraid they will make things worse
- Want to deflect blame in case of family difficulties because of a disclosure
- Feel ashamed and/or guilty

- Need to protect themselves from having to relive traumatic events
- Experience feelings of isolation
- Have concerns about confidentiality
- Lack trust in the people around them, including family
- Find formal processes and procedures overwhelming and/or intimidating
- Don't know about the support services available to them

Responding to disclosures

A disclosure can happen to any member of staff at any time, often unexpectedly. Depending on the nature and circumstances of the disclosure, this may be uncomfortable and/or distressing for staff, which is entirely understandable. However, staff should recognise the significance of a young person confiding in them and respond appropriately and to the best of their ability. The following approach should be taken:

- Above all, keep calm and do not panic. It's okay to take a moment to digest what has happened and to compose yourself before responding to the student. Try not to show shock or disbelief.
- Do not 'pass the buck' and send them to someone else to speak to. Respect the student's decision to approach you and the trust they are placing in you.
- Do not make assumptions about what the student has told you, respond dismissively or in way that makes light of the situation, and try to give them advice (however well intentioned).
- Let the student know that you care and help them to open up. Give them your full attention and be conscious of your body language. Try to be compassionate, understanding, and reassure them that their feelings are important.
- Take your time, and slow down. Respect pauses in the conversation and try not to interrupt or talk over the student. Allow them to speak to you at their own pace. Recognise and respond to their body language.
- Show that you understand. Make it clear that you are interested in what they are telling you, and reflect back what they have said to check your understanding.
- Do not ask leading questions, interrogate the student, ask for evidence, or try to decide if what they are telling you is the truth. Accept what is being said without judgement.
- Try to remain unbiased. Whilst vital to acknowledge and take seriously student disclosures, proper processes must be followed to ensure that the disclosure is treated in a fair and transparent manner.
- Do not make promises to the student (e.g. "everything will be all right now") or agree to keep what they have said a secret.

It is very important that you reassure the student that they've done the right thing in telling you, and that it isn't their fault. Never try to confront or talk to the alleged perpetrator about a disclosure of abuse, as this could make things a lot worse for the student.

Making a written record of the disclosure

It is vital that staff make a written record of any disclosure by completing the COL Safeguarding Form (see section 3.8.4). The record should contain:

- The details of the student (name, age, course name)
- The date(s), time(s), and location(s) of disclosure
- Any other witnesses to the disclosure
- What the student said or did that gave cause for concern
- If a verbal disclosure is made, staff should include the exact words used by the student
- Any information provided about the alleged abuser

Confidentiality and sharing the disclosure

A written record of any student disclosure must be made using the COL Safeguarding Form. To protect the student's confidentiality, you must not share details of the disclosure with anyone other than the Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s), including immediate colleagues, line managers, local HR teams, friends or family, etc. Under no circumstances should details of the disclosure be circulated amongst staff via email or other online communication channels (e.g. Microsoft Teams).

It is common for staff to have concerns or be uncertain about the data protection implications of a disclosure. For the avoidance of doubt, safeguarding young people is a clear and legitimate reason for sharing information with the Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s), and data protection laws do not prevent you from doing so where concerns for a young person's welfare and safety exist.

Students who make a disclosure may have their own privacy concerns, and be reluctant for their disclosure to be shared with the Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s). However, you should never promise a young person that you will keep what they've told you a secret. Explain that they've done the right thing by telling you, and that you will need to share the information they have given with someone who will be able to help.

3.8.4 Reporting issues and concerns

Staff should complete the reporting procedure outlined in this section if they have:

- Received a disclosure of abuse
- Witnessed an abusive incident
- A concern about the behaviour of one young person to another
- A concern about the behaviour of a staff member towards a young person (or vice versa)

If there is an immediate risk of harm to a student, staff should:

1. Contact emergency services on 999 and notify the University security team on 0131 650 2257
2. Contact the Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s)
3. Submit a written report using the COL Safeguarding Form

If there is no immediate risk of harm to a student, staff should:

1. Contact the Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s) to inform them, and to seek advice if required
2. Submit a written report using the COL Safeguarding Form

The Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s) will investigate the concern, incident, or disclosure upon receipt of the report. This may involve meeting with the staff member who submitted the report and/or the student. Once the investigation is complete, the Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s) may choose to do one or more of the following:

- Take no further action
- Seek guidance from and/or consult with University stakeholders as required
- Put measures in place to ensure the safety of the student(s)
- Implement any disciplinary actions as specified in COL and/or University policies and procedures
- Make a referral to a relevant external agency (e.g. the police, social services, etc.)
- Consult the NSPCC Helpline by calling 0808 800 5000 or emailing help@nspcc.org.uk
- Refer an individual to Disclosure Scotland for consideration for inclusion on the Children's List
- Take any such further action as is necessary in the circumstances

3.8.5 Records Management

The Designated Safeguarding Lead and Deputy Safeguarding Lead(s) will ensure that all records are stored securely in accordance with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 1998, and in line with the [University of Edinburgh's Records Retention Schedule](#).

3.9 Fire, accidents and emergencies

It is essential that staff know what to do in the case of a fire, accident or other emergency. The following sections outline how staff should respond in these situations at different locations. Students should also be provided with information on accidents and emergencies within their pre-arrival information and during their induction.

Staff must log all accidents and emergencies via the COL Safeguarding Form as soon as possible and within 24 hours of the incident. The Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s) should report any incidents to the University Health and Safety Department via the [online accident and incident reporting system](#).

3.9.1 On-campus (including University accommodation)

Minor injury or ill health

If a student requires first aid while on campus, staff should:

- If they are first aid trained, assess the situation and administer first aid
- If they are not a qualified First Aider, send for the nearest available First Aider. A list of First Aiders can be found [here](#)
- If the student requires further non-urgent medical care, the staff member should contact the Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s) for advice

Serious injury or ill health

In the event of a serious injury or ill health requiring the attendance of the Ambulance Service, staff should:

- Call the Ambulance Service on 999
- State their name, location and telephone number, answer the operator's questions and follow their instructions
- Inform the University Security Service by phoning 0131 650 2257 or 2222 from an internal telephone
- If possible, arrange for someone to be at the main building entrance to meet Emergency Services personnel and escort them to the incident
- Contact the Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s) to inform them of the situation and to discuss student supervision and support arrangements
- If requested or required to, accompany the student to the hospital in the ambulance

The Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s) will contact the student's guardian to inform them of the situation.

Fire

In the event of a fire, staff should:

- Operate the nearest fire alarm or, if no alarm is available, shout "FIRE"
- Lead the students out of the building by the nearest available escape route and go to the campus assembly area
- Take a register to ensure that all students are present and accounted for. If a student is missing, inform the nearest Fire Warden
- Phone the University Security Service on 0131 650 2257 or 2222 from an internal telephone
- State their name, location and telephone number and supply them with the details of the emergency
- The University Security Service will call the Fire and Rescue Service, as appropriate. If, after ten minutes, the Fire and Rescue Service has not arrived, repeat the emergency call
- Contact the Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s) to inform them of the situation

Theft or mugging

In the event of a theft or mugging taking place, staff should:

- If the incident is still taking place and/or the student is in immediate danger, call the police on 999
- If the incident is over but the student has sustained physical injuries and/or is in extreme distress, contact the Ambulance Service on 999
- If the incident is over and the student is not physically injured and/or in extreme distress, contact the police on 101 to report a crime
- Inform the University Security Service by phoning 0131 650 2257 or 2222 from an internal telephone
- Contact the Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s) to inform them of the situation and to discuss student supervision and support arrangements

3.9.2 Off-campus

During educational and social activities which take place off-campus, staff should follow the procedures outlined below.

Minor injury or ill health

If a student requires first aid, staff should:

- If they are first aid trained, assess the situation and administer first aid
- If they are not first aid trained, locate the nearest qualified First Aider. This could be a COL staff member, a member of staff at the venue, or a member of the public
- If none of the above are available, call NHS 111
- If the student requires further non urgent medical care or needs to return to their accommodation, contact the Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s) for advice

Serious injury or ill health

In the event of a serious injury or ill health requiring the attendance of the Ambulance Service, staff should:

- Call the Ambulance Service on 999
- State their name, location and telephone number, answer the operator's questions and follow their instructions
- If possible, inform venue staff of the incident and arrange for someone to be at the main building entrance to meet Emergency Services personnel and escort them to the incident
- Contact the Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s) to inform them of the situation and to discuss student supervision and support arrangements
- If requested or required to, accompany the student to the hospital in the ambulance

The Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s) will contact the student's guardian to inform them of the situation.

Fire

At the start of the event, staff should make themselves and the students aware of the fire evacuation procedures at the venue. If you see a fire or the fire alarm sounds, follow the procedures and advice provided by the venue.

Theft or mugging

In the event of a theft or mugging taking place, staff should:

- If the incident is still taking place and/or the student is in immediate danger, call the police on 999
- If the incident is over but the student has sustained physical injuries and/or is in extreme distress, contact the Ambulance Service on 999
- If the incident is over and the student is not physically injured and/or in extreme distress, contact the police on 101 to report a crime

- Inform the University Security Service by phoning 0131 650 2257 or 2222 from an internal telephone
- Contact the Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s) to inform them of the situation and to discuss student supervision and support arrangements

3.10 Absence reporting, registers and missing students

3.10.1 Absence reporting

Students are required to inform staff (typically a Resident Assistant) if they are unwell or have a wellbeing issue which results in them being unable to attend class or an educational or social activity. Staff must contact the Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s) to report absences, and record absences by completing the COL Safeguarding Form. This must be done for each day an absence takes place (not just the first day). Other relevant staff members, such as teachers, will be informed of the absence by the Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s), to prevent the missing person procedure from being triggered – see section 3.10.3.

If the student requires non-urgent medical care, they should contact the Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s) for advice.

3.10.2 Registers

Electronic registers will be created by the International Programmes Administrator and shared with relevant staff members one week prior to the Pre-university Summer School start date. It is the responsibility of the International Programmes Administrator to keep registers up to date with any changes (e.g. student cancellations or withdrawals).

Registers must be taken by the Resident Assistants:

- Every morning before or at breakfast
- After any periods of free time
- Every night at curfew – 23:00 (11pm)

Registers must be taken by the course teachers:

- At the start of each class
- Following any unsupervised breaks outside of the classroom
- At the start and end of educational activities, as required
- After any unsupervised periods during an educational activity

Registers must be taken by staff members leading social activities:

- At the designated meeting point at the start of the activity
- During any unsupervised free time during the activity
- At the end of the activity, at the venue and/or upon return to University of Edinburgh accommodation, as required

3.10.3 Missing students

Circumstances where a student should be classed as missing include, but are not limited to:

- Failing to arrive at the start of the Pre-university Summer School
- Failing to turn up for class
- Failing to turn up for an educational or social activity
- Going missing during or after an educational or social activity
- Failing to return to University of Edinburgh accommodation following planned free time
- Being absent without leave in general

Depending on the circumstances, Resident Assistants may be the first people to notice the disappearance. In such cases, the Resident Assistants should try to establish communication with the student to find out their whereabouts and ensure they are safe. If they cannot elicit a response within 15 minutes, or if the disappearance has been noted by a different member of staff (e.g. a teacher who notices the student hasn't turned up for class), the Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s) must be notified immediately and given as much information as possible to aid further investigation.

The Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s) will try to locate the missing student by:

- Phoning the student
- Asking their classmates for information
- Consulting wider staff, as required
- Searching their accommodation
- Checking responses to the COL Safeguarding Form

If the student cannot be located within one hour of the disappearance being flagged, the Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s) will take one or more of the following actions:

- Contact the student's guardian
- Contact the University Security Service on 0131 650 2257 or 2222 from an internal line
- Contact the police on 999

The Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s) will complete the COL Safeguarding Log every time they are notified of a missing person incident.

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

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