

8 February 2018

Dear Mrs Maclean,

I refer to your request for information received on 17 January 2018 relating to Safeguarding.

1. Does your college have a safeguarding policy: if so, could you send a copy or link to it? **Yes, a copy of the latest Support and Protection of Children, Young People and Adults at Risk Policy, Procedures and Guidelines is attached**
2. Does your college have a named safeguarding officer? **Yes, Morag Maclean as set out in the attached document**
3. If your college was considering enrolling a student who was listed on the sex offenders register, how would you deal with such a situation? **As set out in section 16.2, where a Scheduled 1 Offender applies to enrol on a college course a risk assessment will be carried out. Heads of Department will obtain advice from the Protection Co-ordinator, who will access support and information from appropriate agencies as necessary.**
4. What is your risk assessment procedure in such a situation? **The local authority and Police Scotland will lead on this.**
5. What types of mitigation would you consider as a result of any risk assessment procedure? **This would be dependent upon the level or risk identified.**
6. Does your policy differ for FE as opposed to HE students? **It is the same policy for FE and HE students.**
7. How do you record these processes, and what are your retention periods for the data? **Our procedures are detailed in the attached document. Our retention period for the data is current year plus 5 years.**

Your right to seek a review of our decision

If you are not satisfied with our response or our reasoning set-out above, you have forty working days in which to request a review of our decision. Any request should be put in writing and should be sent to me at the address detailed at the bottom of this email. Your request should:

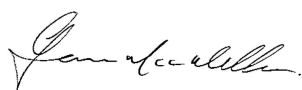
- (a) Describe the nature of your original request; and
- (b) Explain the reasons why you are not satisfied with our response.

If you remain dissatisfied with how your request for information has been dealt with, you also have the right to apply to the Scottish Information Commissioner for a decision as to whether we have handled your request properly.

Information relating to your right to seek review is available from the Scottish Information Commissioner's web page at: <http://www.itspublicknowledge.info/faqs.htm> or by contacting the Scottish Information Commissioner's Office at the following address:

Scottish Information Commissioner, Kinburn Castle,
Doubledykes Road
St Andrews
Fife
KY16 9DS
Telephone: 01334 464610
Fax: 01334 464611
E-mail: enquiries@itspublicknowledge.info
Website: www.itspublicknowledge.info

Yours sincerely



Iain Macmillan
Principal and Chief Executive