

Glasgow Kelvin College

Board of Management Meeting of 12 March 2025

**Review of Policies and Procedures
Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure
and Copyright Policy**

**Report by Director of People and Culture and Director of Estates and
Corporate Services**

1. Introduction

Members will be aware that the College has developed, in partnership with representatives of its recognised Trade Unions, staff, management and external partners and students, where appropriate, a range of policies and procedures for Glasgow Kelvin College.

The purpose of this report is to apprise members of the changes to the Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure and the Copyright Policy which have been reviewed in accordance with the agreed Policy Review Schedule.

2. Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure (Appendix 1)

The Policy and Procedure was subject to an extensive consultation period and feedback received from staff and management, UNISON and the EIS-FELA representatives. Comments were incorporated where appropriate

The document was also shared with a representative of [S.M.I.L.E](#) Counselling and comments have incorporated where appropriate. The College engaged the services of [S.M.I.L.E](#) Counselling, the organisation supports young people with mental health issues through outreach counselling, to deliver certificated training for its staff who have volunteered to be a safeguarder. Members will be aware that the Safeguarding Team forms an integral part in the implementation and operation of College's Safeguarding Children Young People and Vulnerable Adults Policy and Procedure.

In addition to the Safeguarding Team completing this training, several senior managers also participated to reinforce the College's commitment to supporting its students. S.M.I.L.E also delivered two sessions during the College's staff development week to raise staff awareness and understanding of what falls under safeguarding and how to respond to an issue through the College's processes.

The main changes to the Policy and Procedure include:

- A revision of the relevant legislation.
- A revision of terminology to reflect changes to internal structures and supporting documents.

- A revision to Section 11 - Withdrawing a Student Officer or Place on a Programme – to reflect current practice and taking into account developing experience and management of safeguarding incidents.
- The inclusion of two new sections
 - Section 12 – Responsibilities – to take account of the change in responsibility for Safeguarding moving from the Director of People and Culture to the Director of Student Experience and Enterprise. This section defines the responsibilities for key personnel and all staff within the College in ensuring the safeguarding of students.
 - Section 14 – Safeguarding Process for Staff – this section directs staff to the College intranet where they will find information to assist them assess a situation and where/how to seek support for students whether this is related to their health and wellbeing, welfare matter or a safeguarding matter.

All staff have an ethical duty to respond to individuals in a way which does no further harm and contributes to safeguarding those at risk. The College Intranet site provides staff with advice, guidance, training and resources to support them implement this Policy and Procedure. The Intranet site is currently being reviewed and further developed to ensure that all staff are confident and equipped to fulfil this duty.

Members should note that the Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure was considered by the Finance and Resources Committee on 04 March 2025, and comments received were incorporated into the document.

Members of the Board of Management are recommended to approve the Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure for immediate implementation; this is contained within [Appendix 1](#). The date for the next review is 12 March 2028.

3. Copyright Policy (Appendix 2)

In relation to the Copyright Policy, advice has been taken from Alan Rae, Copyright Consultant. Alan Rae is working with Colleges Scotland in regard to Copyright and providing general advice and information.

Discussions with Alan Rae have revealed that a section on Artificial Intelligence should be inserted into the Copyright Policy, and this has been duly added. This section is up to date at the time of writing this report, however, members may be aware that the UK Government have recently concluded a consultation process in relation to access to created content. It may take some time before there is complete clarity on the outcome of this consultation and any proposed legislation changes occur. The Copyright Policy will be reviewed again at this point.

At the time of writing this report, the Director of Estates and Corporate Services and the Corporate Support and Administration Manager have started to review the necessity of continuing to renew the Copyright Licencing Agency (CLA) annual subscription which is circa £21k. Other colleges have successfully managed to drop this requirement by implementing other arrangements.

To this end, a section has been included in the Copyright Policy in relation to “Fair Dealing and Educational Exceptions” which is intended to add further clarity, and which is considered a key part of the College’s Copyright Policy if, in due course, we do indeed withdraw from the annual CLA licence.

A further section has been added on “Copyright and Artificial Intelligence.”

All changes to the Copyright Policy as contained in [Appendix 2](#) are denoted in **blue text** for member ease of review.

4. Resource Implications

There are some limited resource implications identified as a result of this report in terms of Alan Rae, Copyright Consultant reviewing the Copyright Policy and providing general advice and updates.

5. Impact on Students

The Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure aims to provide interventions that support students and provide staff with the necessary guidance. The Policy and Procedures aim to enhance the working and learning environment and the culture of the College.

The Copyright Policy ensures that procedures are in line with Copyright Licencing Agency requirements; there are no specific impacts on students.

6. Risk and Assurance

There are no risk implications identified as a result of this report and refreshing of policies.

If the College does intend to withdraw from the CLA licence, this will be fully considered and all due processes implemented accordingly. The College’s Risk Management Committee and Audit and Risk Committee will be kept informed.

7. Equality and Inclusion

There are no equality implications identified as a result of this report. Members should note that the Equality Impact Assessments are available on the website.

8. Data Protection

No data protection issues have been identified as a result of this report.

9. Environmental and Sustainability

There are no Environmental and Sustainability implications arising as a consequence of this report.

10. Recommendations

Members of the Board of Management Committee are recommended to:

- i) approve the Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure as contained within **Appendix 1**; and
- ii) approve the Copyright Policy as contained within **Appendix 2**.
- iii) note that the Director of Estates and Corporate Services and the Corporate Support and Administration Manager are exploring the need for a CLA Licence and will ensure that the College's Risk Management Committee and Audit and Risk Committee are fully informed in this regard.

11. Further Information

Further information on the content of this report and its appendices can be obtained from Doreen Shiels, Director of People & Culture Services dshiels@glasgowkelvin.ac.uk or Lisa Clark, Director of Estates and Corporate Services at lisaclark@glasgowkelvin.ac.uk

Doreen Shiels and Lisa Clark
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