

Child Protection Policy statement

We are committed to safeguarding the welfare of all children and young people. All reasonable steps will be taken to promote safe practices and to protect children from harm, abuse and exploitation.

We will

1. Implement our recruitment / enrolment procedures for appointing staff, volunteers and helpers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children or who is disqualified from working with children
2. Ensure that all staff, volunteers and helpers in our group are aware of their responsibility to protect children and young people. A child will be considered to be anyone under the age of 18.
3. Promote the rights of a child to be listened to and to be taken seriously so that the child is able to express their views, thoughts and concerns.
4. Ensure that staff, volunteers and helpers are aware of and adhere to our code of conduct and child protection policy and procedures, a copy of which are attached.
5. Ensure that all staff, volunteers and helpers understand the need to report child protection concerns about a child or a worker's conduct towards a child.
6. Ensure that staff, volunteers and helpers understand their responsibility to refer any child protection concerns to the Shetland Island Council, Duty Social Worker, inline with our child protection procedures.
7. Make referrals in line with the Shetland Inter-Agency Child Protection Procedures which we approve and adopt.

8. Ensure that staff, volunteers and helpers are provided with support and the opportunities to develop their skills and knowledge in relation to child protection issues

This was adopted as the Child Protection policy of

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at a Committee meeting on

and is certified as a true copy.

Name
(print)

Name
(print)

Signature

Signature

Committee
position

Committee
position

Date

Date

Child Protection Procedure

The following action will be taken in the event that a member of staff, volunteer or helper receives information or suspects that a child may have been or is being abused in any way.

1. Listen and reassure the child

- In the event that a child approaches you to disclose that abuse has or is taking place
- Show that you take the child seriously and listen to what they are saying, reassure them that they can trust you, that they are safe and that you will pass on this information to people who will be able to support them. Do not promise to keep the situation secret as information relating to child protection cases must be referred to the Duty Social Worker. However, the information provided by the child should only be shared with those who need to know.
- Do not ask the child questions to obtain more information or investigate the concerns. Only ask the child questions to clarify what the child has said.

2. Record

Record what the child has said or your concerns detailing the following information

- The child's name, address and date of birth
- Date and time of information received / concern identified
- The child's account of what has happened or in the case where it is you that suspects abuse, detail your concerns
- Sign and date the record

3. Refer

- Immediately inform _____ (this person could be the line manager, group leader or a designated person within your group who deals with child protection issues).
- They should make contact with the Shetland Islands Council, Social Work, Duty Social Worker to advise them of your concerns or the child's disclosure, or help you to do so.
- In the event that the person detailed above is not available you should make contact with Social Work.
- As well as telephone contact, it is best practice to put your concerns in writing, using a copy of the form in the Shetland inter-agency Child Protection Procedures.

4. Local Contact Details

**Shetland Islands Council,
Education & Social Care Department
Duty Social Worker,
St Olaf Street,
Lerwick**

**Tel: 01595 744421
Out of hours: 01595 695611**

CODE OF CONDUCT

This Code of Conduct details the type of practice we require all adults working in our group to follow when in contact with children. This code of conduct will assist in ensuring the safety of the children who participate in our group, promote good practice and reduce the likelihood of false allegations.

When working with children:

- Treat all children equally, and with respect and dignity
- Always put the care, welfare and safety needs of a child first
- Always work in an open environment, avoiding unobserved situations
- Be a good role model, avoiding smoking, drinking or use of bad language in front of children
- Give enthusiastic and constructive feedback rather than negative criticism
- Ensure that if any form of manual or physical contact is required during an activity that the child is informed of what is required and their consent is obtained
- If children have to be supervised in changing rooms ensure you work in pairs
- Ensure that if mixed groups of children are taken on trips that they are accompanied by a male and female members of staff/volunteer/helper
- Ensure that when on trips away from home you do not share a room with a child, other than your own. Adults should not enter a child's room on their own, except in an emergency. A child/children who require/s additional support or supervision may be accompanied by a designated carer, who can provide agreed one-to-one support.
- Ensure that you do not invite children to come to your home
- Obtain written parental consent if you are required to transport a child in your car
- Never engage in rough, physical or sexually provocative games, including horseplay
- Never allow or engage in any form of inappropriate touching
- Never make sexually suggestive comments to a child, even in fun

- Never allow allegations made by a child to go unrecorded or not acted upon
- Report immediately any suspicion that a child could be at risk of harm or abuse
- Never do things of a personal nature for a child, that they can do themselves
- Never form inappropriate emotional or physical relationships with children¹

In line with the Protection of Children (Scotland) Act 2003 individuals who harm a child or place a child at risk of harm and are asked to leave or are moved away from working with children will be referred to the Scottish Ministers to determine whether they should be placed on the disqualified from working with children list.

This was adopted as the Code of Conduct of

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at a Committee meeting on

and is certified as a true copy.

Name
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Date

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¹ Adapted from A Guide and Training Pack for the Voluntary Sector, Scottish Executive written by Sue Wheatley

Equal Opportunities Policy (including Recruitment of Offenders Policy)

It is the policy of our group to operate within the principles of equal opportunity in all aspects of our work. This includes staff employment, volunteer appointments and activities with our users.

We aim to ensure that no member of staff, volunteer or user receives less favourable treatment on the grounds of sex, age, disability, race, nationality, ethnicity, marital status, and sexual orientation, and class, political or religious belief.

We will ensure all those involved in our group

- Promote equality and do not participate in negative discrimination.
- Do not incite or attempt to incite others to practice direct or indirect discrimination
- Draw attention to any suspected discrimination or practices within the group to enable these to be dealt with appropriately

We undertake to treat all applicants for positions paid or unpaid within our group fairly and not to discriminate against them unfairly on the basis of conviction or other information revealed.

We will request an Enhanced Disclosure check where it is necessary and relevant to the position sought. Where a position requires such a Disclosure check we will make this clear in the application / enrolment form.

In considering information about convictions received through the Disclosure process, we will take the following into account when deciding whether to appoint the individual:-

- Whether the conviction or information is relevant to the position being offered
- The seriousness of the offence or information revealed

- The length of time since any particular offence or alleged incident took place
- Whether the applicant has a pattern of offending or other unsuitable behaviour
- Whether the applicant's circumstances have changed since offending took place

No individual fully listed as unsuitable to work with children under the terms of the Protection of Children (Scotland) Act 2003 will be appointed

We will ensure that all those involved in the recruitment process are aware of this policy.

We will monitor the success and impact of this policy to ensure that those in our group practice and promote equal opportunities.

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