

## Child Protection and Participation Policy

For the purpose of this policy, PVG Scheme Records, PVG Scheme Record Updates, Standard and Enhanced disclosures will be referred to as Disclosure Records.

The Scottish Out of School Care Network is firmly committed to the UN Convention on the Rights of the Child (1989). Our Child Protection policy and procedures are rooted in a children and young people's rights approach. (See our Children and Young People's Charter).

The Scottish Out of School Care Network is not an organisation (2019) which is a direct provider of services to children and young people, therefore our staff are likely to only be in contact with children and young people through research, training, events and activities where the children and young people will always be accompanied by staff or volunteers from their out of school care services, or by their parents at family events.

Nevertheless as the umbrella body for out of school care in Scotland, also delivering quality control through Achieving Quality Scotland, it is possible SOSCN could be contacted about a child protection issue, or staff working with colleagues in a service may perceive that there is a child protection issue.

The Scottish Out of School Care Network therefore aims to ensure that all children are protected and kept safe from harm while they are with staff or volunteers in this organisation. In order to achieve this we will ensure our staff and volunteers are carefully selected, screened, trained and supervised.

### Selection

- All applicants to our organisation will complete an application form
- Short listed applicants will be asked to attend an interview
- Short listed applicants will be asked to provide references and these will always be taken up prior to confirmation of an appointment.
- The successful applicant may be asked to complete a self declaration form prior to the Disclosure Record being accessed. This is only if they will be doing what is classified as "regulated work" with children or vulnerable adults.

### Screening

The successful applicant may be asked to complete a Disclosure Record (relevant to the position applied for) prior to the applicant taking up the post.

It is an offence for an individual who is barred to undertake the type of regulated work from which they are barred.

It is an offence for an organisation to offer regulated work to someone who is barred or fail to remove a person from regulated work if they have been notified that they are barred. It is an offence for an organisation not to refer an individual to Disclosure Scotland where the grounds have been met

## **Training**

The successful applicant will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure. Relevant training and support will be provided on an ongoing basis and will cover information about their role, and opportunities for practicing skills needed for work. Training on specific areas such as health and safety procedures, identifying and reporting abuse, and confidentiality will be given as a priority to new staff and volunteers and will be regularly reviewed.

## **Supervision**

All staff and volunteers will have a designated supervisor who will provide regular feedback and support. Every member of staff and volunteer will attend an annual review, where their performance, skills, motivation and expectations will be discussed. Annual reviews will be minuted and copies made available to the member of staff/volunteer.

## **Reporting Abuse**

The Scottish Out of School Care Network understands that in addition to making a referral (a written report) to Disclosure Scotland, Child Protection issues concerning workers (paid/unpaid), children and young people must always be referred to the child protection agencies (i.e.: social work and/or police) for appropriate investigation.

The Scottish Out of School care Network will ensure that all staff and volunteers involved in recruitment, training and supervision, are aware of this policy and have received appropriate training and support to ensure its full implementation. SOSCN will provide all staff with induction training in **Getting it Right For Every Child**.

The Child Protection Policy Appendix contains information from the City of Glasgow Council Leaflet on Child Protection, for further information.

For employees and volunteers with SOSCN the Chief Executive, or the Policy Manager, in her absence, or the Chair are the relevant contacts about any Child Protection concerns.

## **Our Children and Young People's Charter**

The Scottish Out of School Care Network is firmly committed to the UN Convention on the Rights of the Child (1989). This means we are committed to your rights as a child or young person to being protected from harm, provided with what you need and for you to participate in any decisions being made about you or your life.

Our work is in helping out of school services to meet your needs for care, rest, play, recreation, informal learning, fun and friends

- We want to hear children and young people's views and about how you want to spend your time
- We will listen to you and respect your views and opinions
- We want to help you stay healthy and fit, happy and included
- We understand children and young people can take responsibility and do not need adults to step in every time
- We are committed to keeping you safe and this means:
- We will help your out of school care services with anti-bullying and child protection guidance, so they help you, if you are in any harmful situations
- We have our own anti-bullying policy which applies to everyone
- We believe in equality, so your age, faith and culture and any disability you might have will be taken into account, so we can best meet your needs.
- We will always put your care, wellbeing, welfare and safety needs first in any work we do with you
- If we are working with you, and we think you are being harmed, we will act to get you help if you need it

- This means information about what is happening will only be shared with the people whose job it is to stop you from being harmed in any way
- We will respect your right to be involved in making choices and decisions which directly affect you
- We will respect your right to privacy and personal space
- We will have to act to keep you safe, but we will always listen to you and take your views very seriously.

### **We have rules about doing research with you.**

- We will ask for your consent at the beginning and check if you are still feeling OK about taking part during any of the research.
- If you stop wanting to take part, that is fine you can stop any time.
- We will tell you what the research is about and what it will be used for
- We will share our results with you
- We will keep everything confidential that we say we will.
- We will ask your parents, carer, school or service to also give us permission to work with you.
- But even if they say yes, you always can still say no at any time.
- We will ask for your ideas, listen to you, and make sure we thank you for your help.

### **Child protection Appendix: information**

(From  [Protecting children - Glasgow Child Protection Committee Leaflet](#)  
[\[318kb\]](#) (30 pages)

## **Child Abuse**

There are different types of abuse, some examples are:

- physical injury - being hit, kicked, punched
- physical neglect - not being properly fed, clothed, cared for or poor hygiene
- sexual abuse - inappropriate sexual behaviour or language by an adult towards a child
- emotional abuse - constantly criticised, ignored, humiliated

## **Abusers**

Children are usually abused by a parent or some other trusted adult. There are occasions when a child may be abused by someone unknown to him/her however, these occasions are very rare. Abusers come from all walks of life and are not restricted to any social class, religion or culture.

## **Signs of abused or neglect:**

There may be signs which make you concerned and may be an indication of a child being abused or neglected.

**You may notice one, or a combination of the following; the child or young person may:**

- have unexplained bruising or bruising in an unusual place;
- appear afraid, quiet or withdrawn;
- be afraid to go home;
- appear constantly hungry, tired or untidy;
- be left unattended or unsupervised;
- have too much responsibility for their age;
- be acting in a sexually inappropriate way;
- be misusing drugs or alcohol;
- tell you something that sounds as though they have been hurt by someone.

## **The behaviour of adults may because you concern if they:**

- are acting in an aggressive, violent or sexual manner towards a child or young person;
- are misusing drink or drugs while caring for a child;
- leave their child unattended or with unsuitable adults.

## **What to do if you have concerns:**

If you see behaviour that is of concern, or if a child or young person tells you something, you need to take them seriously, do something about it, and speak to someone. This could be a teacher, a doctor, a health visitor, a social worker, a police officer or nursery staff. For employees of the Network, contact a senior member of staff.

### **If a child tells you something has happened:**

#### **Do**

- stay calm
- listen to the child
- keep any questions to a minimum
- reassure the child they were right to tell
- tell the child what you're going to do next
- record in the child's own words what has been said
- act promptly and immediately report to your line manager or designated child protection officer

#### **Don't**

- ask too many questions
- make any false promises
- express shock or anger at what is being said to you
- interpret what the child is saying to you -just record and report
- delay listening to the child or passing on your concerns
- carry out an investigation into the allegation

### **To ensure a child gets the best possible help:**

- give as much information as you can about the child or young person and their family/carer;
- describe what it was that you saw or heard and what it was that concerned you;
- let the person know if there are other things they should be aware of, for example, immediate risks for the child or any other child.

## **Will you need to give your name?**

Any information about you will be treated with care. Any details, including your name, will not be revealed unless the child's safety requires it.

Even if you do not give your name, enquiries can still be made into the child's care and welfare. Withholding your name may make it more difficult for those looking into these concerns.

Where a child has a named person, usually a health visitor, if under five, or the head or guidance teacher at their school, if over five, then this is often the first professional you should contact. As SOSCN covers the whole country a concern could arise anywhere, but all local authorities have websites where their child protection procedures and first point of contact, are set out, gradually as GIRFEC expands more LAs will be adopting the named person approach.

Any information you give may need to be shared with other professionals to ensure appropriate action is taken to protect the child.

## **What will happen to the child or young person and their family?**

When you contact a professional about your concern, unless the child is in immediate danger, they will make some initial enquiries before taking action. They will check whether the child is known and what information is held. All information will be treated seriously and acted upon. This may lead to immediate action or a more planned response.

Following enquiries professionals may, for example:

- take immediate action to secure the safety of the child;
- provide support, help or advice to the family;
- provide a service to the child or family (for example help with childcare) and, where necessary, referral to another agency may be provided;
- conduct criminal proceedings;
- record the concern but take no further action at this time.

**Remember if you have any concerns at all about a child or young person contact the Chief Executive, Policy Manager or Chair of SOSCN.**

**Policy review annual April 2020**

**From our Equality Policy**

## **Rights of the Child**

The organisation is committed to the principles enshrined in the UN Convention on the Rights of the Child (1989) and recognises the need to promote such rights, particularly articles: 31, the child's right to culture, leisure, rest and play; 12, the child's right to consultation; 23; supporting the particular needs of children with disabilities; and 18, state's duty to support parents. The organisation is committed to GIRFEC and the SHANARRI framework. (See Child Protection and Participation policy).

## **Our Service Standards for children and young people**

### **Standard B: Children and young people**

Children and young people are the ultimate beneficiaries of our work and the biggest "service user" group:

All standards detailed in Standard A apply in full to children and young people. In addition a number of standards apply specifically to children and young people:

- In all our dealings with children and young people SOSCN will comply with and promote the UN Convention on the Rights of the Child.
- SOSCN, where possible and where appropriate, will seek active participation and contributions from children and young people in any aspects of our work, which is relevant to them.
- SOSCN will ensure that any children and young people involved in our activities, in any way, will be confident that we will meet all child protection standards for their safety and well being.
- Where SOSCN does involve children and young people in events, products, meetings or consultation, this will be done with consideration given to the ages, stages and any additional support, language or cultural needs of the children and young people involved



- SOSCN will endeavour to use, promote and be well informed on current and future good practice guidance in terms of involving and consulting with children and young people.
- SOSCN will also ensure that parents are consulted and have given required permission in terms of any involvement of children and young people in our activities.

## Adult support and protection policy

Generally the human rights of adults are covered by SOSCN's Equality Policy, and for vulnerable young people **aged 16 to 18** by our Child Participation and Protection policy, our Children's Charter and our Service Standards, and all of our policies relating to children are based on UNCRC children's rights.

Although our organisation does not work directly with adults in need of greater protection, staff and board members should also be aware of the general provisions of the [Adult Support and Protection Act 2007](#) which gives greater [protection to adults at risk of harm or neglect](#).

If SOSCN personnel suspect in the course of our work that an adult in need of care and support is experiencing harm then we have a duty to contact the relevant local social services department and to report this to the CEO or chair of SOSCN.

The Act defines adults at risk as those aged 16 years and over who are:

- unable to safeguard their own wellbeing, property, rights or other interests and are at risk of harm
- and because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected

. Harm may include:

- physical harm
- psychological harm
- financial harm
- sexual harm
- neglect

Source and further information: Care Information Scotland  
<https://careinfoscotland.scot/topics/your-rights/legislation-protecting-people-in-care/adult-support-and-protection-scotland-act-2007/>

### Relevant Rights for this policy:

## Human Rights Act 1998

The [Human Rights Act](#) brings the European Convention on Human Rights (ECHR) into domestic law, which means that all public authorities must respect and protect your rights. This enables courts in the UK to hear cases about alleged breaches of human rights.

## [Health and Social Care Standards: My Support, My Life](#) 2017

The Standards set out what we should expect when using health, social care or social work services in Scotland. They seek to provide better outcomes for everyone; to ensure that individuals are treated with respect and dignity, and that the basic human rights we are all entitled to are upheld.

### Links to other relevant SOSCN policies

- Children's Participation and Protection Policy
- Children's Charter
- SOSCN Service Standards
- Equality Policy
- Anti- bullying and Harassment
- SOSCN Service Standards

### Other SOSCN website resources

#### Wellbeing Leaflet (Coalition of organisations including Barnardo's; Children in Scotland & Scottish Government)

This is a useful tool to explore SHANARRI wellbeing indicators as part of Getting it Right for Every Child (GIRFEC).

[download a copy](#)

## UN Convention on the Rights of the Child 1989

<https://soscn.org/families/UNCRC-for-children>

Policy created/ updated July 2019: Screened stage one CRWIA not going to stage 2 or 3 as policies for children and young people more deeply cover the 16 to 18 year olds rights and needs and this policy focuses on vulnerable adults. However UNCRC and GIRFEC Wellbeing information also provided here.

Review April 2020

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