



Protecting Children and Young People in Community Groups

April 2007

Guidance for Voluntary / Community Groups

“Care, Protection, Commitment to North Ayrshire’s Children”



Contents

Introduction	2
About this document	3
SECTION ONE: Creating a safe environment	4
What is child protection?	4
Creating a safe environment in your group	6
What is child abuse?	7
What to do if you are concerned about a child or young person	8
Young People's involvement in Youth Activities: A Checklist for Parents	11
Recommended recruitment procedure for positions involving contact with children and young people	12
Disclosure Scotland	14
Photographs, publications and trips away	15
SECTION TWO: Sample policies/ forms	16
Child Protection Policy	16
Code of Conduct	17
Bullying	18
Recommended recruitment checklist	19
Personal Profile form	20
Policy on the Recruitment of Ex-Offenders	21
Self-declaration form	22
How long is a rehabilitation period?	23
Policy on the Secure Handling, Use, Storage and Retention of Disclosure Information	24
Child Protection Pro-Forma	25
SECTION THREE: Useful Contacts and Further Information	27
Glossary	27
Useful local contact numbers for concerns about children.	28
Publications and other sources of information	29
Acknowledgements	30
Notes	31-32





Protecting Children and Young People in Community Groups

Introduction

Welcome to the North Ayrshire *Child Protection Committee* 'Protecting Children in the Community' guidance.

Child protection is the responsibility of every adult who comes into contact with children which has been highlighted in the Scottish Executive document "It's everyone's job to make sure I'm alright" (2002).

Much of the work undertaken by North Ayrshire Child Protection Committee is underpinned by the principles of the Children's charter with the clear message from children and young people:

"As children and young people we have the right to be protected from harm" (2004)

North Ayrshire Child Protection Committee are committed to working in partnership with all adults who work with children on a paid or voluntary basis.

Community groups and volunteers play an important role in children and young people's lives. This guidance has been provided to help and support you protect children and young people from abuse and harm.

I would like to thank everyone on the Child Protection 'Child Protection in the Community' sub group for their commitment and time in compiling this guidance.

Sandra Patterson
Chair, North Ayrshire Child Protection Committee
April 2007

About this document

North Ayrshire Child Protection Committee recognises that community groups offer a valuable service to children and young people.

Through your group children and young people learn and develop different skills and make new friends. They also learn to trust and respect the adults involved. This places your staff/volunteers in a unique position in children's lives. There may come a time when a child feels the need to confide in a volunteer or when the volunteer feels that all is not well in the child's life.

Your group has a duty to ensure that staff/volunteers are equipped with the necessary information and knowledge to give that child the support, guidance and help needed at the time.

What does this document do?

This document has been designed to help your group create a safe environment for children and young people. It contains all the information you need to understand why protecting children is important.

This document contains many examples of recommended good practice. Your group should now discuss the contents, develop and agree your own policies and procedures using the sample forms included. This will help you to ensure that you create a safe environment for children and young people and the adults who work/ volunteer with them.

Who is this document for?

This document will help those in your organisation who make decisions about the management/ running of the group or those who lead the activities for children and young people. It is intended to assist both those organisations who employ staff and those who utilise volunteers to deliver activities/services.

Facility Hire

North Ayrshire Child Protection Committee actively encourages any individual or group wishing to hire facilities to deliver a children's service have the recommended policies and procedures set out in this document in place.

Glossary

You can find definitions of the words and phrases which appear in *italic* at page 27.

Who do we mean by "child"?

The Children (Scotland) Act 1995 defines a child as being under the age of 16 years (with some exceptions). Legislation covering the recruitment of adults to work/volunteer with children and the United Nations Convention on the Rights of the Child all define a child as being under the age of 18 years.

For the purposes of this document, a child is defined as being under 18 years of age.

Section One

Creating a safe environment

What is Child Protection?

Every day in Scotland thousands of children and young people take part in activities in the community. Organisations already do a number of things to protect children such as checking that equipment and the environment is safe and suitable for the activity and level of ability.

Most children participate safely, in the care of well-meaning adults. It is a fact, however, that a small minority of these adults seek access to children through organised activities to harm them. Child Protection is not just about protecting children from adults. A trusted leader/helper may be the person a child chooses to tell about abuse happening in their life outside the organisation.

Whenever there are *concerns*, all adults should know what action to take and share information with those who need to know to protect children and young people.

What does the law in Scotland say about the protection of children?

There are a number of Acts of Parliament concerned with the protection of children and young people. There are also a number of important documents which contain guidance for statutory and voluntary *agencies*. The main provisions are as follows:

United Nations Convention on the Rights of the Child (1989)

This tells us that **all children have the right to be protected from all forms of abuse at all times.**

Children have a right to express their views on matters which affect them.

Children (Scotland) Act 1995

This Act states that anyone aged 16 or over, who has care and control of a child, has a duty to do all that is reasonable in the circumstances to safeguard a child's health, development and welfare.

This means that all adults have a responsibility to protect children, including

- Parents
- Family members
- Friends
- Neighbours
- Members of the public
- Professionals

Protection of Children (Scotland) Act 2003 (POCSA)

This Act applies to statutory and voluntary organisations and covers paid staff and volunteers. This Act introduces the Disqualified from Working with Children List in Scotland (DWCL). The main provisions are:

1. Individuals who are fully listed on DWCL will commit a criminal offence if they apply to or work in a child care position
2. Organisations will commit a criminal offence if they knowingly appoint, engage or seek work in a child care position for a fully listed individual
3. Organisations must refer to Scottish Ministers someone who has harmed a child or placed a child at risk of harm and is dismissed, resigns or is moved away from contact with children as a consequence. The Ministers will investigate and decide if the individual should be added to the List.

The only way to find out if someone is on the DWCL is through an enhanced *Disclosure Scotland* check for a child care position (see page 14 for more information about this).

Protecting Children- A Shared Responsibility, Guidance on Inter-Agency Co-operation, Scottish Office (1998)

This important document describes the roles and responsibilities of the various professional agencies involved in Child Protection i.e. police, social services, education, health, Children's Reporter. The key message is that everyone (including professionals and volunteers) must work together and share information to protect children.

"It's everyone's job to make sure I'm alright", Audit and Review, Scottish Executive (2002)

The title of this report was taken from the words of one child who was interviewed during the audit of Child Protection systems in Scotland. This report stressed members of the public and children themselves need to know who to contact if they are worried about a child or need help.

Protecting Children and Young People: Framework for Standards, Scottish Executive (2004)

This sets out "what each child in Scotland can expect from professionals and agencies to ensure that they are adequately protected and their needs met. It also sets out what parents or other adults who may report abuse and neglect can expect".

Children's Charter, Scottish Executive (2004)

Developed in consultation with children and young people the Charter "sets out what children and young people need and expect to help protect them when they are in danger of being, or already have been, harmed by another person".

Protection of children and young people: Child Protection Committees Scottish Executive (2005)

2006 Accord for the Protection of Children in Sport

This document is a framework for sports organisations to identify areas where action is required to fulfil their responsibilities in protecting children and young people from abuse, harm and exploitation in and through sport.

This guidance sets out what is expected of those at the top of agencies and CPC's. It makes clear the expectations of key agencies and their senior officials with respect to the protection of children. It sets out in detail what is expected of CPC's themselves. It also sets out clearly the functions that a CPC should undertake and the key actions required to fulfil those functions.

Key Messages:

Everyone has a responsibility to protect children and young people

Every child has at all times a right to feel safe and protected from any situation or practice which results in the child being physically or emotionally harmed

Above all, the welfare of the child is the paramount consideration and we must all work together to ensure children and young people are protected



Creating a safe environment in your group

Remember- the protection of children and young people is the responsibility of everyone in your group, not just the people who run or manage the group. The following measures can help to create a safe environment for both adults and children. Policies and procedures will only be effective when they operate in a

culture where children are respected and given every opportunity to thrive and flourish.

Adopt a Child Protection policy and make sure that it is clearly displayed. Give copies to all staff/volunteers, children and parents (sample page 16).

1. Agree a code of conduct for those who work/volunteer with children and young people which clearly states behaviour which is acceptable and unacceptable towards children, including bullying (see page 18). Give copies to all staff/volunteers, children and parents (sample page 17).
2. Make sure everyone involved in the group and parents know who to speak to and what to do if they are concerned about a child or the conduct of a staff member/ volunteer towards a child. Give them information on how they can complain.
3. Encourage parents to get involved in the activities you offer.
4. Find out who your local social services and police contacts are (see page 28).
5. Make sure that everyone who works/volunteers with children and young people has been safely recruited (see page 12) and ensure they receive adequate support and supervision.
6. Those who work/volunteer with children and young people will benefit from some basic training in child protection. See www.childprotectionnorthayrshire.info for information about local training.
7. Make sure the group has a procedure for dealing with concerns about the conduct of staff/volunteers i.e. disciplinary procedures. This could be a concern about poor practice, bullying or child abuse. If you have an umbrella organisation you could contact them for assistance with putting in place disciplinary procedures.
8. Make sure that safeguards are in place when taking children and young people away from home and when using photographs or images.
9. Make sure that all policies and procedures are regularly monitored and reviewed.
10. It is often a good idea to designate someone in the organisation who will take a lead in ensuring that policies are being followed and are up to date. This person is often referred to as the Child Protection Officer.

The Child Protection Officer

The Child Protection Officer can be a staff member/volunteer and does not require to be an expert in child protection. The Child Protection Officer is ideally someone who is able to follow policies and procedures and can encourage others to do so as well. He/she should have an understanding of the need for confidentiality and be able to seek advice from professionals when necessary.

Any concerns about child abuse or the conduct of a member towards children should be reported to the Child Protection Officer in the first instance (see page 10).

What is child abuse?

The formal definition of abuse is:

'Children may be in need of protection where their basic needs are not being met, in a manner appropriate to their age and stage of development, and they will be at risk through avoidable acts of commission or omission on the part of their parent(s), sibling(s) or other relative(s), or a carer (i.e. the person while not a parent who has actual custody of the child).'

Reference 'Protecting Children A Shared Responsibility- Guidance on Inter-Agency Co-operation (The Scottish Office, 1998)

This is a broad definition which includes placing children at risk through something a person has done to them or something a person is failing to do for them. It encourages us to be open minded and think about a wide range of behaviours and actions which may be harmful to children. For those working in the field of Child Protection the definition gets broken down further into categories of abuse, namely;

- Physical injury (hit, kicked, punched)
- Physical neglect (not being properly fed or clothed, poor hygiene)
- Sexual abuse (inappropriate sexual behaviour or language, indecent assault, sexual intercourse)
- Emotional abuse (constantly criticised, ignored, humiliated, exposed to family violence)

Children and young people rarely tell if they are being abused, however there may be signs which make you concerned and may be an indication of a child being abused or neglected.

The child or young person may:

- have unexplained bruising or bruising in an unusual place
- appear afraid, quiet or withdrawn
- appear afraid to go home
- be left unattended or unsupervised
- have too much responsibility for their age
- be acting out in a sexually inappropriate way
- be misusing drugs or alcohol

The adult may be:

- acting in a violent or sexual manner towards a child
- misusing drink or drugs whilst caring for a child
- verbally abusive towards a child

If you notice any of these signs and/or are worried, please take action to protect the child.

(This list is not exhaustive)



What to do if you are concerned about a child or young person

If a child or young person discloses i.e. gives you information that might suggest he/she is being abused or makes you worried about the child, you should:

- Remain calm, no matter how difficult it is to listen to the child – think of how hard it must be to say it. Some things are very difficult to talk about, you've been chosen because the child feels they can talk to you. If you show anger, disgust, disbelief then the child may stop talking for fear of upsetting you or may feel that your negative feelings are being directed towards them;
- Listen to the child and take him/her seriously. Reassure him/her they have done the right thing by telling you;
- Allow the child the time to speak. Never interrupt or make suggestions to the child. Avoid asking questions other than to clarify your understanding. Any questions that you do have to ask should be open and not be leading. **You must never interview the child or investigate. This is the job of trained professionals;**
- No matter how well you know the child, spare them having to repeat themselves over and over. Apart from anything else, the child may begin to think that you don't believe them;
- Be honest, tell the child that you cannot keep a secret, you have to talk to someone who can help;
- As soon as practical write down everything the child told you using the child's own words (sample form page 25). Pass the information to the Child Protection Officer as soon as possible. Thereafter the information should only be shared with those who need to know in order to protect the child.

If the Child Protection officer is not available, then the information should be passed to the social services or police without delay. Do not be afraid to contact them for advice and guidance. Remember – you may not be the only one to have concerns. All referrals are discussed thoroughly by professionals prior to any action being taken. Your concerns will be genuine and treated as such by them.

It is not your job to decide if a child has been abused

It is your responsibility to report concerns

If the situation is clearly an urgent case, the child is too frightened to go home or you have very serious doubts about the child's safety, contact social services or the police immediately.

If concerns are more general about a child's welfare, they should initially be discussed with the organisation's Child Protection Officer who would then make a referral to social services.

Concerns about the behaviour of a member of staff/volunteer must be reported to the organisation's Child Protection Officer without delay. If necessary he/she will seek advice from social services and/or the police immediately and take any appropriate action to protect children. If the concern is about the Child Protection Officer, the matter should be reported to the person in charge of the organisation.

Key messages:

- Listen to the child
- Take all concerns seriously and act promptly
- Refer NOT investigate
- Record the information in writing as soon as possible

ALWAYS SEEK ADVICE IF YOU ARE UNSURE

What happens next?

All information received by social services and the police is treated seriously and will be acted upon. This might include:

- Checking agency records and gathering information
- Speaking to the child and family and assessing the situation
- Making sure the child is safe

What will happen to the child and family?

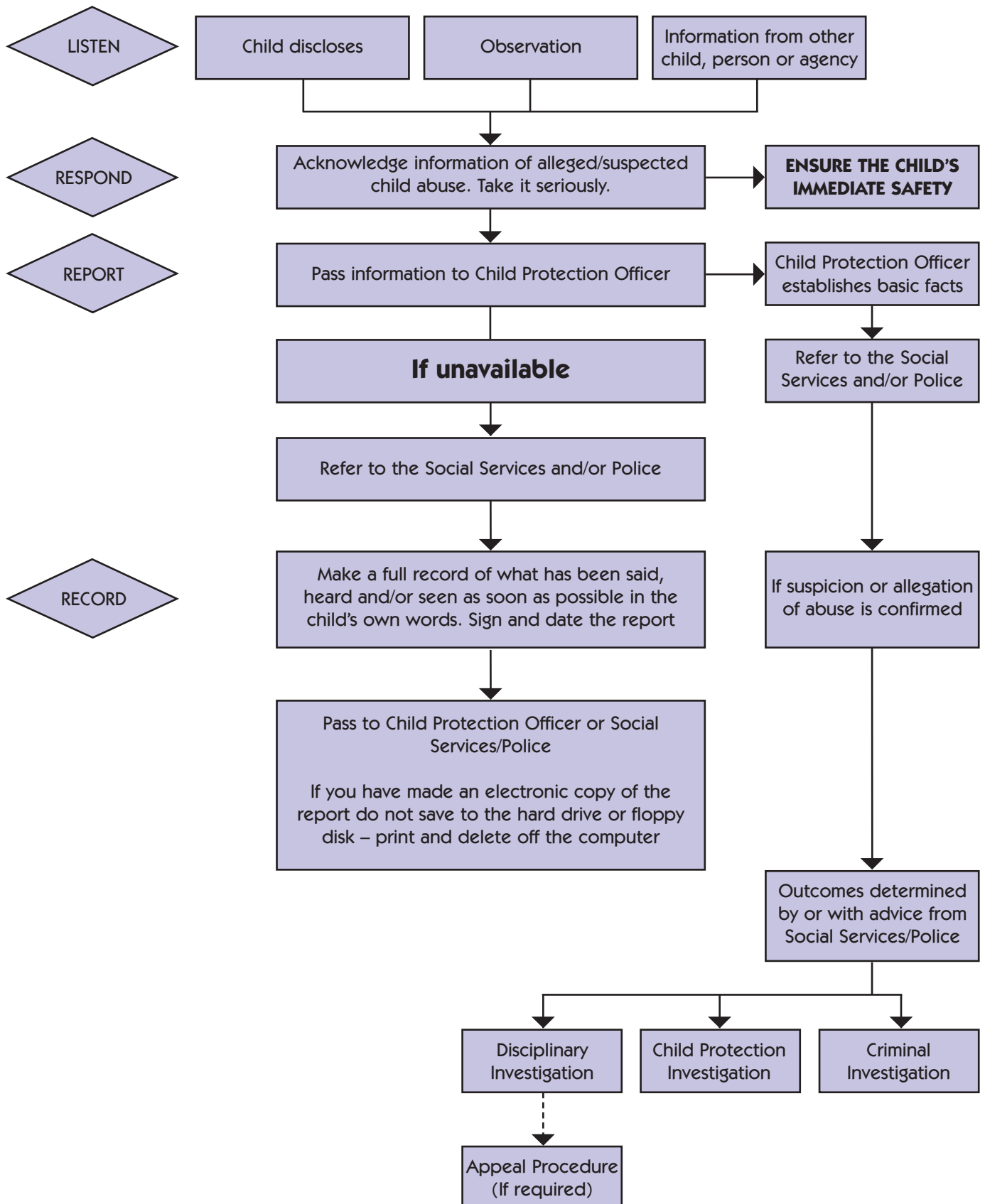
Once enquiries have been completed one or more of the following might happen:

- No further action
- Support or advice offered to the family
- Referral to another agency for a service
- Referral to the appropriate legal system

Where Child Protection concerns are identified an *inter-agency* meeting (called an initial child protection conference) will be held to decide the best way to protect the child, this will include people who have a knowledge of the child and family e.g. health visitor, police, teacher, social worker, parents/carers. In a small number of cases, immediate, emergency action may be necessary to protect the child.

Page 28 contains a list of local telephone numbers where you can discuss concerns about a child.

Responding to Suspicions or allegations of child abuse



Young people's involvement in youth activities: A checklist for parents

Parents should assure themselves about standards in organisations before allowing their children to join a club or group for organised activities.

The following information sets out some basic questions parents might ask about the status and credentials of the organisation and its leaders. Youth organisation leaders, many of whom are parents themselves, encourage and welcome this kind of parental interest.

Ten questions for parents to ask

1. Does the group belong to a larger organisation like the Scouts, Guides, Boys' Brigade, Girls' Brigade?

Umbrella organisations provide the group/club with access to professional support, training and advice. Not all youth groups/clubs belong to an umbrella organisation or network. If they don't, parents should ask for details about who runs the club; are they local parents/teachers; do they have any contact with other groups or the local council?

2. Does the group have contact with Community Learning and Development and/or relevant local authority departments/services?
3. Is there a leaflet which gives basic information about the group, its aims, leaders, nature of the activities, cost, meeting day(s) and times of meeting (start and finish) including holidays? Is it established practice that parental consent is sought for outside visits, adventure activities etc?
4. Does the group have set procedures on the recruitment, training and management of workers/volunteers including training on protecting children and personnel?

These may have been established by the umbrella organisation but local staff/volunteers should be aware of the criteria, have met the recruitment standards and have access to relevant training.

5. Are there adequate numbers of leaders (volunteers/paid staff) and is there a clear policy that there should be two adult leaders for an activity/meeting to operate safely?

There should always be two leaders on hand. At least one leader should be the same sex as the group of young people in the club.

6. Does the group have a formal constitution setting out its aims, management and financial policy and procedures?

Most youth groups have a management committee which meets on a regular basis. Parents are often invited to join such committees. This ensures a degree of parental supervision and input into the group's activities.

7. Are parents encouraged and welcomed to visit the group, meet with those in charge and to view activities?

If not, parents should consider whether this gives cause for concern.

8. Does the group have a first aid kit and emergency contact information in case of an accident?

9. Does the group have a policy to ensure the protection of children and young people and is the policy made available to parents?

Leaders should have a clear understanding of the organisation's criteria for recruiting and selecting staff and guidance on planning work to minimise opportunities for abuse.

10. Does the group have established procedures to handle complaints?

This may be through a nominated member of a management committee or an independent person who is not directly involved in the running of the activity. There should be a named person within the organisation who can be contacted. Is this complaints procedure made clear to club members? Parents should encourage their children to tell them if there are any occurrences about which they are unhappy or uncomfortable.

What to do if you are not satisfied with standards or have a complaint

These sample questions are based on things which every worthwhile youth club or group should have. If you are not satisfied that the club or activity group has addressed these issues or does not have the necessary controls and procedures in place, you could contact the management committee or the named individual who is responsible for dealing with complaints. If no complaints procedure exists or you fail to receive satisfaction, you should pass your concerns to the national organisation to which the club is linked or advise the local council Community Learning and Development Department.

Taken from Protecting Children – Securing their Safety, Scottish Executive 2000 available on the internet at www.scotland.gov.uk

Recommended recruitment procedure for positions involving contact with children and young people

All organisations have a duty to ensure that children and young people are protected and kept safe from harm while they are with staff or volunteers. For this purpose all staff and volunteers must be carefully selected, screened, trained, and supervised.

Selection:

- All applicants for paid and unpaid positions, should complete a personal profile form (sample page 20) and self-declaration form (sample page 22)
- Short listed applicants should be asked to attend for interview/discussion
- Short listed applicants should be asked to provide references and these should always be taken up prior to confirmation of appointment. References should be followed up with a telephone call or personal contact during which the applicant's suitability to work with children, young people should be discussed. A record of this discussion will be kept in the applicant's file

Disclosure Scotland Check:

The successful applicant should be asked to agree to an appropriate disclosure check relevant to the post. All applicants for "child care positions" as defined in the Protection of Children (Scotland) Act 2003 should be required to complete a Disclosure Scotland check (see page 14). Disclosure Scotland checks should be requested prior to the applicant taking up the post

Training:

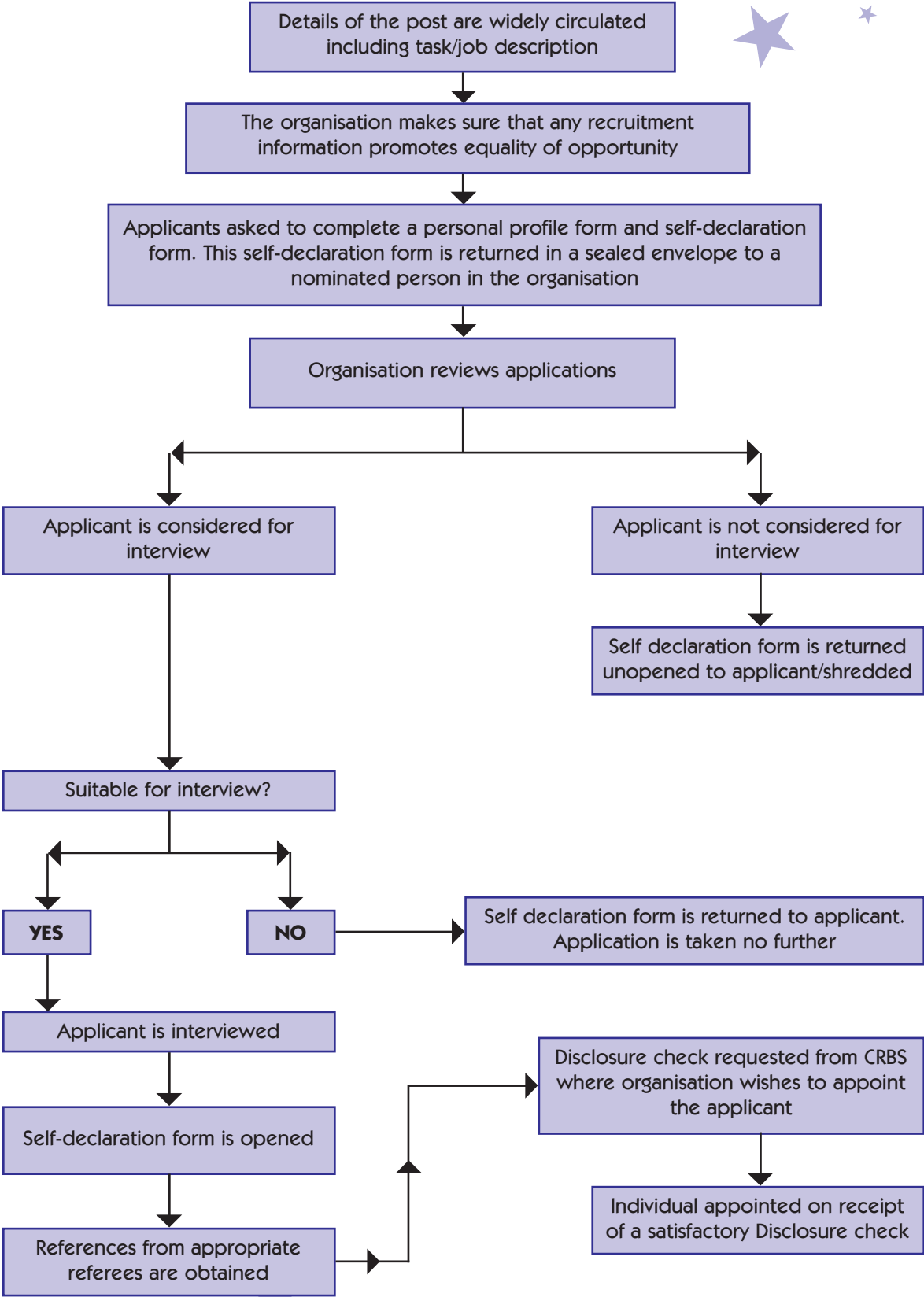
- The successful applicant should receive induction training, which should give an overview of the organisation and ensure they know its purpose, values, services and structure
- Relevant training and support should be provided on an ongoing basis, and should cover information about their role and opportunities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

Supervision:

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

All staff and volunteers involved in recruitment, training and supervision should be aware of this procedure and receive appropriate training and support to ensure its full implementation.

Recommended Recruitment Procedure



Disclosure Scotland

Remember- the Protection of Children (Scotland) Act 2003* (page 3) means that Disclosure Scotland checks must be obtained for individuals who hold “child care” positions.

The Act includes many definitions of “child care position” and every group must read Schedule 2 of the Act to determine if they have child care positions in their organisation and decide which posts require checks.

A definition that applies to many groups in the voluntary sector is:

‘A child care position is a position whose normal duties include caring for, training, supervising or being in sole charge of children’

This is a wide definition. Some examples of posts that involve “child care positions” includes:

- Caring for children and young people include care worker, befriender, advocate, nurse, home help, creche worker, nursery nurse, childminder;
- Training children and young people include sports leader, tutor, music group leader
- Supervising children and young people include classroom assistant, life guard, pool attendant, leader of a uniformed organisation, volunteer helper (including a parent helper);
- Sole charge of children and young people include youth worker, domiciliary care worker, Sunday school teacher

To obtain access to Disclosure Scotland checks voluntary organisations, in Scotland can register with Central Registered Body in Scotland (CRBS), free of charge and access free checks for volunteers. If you are a member of an umbrella/ parent organisation, you may be able to access checks through them. You should make enquiries with them before taking any action.

To register with either CRBS or Disclosure Scotland you will need to have the following policies in place:

- Child Protection Policy (sample page 16)
- Policy on Recruitment of Ex-Offenders (sample page 24)
- Policy on Secure Handling, Use, Storage and Retention of Disclosure Information (sample page 26)
- Policy on vulnerable adults (if required – check with CRBS)

Once you have these policies in place and are registered with CRBS you will be supplied with all the forms necessary to access Disclosure Checks.

* See page 29 for sources of additional information about this Act

For more information about Central Registered Body in Scotland see www.crbs.org.uk

Photographing, videoing and filming

Publications and websites are a great way to promote the achievements of children, however, there is evidence that some people have used activities as an opportunity to take inappropriate photographs or film footage of children. Some children may be subject to statutory Child Protection measures and to reveal their whereabouts may place them at risk.

The following measures are recommended as good practice and will contribute to a child's safe participation in your organisation:

- Consent should always be obtained from the parent and child
- Anyone wishing to photograph or film children must obtain permission from the Child Protection Officer for the organisation
- No unsupervised access or one-to-one sessions are to be permitted unless this is absolutely necessary and has been approved in advance by the child, parent and Child Protection Officer
- The organisation reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated
- People are made aware where they can report concerns about the use of photographs and films i.e. the Child Protection Officer for the organisation and/or the police
- Those who have obtained permission to photograph or film should be formally identifiable e.g. badge or sticker user
- Designate a child protection officer for the trip someone to co-ordinate the arrangements to safeguard the safety and welfare of children during the trip and to act as the main contact for dealing with any concerns about the safety and welfare of children whilst away from home

Publications and websites

Always obtain consent from the child and parent before displaying pictures or information

- Never include personal information that could identify a child or place a child at risk e.g. full name, home address, e-mail address, telephone number, dates, place and times activities take place. Instead give the contact details of a group leader who can deal with requests for information about the organisation
- Never depict children in a provocative, demeaning or tasteless manner.

Transporting children and trips away

- Request written parental consent and ensure vehicles are correctly insured.
- Inform another member of the organisation that you are transporting a child giving details of the route and the anticipated length of journey.
- Take all reasonable safety measures e.g. child in the back seat, seatbelts worn, booster seat where necessary. For further information visit: www.thinkroadsafety.gov.uk/
- Ensure, where possible, a male and female accompany mixed groups of children
- Always plan and prepare a detailed programme of activities and ensure copies are available for other members and parents
- Ensure the accommodation and sleeping arrangements are suitable
- Always have a list of emergency contacts and medical information available
- Ensure that there has been a thorough assessment of the risks and that appropriate adult-child ratios for supervision are in place

Section Two

Sample policies and forms

Sample Child Protection Policy

[Insert name of group] is committed to creating a safe environment for children and young people and adults. We recognise our moral and legal obligations to protect children and will ensure that members will take all reasonable steps to promote safe practice and to protect children from harm, abuse, and exploitation.

Our Policy is based on the following principles:

- The welfare of children is always the primary concern
- All children have the right to be protected from abuse regardless of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/ or sexual identity
- Protecting children and young people is everybody's responsibility
- All children have a right to express their views on matters affecting them

We will:

- Treat everyone with respect
- Respect and promote the rights, wishes and feelings of children
- Provide time for children to talk to us and listen to what they say
- Encourage children to respect and care for others;
- Keep a register of every child involved with the group including relevant medical details and have a contact name and number close to hand in case of emergencies;

- Respect confidentiality and only share information/concerns with the people who need to know in order to protect the child
- Recruit, train and supervise those who work (paid and unpaid) using the Procedure for Safe Recruitment
- Take action to stop any inappropriate verbal or physical behaviour including bullying
- Take all concerns/ allegations seriously and respond appropriately in line with these and North Ayrshire Council's Child Protection Procedures. We will refer **not** investigate.
- Encourage parents to become involved in the organisation and, when requested, provide them with copies of all guidelines and procedures

Review

This Policy and Procedures will be regularly monitored and reviewed:

- When there is a change in legislation or guidance on the protection of children or changes within [name of organisation]
- Following any issues or concerns raised about the protection of children in this organisation
- In all other circumstances, at least annually

Sample Code of Conduct

You should:

- Always put the care, welfare and safety needs of a child first
- Respect a child's right to be involved in making choices and decisions which directly affect them
- Respect a child's culture (e.g. faith and religious beliefs) and right to privacy and personal space
- Respond sensitively to children who seem anxious about participating in certain activities
- Speak to someone in charge immediately if you are worried about a child
- Be aware of and sensitive to the vulnerabilities of some children e.g. children with a disability; children from Gypsy and Traveller Communities; black minority ethnic children
- Avoid being alone with children. Ensure that when working with children you are at least within sight and hearing of other adults
- Listen carefully to any child who 'tells you' they are being harmed and report immediately to the person in charge/ Child Protection Officer
- Never dismiss what a child tells you as 'lies' or exaggeration
- Always set an example you would wish others to follow
- Always give constructive feedback and not negative criticism
- Always ensure that first aid is administered by people who have relevant training and qualifications

You should not:

- Exaggerate or trivialise another member's concern about a child or ignore allegations or suspicion of abuse
- Discuss personal issues about a child or their family with others except the Child Protection Officer where you are concerned about the child's well-being
- Make derogatory remarks, gestures or use inappropriate language in front of children
- Allow a child to be bullied or harmed by anyone in the organisation
- Allow children to swear or use sexualised language unchallenged

You must never:

- Hit, push or grab a child or young person
- Engage in sexually provocative games, including horseplay
- Allow others or yourself to engage in touching a child in a sexually provocative way
- Make sexually suggestive comments to a child, even in fun
- Engage in rough physical contact with a child unless it is permitted within the rules of the game, activity or conforms to guidance on appropriate physical restraint
- Form intimate physical or emotional relationships with children
- Harass or intimidate a child or worker/volunteer, particularly because of their age, 'race', gender, sexual orientation, religious belief, socio-economic class or disability
- Invite or allow children to stay with you at your home in the context of your role within the organisation

Bullying

Bullying is a form of abuse. It may be seen as particularly hurtful behaviour usually repeated over a period of time, where it is difficult for those bullied to defend themselves. In some cases of bullying it may not be an adult bullying a young person. Children and young people may also be responsible for bullying.

Bullying can take many forms including:

- **Physical** e.g. hitting, kicking, theft
- **Verbal** e.g. threats or name-calling
- **Emotional** e.g. isolating a child from the activities
- **Harassment** e.g. using abusive or insulting behaviour in a manner intended to cause alarm or distress.

Bullying can be difficult to identify because it often happens away from others and victims do not often tell. There may be some signs which indicate a child is being bullied:

The child or young person may:

- Hesitate to come to the group or is reluctant to be with particular individuals
- Often be the last one picked for a team or gets picked on
- Have clothing or personal possessions go missing or damaged
- Have bruising or some other injury, become uncharacteristically nervous/withdrawn or aggressive

Helping the child or young person:

- Take bullying seriously. Ensure the child is safe
- Encourage all children to speak and share their concerns
- Reassure the victim that you can be trusted and will help, although you cannot promise to tell no one else.
- Keep records of what is said i.e. what happened, by whom and when.
- Report any concerns to the person in charge at the organisation where the bullying is occurring.

Action towards the bully:

- Try to help the bully to understand the consequences of his/her behaviour and seek an apology from the bully
- Inform the bully's parents/guardians and impose sanctions as necessary.
- Encourage and support the bully to change behaviour

Recommended Recruitment Checklist

Name of Organisation:

Name of Volunteer/Employee:

This checklist and a Personal Profile Form must be completed for all new volunteers/employees in your organisation who occupy a 'child care position'.

	Y	N
1. Have you explained the need for vetting to the volunteer/employee?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you given the volunteer/employee an opportunity to read your Child Protection Policy and discussed any issues arising out of this with him/her?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you set up a personnel file for the potential volunteer/employee?	<input type="checkbox"/>	<input type="checkbox"/>
4. Has the volunteer/employee completed a Personal Profile form? (please attach the completed form to this check list)	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you carried out the appropriate vetting, including Disclosure Scotland checks where required	<input type="checkbox"/>	<input type="checkbox"/>
6. Were the results satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>
7. Have you taken up two written references? (please attach the references to this checklist)	<input type="checkbox"/>	<input type="checkbox"/>
8. Have you followed up these references with either a telephone call or conversation? (please attach a written record with full details including the date of the call or conversation to this checklist)	<input type="checkbox"/>	<input type="checkbox"/>
9. Has the above individual been approved as a volunteer/employee with your organisation? (You must be able to answer YES to questions 1 – 8 before signing this form)	<input type="checkbox"/>	<input type="checkbox"/>
10. The individual has produced the following forms of identification (at least two forms, one of which must be photographic)	<input type="checkbox"/>	<input type="checkbox"/>
11. Has the individual completed a self disclosure check?	<input type="checkbox"/>	<input type="checkbox"/>

Print Name: Signature:

Position in Organisation: Date:

Sample Personal Profile Form

Organisation's Name:

Personal Details:

Title: Forename: Surname:

Date of Birth: Tel No (incl STD code):

Address:

Occupation: Currently Employed Yes No

Qualifications/Training – Please enter details of any qualifications or training courses you have attended which are relevant to caring for or training children or young people.

Date(s)	Title of Qualification/Training	Subjects Studied	Length of Course	Name of Organisation

Experience – Please give details of experience of working with under 18's or vulnerable people.

Where previously have you worked with young people under the age of 18?	In what capacity?	Between which dates?

Other comments:

Referees – Please provide the names and addresses of TWO responsible persons for reference purposes. Referees should not be related to you and, where possible, should have knowledge of your ability to care for or be in the proximity of children. All references will be taken up. You should secure prior agreement of referees before providing their names.

<p>Referee 1</p> <p>Name:</p> <p>Address:</p> <p>..... Postcode:</p>	<p>Referee 2</p> <p>Name:</p> <p>Address:</p> <p>..... Postcode:</p>
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Declaration – I have read and understood the organisation's Child Protection Policy and agree to a Disclosure Scotland check. I agree to inform the organisation of any change in circumstances. I can confirm that I am not disqualified from working with children as set out within S17 of the Protection of Children (Scotland) Act 2003. I understand that deliberately giving false information in respect of this can lead to prosecution.

Signature: Date:

Sample Policy on the recruitment of ex-offenders

We will treat any applicant for any position (paid or voluntary) within our organisation fairly and not discriminate unfairly against the subject of a Disclosure Scotland check on the basis of conviction or other information revealed.

We will request a Standard or Enhanced Disclosure Scotland check only where it is necessary and relevant to the position sought.

Where a position requires a Disclosure Scotland check we will make this clear on the application form, job advert, and any other information provided about the post.

At interview/discussion we will ensure that open and measured discussions can take place on the subject of offences.

Failure to reveal information at interview/discussion, that is directly relevant to the position sought, could lead to withdrawal of an offer of a position (paid and unpaid).

At interview/discussion or when receiving a Disclosure Scotland check which shows a conviction, we will take into consideration:

- Whether the conviction is relevant to the position being offered.
- The seriousness of the offence revealed
- The length of time since the offence took place
- Whether the applicant has a pattern of offending behaviour
- Whether the applicant's circumstances have changed since offending took place.

We will ensure that all our members (staff or volunteers) involved in the recruitment process are aware of this policy and have received relevant training and support.

All applicants for posts that require a Disclosure Scotland check will receive a copy of this policy and the Disclosure Scotland Code of Practice.

Sample Self-Declaration Form

Rehabilitation of Offenders' Act 1974

The provisions of the Rehabilitation of Offenders' Act 1974 makes it unlawful for employers, or prospective employers, to take into account offences in relation to which the person concerned is deemed to be rehabilitated (for details see page 23).

All sections of this form must be completed. The completed and signed form should be returned in a sealed envelope separate to the Personal Profile. The envelope shall only be opened if you are considered for interview/discussion.

Section A

First Name: **Last Name:**

Date of Birth: **Place of Birth:**

Section B

(a) If you have no previous convictions and do not have a court appearance pending, please tick this box and go straight to the DECLARATION section below.

(b) If you have had a previous conviction, or if you have a court appearance pending, please supply details below.

Date	Court	Details of Offence	Sentence

DECLARATION

- I have read the advisory note overleaf.
- I have not withheld any information that may affect my application for appointment.
- I understand that false information or omissions may lead to my dismissal/withdrawal of offer.
- The information supplied above may be verified by **[insert name of organisation]**.
- I am not listed on the Disqualified from Working with Children List specified in the Protection of Children (Scotland) Act 2003.

Signature: Date:



How long is a Rehabilitation Period?

This depends on the sentence given. For a custodial sentence, the length of time actually served is irrelevant, the rehabilitation period is decided by the original sentence and commences on the date of conviction.

SENTENCES OF MORE THAN 2½ YEARS CAN NEVER BECOME SPENT

Other sentences become spent after fixed periods from the date of conviction. Here are some examples:

SENTENCE	REHABILITATION PERIOD	
	People aged 17 or over when convicted	People under 17 when convicted
Prison (immediate or suspended sentence) or youth custody	10 years	5 years
Prison (immediate or suspended sentence) or youth custody 6 months or less	7 years	3½ years
Fine or community service order	5 years	2½ years
Absolute discharge	6 months	6 months
There are 2 sentences for people under 21 for which there is no variation in the rehabilitation period according to age when convicted. These are:		
Borstal (replaced by youth custody in May 1983)	7 years	
Detention Centres	3 years	

Sample Policy on the secure handling, use, storage and retention of Disclosure information

In accordance with the Scottish Executive Code of Practice, for registered persons and other recipients of Disclosure Information, we will ensure the following practice.

- Disclosure Scotland checks will only be requested when necessary and relevant to a particular post and the information provided on a disclosure certificate will only be used for recruitment purposes.
- We will ensure that an individual consents before using disclosure information for any purpose other than recruitment.
- Disclosure information will only be shared with those authorised to see it in the course of their duties.
- Where additional disclosure information is provided to our *lead signatory* and not to the disclosure applicant, our designated signatory will not disclose this information to the applicant, but will inform them that additional information has been provided, should this information affect the recruitment decision.
- Disclosure information will be stored in a locked non-portable container, for a maximum of six months. Only those authorised to see this information in the course of their duties will have access to this container.

- Disclosure information will be destroyed by shredding.

- No image or photocopy of the disclosure information will be made however, the following details may be retained :-

Date of issue of disclosure

Name of subject

Disclosure type

Position for which disclosure was requested

Unique reference number of disclosure

Recruitment decision taken

- We will ensure that those with access to disclosure information are aware of this policy and have received relevant training and support.
- We will make a copy of this policy available to any applicant for a post (paid or voluntary) with us that requires a disclosure.

Sample Child Protection Pro-Forma

To be completed as soon as possible after concern reported/incident

Organisation: Date:

Name of Child: D.O.B.

Cause for Concern: What created your concern? Was it a verbal disclosure from a child or was it observed physical or behavioural indicators?

Directly Observed – Information from other sources: Was this observed personally? Or was it information passed to you from a colleague, parent etc?

Evidence – Possible Signs of Abuse: Written and/or illustrated: Was this observed, physical signs or behavioural indicators? Provide information of the affected area etc.

Child's Disclosure: What did the child say to you? Record the child's own words

Your Response: How did you react? Did you take time to speak to the child? What did you say to the child? (This provides evidence of the language used with the child and evidence of not using leading questions)

Parent/Carer Response: What did the parent say when you informed them of the situation? Remain objective of the situation and do not make a judgement of the parent's response. Information must be factual.

Parents will only be spoken to if they have not been indicated in the suspected abuse.

Action Agreed: What action will be taken and who has agreed this?

Print Name: Signature:

Position: Date:

Section Three

Glossary

Useful contacts

Further information

Glossary of Terms

Agencies

Organisations in the statutory or voluntary sector where staff, paid or unpaid, work with or have access to children and /or families. This includes, but is not exclusive to, social services, health, education and the police

Child Protection Committee

Includes senior representatives of all the main agencies in the local area who work with or have access to children and families. Is responsible for developing, monitoring and reviewing local guidelines, training and inter-agency working.

Concern

A suspicion or belief that a child may be in need of help or protection

Disclosure

Information from a child or young person (could be in words or other ways e.g. drawings) which suggests that the child has been or is at risk of harm

Inter-Agency

Where more than one agency is working together

Lead Signatory

Should be a figure of authority in the organisation and have some responsibility/involvement in the recruitment process. This person will be the main contact for CRBS

Parents

Includes those who have parental rights as defined in law and those who have care of a child e.g. foster carers

Professionals

Staff who work directly or indirectly with children and/or families and can include but is not exclusive to, police officers, doctors, nurses, teachers, nursery staff, play leaders, youth workers, housing staff, leisure and recreational staff, drugs, alcohol and mental health. It may also mean volunteers in contact with children

Taken from:

Protecting Children and Young People: Framework for Standards, Scottish Executive (2004)

Useful Local Contacts for Concerns about Children

If you are worried or know of a child who could be at risk of abuse, you can talk to staff at one of the following numbers:

Social Services – Reception Services

Kilbirnie	01505 684551
Irvine	01294 324800
Saltcoats	01294 605261
Arran	01770 600742

Standby Social Services

Out of Hours	0800 811505
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Strathclyde Police

At any police office or Family Protection Unit	01292 664014
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Scottish Children's Reporter Administration	01294 278151
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Your local Health Visitor can be found through your local surgery or health centre.



Useful Publications

Scottish Office (1998) Protecting Children: A Shared Responsibility, Guidance on Inter Agency Co-operation, The Scottish Office (1998)

The Stationary Office: 0171 873 0011 or www.scotland.gov.uk/childprotection

“It’s Everyone’s Job to Make Sure I’m Alright” Report of the Child Protection Audit and Review, Scottish Executive (2002)

Getting Our Priorities Right, Scottish Executive (2003)

Protecting Children and Young People: Framework for Standards, Scottish Executive (2004)

Protecting Children and Young People: The Charter, Scottish Executive (2004)

All available from The Stationary Office Bookshop – 0870 606 5566
Download at www.scotland.gov.uk

Inter-Agency Guidelines: North Ayrshire Child Protection Committee
www.childprotectionnorthayrshire.info

How well are children and young people protected and their needs met? - self evaluation using quality indicators - HMIE services for Children’s Units (2005)

For more information on the Scottish Executive’s work on Internet Safety and Child Protection visit:

www.scotland.gov.uk/childprotection

Protection of Children (Scotland) Act 2003

Other Useful Contacts

Volunteer Centres North Ayrshire
01294 471876

ParentLine Scotland
0808 800 2222

ChildLine Scotland
0800 1111

CHILDREN 1st
0141 418 5670 www.children1st.org.uk

Child Protection in Sport Service
0141 418 5674
www.childprotectioninsport.org.uk

Central Registered Body in Scotland
01786 479 593 www.crbs.org.uk

Disclosure Scotland
www.disclosurescotland.org.uk

Copy of the Act:	www.hms.o.gov.uk or 0870 600 5522
Copy of Guidance notes:	www.scotland.gov.uk/childprotection 0131 244 1567 or email dwcl@scotland.gsi.gov.uk
Protecting Children and Young People:	Guidance and Training Pack for the Voluntary Sector
CRBS Helpline:	01786 849777 Option 4

Acknowledgements

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- Bill Simpson – Team Leader, Youth Services, Educational Services, Community Learning & Development, North Ayrshire Council
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- Elaine Steven – Senior Clerical Officer, Child Protection Committee
- Maxine Hawthorn – Child Protection Lead Officer
- Fiona Campion – Child Protection in Sport, Project worker, Children 1st
- Sandra Winton – Child Protection Advisor for Health, North Ayrshire Child Health Partnership
- Highland Child Protection Committee
- CHILDREN 1st
- **sport**scotland
- Protection of Children (Scotland) Act 2003 - Guidance and Training Pack for the Voluntary Sector



Notes



Notes

This brochure has been prepared by:
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