

9. CHILD PROTECTION POLICY STATEMENT AND PROCEDURES

Reviewed: June 2018

Due for Review: June 2019

Policy Statement for Safe Strong and Free

We will:

- Treat everyone with respect;
- Remember that some issues are confidential;
- Provide an example we would wish others to follow;
- Where possible consider activities, which involve more than one adult being present or at least within sight and hearing of others;
- Be aware that someone else might misinterpret our actions even if they are well-intentioned;
- Respect a child's right to personal privacy;
- Provide time for children to talk to us;
- Encourage children and adults to respect and care for others;
- Take action to stop any inappropriate verbal or physical behaviour;
- Remember to REFER not INVESTIGATE any suspicions or allegations about abuse;
- Only share concerns and seek support from those identified in the organisation's child/adult protection policy;

Contact numbers for Local Family Teams and the Police are available at www.hcpc.scot

Child Protection Policy

Child Protection Policy for Safe Strong and Free

We believe that every child regardless of age has, at all times and in all situations, a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged. In our organisation, if we have suspicions about a child's physical, sexual or emotional well-being, we will take action.

We recognise that child protection should not be treated in isolation - we will take on board guidance given by Highland Child Protection Committee and will address recruitment and selection of volunteers and paid employees by doing the following:

1. We accept that it is our responsibility as an organisation to check that all adults in positions requiring disclosure checks are members of the appropriate Protection of Vulnerable Groups Scheme and have been appropriately vetted
2. We will ensure we have a record of personal details for each member of staff/volunteer
3. We will ensure we have carried out necessary checks in relation to anyone working with children and young people, including requesting references where appropriate
4. We will interview prospective volunteers and staff
5. We will notify Disclosure Scotland if anyone on the Disqualified from Working with Children List applies to work for or volunteer with our organisation
6. We will ensure that all staff are given Codes of Practice to work to
7. We will remove any member of staff or volunteer whom we know or suspect to have caused harm to a child or to have placed a child at risk of harm and we will notify Disclosure Scotland of our actions and the reasons for them, even if that person has left our organisation

Child Protection Is Everyone's Responsibility

How to Establish Whether there is a Child Protection Concern

If a child says/does something that you think may indicate a Child Protection concern, ask yourself the following **4 Questions**:

- 1. Why do I think this child is not safe?**
- 2. What is getting in the way of this child being safe?**
- 3. What have I observed, heard or identified from the child's history that causes concern?**
- 4. Are there factors that indicate risk of significant harm present and, in my view, is the severity of factors enough to warrant immediate action?**

Good recording of relevant information, strengths as well as risks and pressures, and the sharing of this information with the professionals allocated to undertake the assessment of risk and needs will support any subsequent measures to protect the child.

Concerns about other aspects of a child's well-being

When a practitioner who is not the Named Person or Lead Professional has concerns about a child's well-being which indicate that whilst the child is not in need of protection he/she may be in need of additional support, these concerns and relevant information should be shared with the child's Named Person or Lead Professional.

When such a concern comes to the attention of an ssf Project Worker they must:

engage with the child to consider the **5 Questions**:

- 1. What is getting in the way of this child's well-being?**
- 2. Do I have all the information I need to help this child?**
- 3. What can I do now to help this child?**
- 4. What can my agency do to help this child?**
- 5. What additional help, if any, may be needed from other agencies?**

This information must then be shared with the nursery member of staff who was present in the ssf workshop, who can then contact the Named Person.

This information should also be included in the workshop record, using only the child's initials.

Dealing with a Child Protection Situation

People who abuse others often do so in a manner that makes it difficult for children or young people to tell someone else if they are being abused.

However there may be signs which make you concerned and may be an indication of abuse or neglect.

The Child/Young person may:

- Have unexplained bruising or bruising in unusual place
- Appear afraid, quiet or withdrawn
- Appear afraid to go home
- Be left unsupervised/unattended
- Have inappropriate levels of responsibility for their age
- Be acting out in a sexually inappropriate way
- Be misusing drugs or alcohol
- Be being bullied

Responding to children who disclose abuse

It is important to know that if you suspect a child is being abused or they disclose abuse or neglect to you, you have a responsibility to respond appropriately.

Whether you are staff or volunteer you must, at all times:

- Allow the child to speak without interruptions. Reassure them that they are right to tell but don't make suggestions to them.
- Do not investigate or question other than to clarify your understanding
- Remain calm, no matter how difficult it is to hear what the child is telling you
- As soon as practical, write down everything the child/young person told you but remember that this is confidential

To this end, volunteers and staff will follow the SSF procedures when responding to a concern of abuse or assault.

If we have concerns we must act - it may be the final piece of the jigsaw that is needed to protect that child - or we may prevent, further children from being hurt.

Contact numbers for Local Family Teams and the Police are available at www.hcpc.scot

Local Family Team (Care and Protection)

Police 101 (non-urgent)
999 (urgent)

Out of hours Social Work Emergency Service: 08457 697284

Procedures for responding to concerns about abuse and neglect.

Volunteers will:

- ◆ Inform the Project Worker if they have concerns for the safety or well-being of a child in the course of their work with **ssf**.
- ◆ If they do not feel the Project Worker treated their concerns appropriately they should pass on the concerns to the Project Co-ordinator.

Project Workers will:

- ◆ At the time of disclosure, use the **ssf** concern form to record exactly what is said.
- ◆ Give this form to the Designated Person for Child Protection (usually the Head Teacher or Nursery Manager), and mention that the information can be used to complete section 2.2 of the Standard Child Concern Form.
- ◆ If the Designated Person or Secondary Person for Child Protection is unavailable on the day, phone the Practice Lead for Care and Protection in your area, using the contacts list in your folder. If the child is in immediate danger, phone the Police or Social Work Services.
- ◆ Leave the original paper copy of the **ssf** concern form with the Designated Person for child protection
- ◆ Retain a copy of the **ssf** concern form and send it in a double envelope to the Project Co-ordinator on the day of the concern / incident.
- ◆ Contact the Project Co-ordinator by phone on the day of the concern / incident to give a verbal report.

The Project Co-ordinator will:

- ◆ Advise the Board Chairperson that there has been an incident but will not give details.
- ◆ Have contact with the Designated Person for Child Protection in the nursery where the concern arose within 7 days to ascertain what action was taken and whether the Named Person has been informed.
- ◆ Shred the concern form when the issue has been resolved satisfactorily.

In the event that a member of ssf staff is not satisfied with the action of the Designated Person for Child Protection, the concern will be passed on to the relevant Practice Lead for Care and Protection.

Responding to Child Protection Concerns

LISTEN/OBSERVE/ACKNOWLEDGE

Child Discloses Abuse or Neglect/
Abuse or Neglect Suspected/
Allegation Made

RESPOND

Acknowledge the Information received and
take it seriously
Establish **BASIC** Facts - don't investigate
Make sure Child/Young Person is SAFE

REPORT

Report to designated person for child
protection (usually Head Teacher or
Nursery Manager).
Contact Project Co-ordinator on the day of
concern to give a verbal report.
If designated or secondary person for child
protection is **UNAVAILABLE** report as
below.....

REPORT

Contact your local Family Team
If there are immediate concerns about a
child's safety contact the Police on 999

RECORD

Record your concerns on a Safe Strong & Free
Concern Form.
Give a copy to Designated person for Child
Protection.
Retain a copy and send in double envelope to
Project Co-ordinator on the day of concern.

Rooms 11&12
Highland Rail House
Station Square
Inverness
IV1 1LE

safestrongandfree



Tel/Fax: 01463 712669
E-mail: kerry@safestrongandfree.org.uk

SAFE STRONG & FREE CONCERN FORM

This information should be used to complete section 2.2 of the Standard Child Concern Form, where there is a child protection concern.

1. Child's Name..... DOB
2. Date and time of incident/concern.
3. Name of Nursery/ Playgroup/ Day Care.....
4. Which workshop were you leading at the time.....
5. Name/s of nursery/playgroup/day care staff present at the time
.....
6. Name/s of other observer/s present
.....
7. Give details of the concern / incident. *(Use a continuation sheet if necessary)*

8. What action did the Designated Person say they would take?

Name of person who completed this form:.....

Signature

Date.....

This folder contains:

- ❖ Safe Strong & Free Concern Forms
- ❖ Business cards with Project Co-ordinators name
- ❖ Stamped pre-addressed double envelopes
- ❖ **ssf** Child Protection Policy Statement and Procedures

If you have a concern about a child or there is an incident:

- At the time of the concern, use the **ssf** concern form to record exactly what is said.
- Give this form to the Designated Person for Child Protection (usually the Head Teacher or Nursery Manager), and mention that the information can be used to complete section 2.2 of the Standard Child Concern Form.
- If the Designated Person or Secondary Person for Child Protection is unavailable on the day, phone the Practice Lead for Care and Protection in your area, using the contacts list in your folder or at www.hcpc.scot. If the child is in immediate danger, phone the Police or Social Work Services.
- Leave the original paper copy of the **ssf** concern form with the Designated Person for child protection
- Retain a copy of the **ssf** concern form and send it in a double envelope to the Project Co-ordinator on the day of the concern / incident.
- Contact the Project Co-ordinator by phone on the day of the concern / incident to give a verbal report.

- Do not go to children's workshops without this folder.

- **DO NOT DISCUSS THE CONCERN WITH ANY OTHER MEMBER OF STAFF.**