SOOSCC Version 3 October 2023



(SCIO)

CHILD PROTECTION POLICY

Group Name: Springfield Out of School Care Club (SCIO)

Address of Premises: 141 Springfield Road

 Linlithgow

 EH49 7SN

Policy Reviewed: October 2023

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_Kevin Dorrian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson

This policy has been formulated in connect with the guidance ‘Getting it Right for Every Child’ and the publication - Edinburgh and Lothian Inter- Agency Child Protection Procedures, as well as the United Nations Convention on the Rights of the Child.

It adheres to Care Inspectorate guidelines and the Health and Social Care (my support my life) Standards in regulating childcare settings.

The Children (Scotland) Act 1995 states that each child has the right to protection from all forms of abuse, neglect and exploitation. It also states that children should have the right to express their views on any issues or decisions affecting them. This also adheres to the National Guidance for Child Protection 2021 and Children and Young People Scotland Act 2014 as well as children (Equal Protection from Assault)(Scotland) Act 2019, which came into effect November 2020.

SOOSCC fully recognises that it must have correct procedures in place in respect of safeguarding and promoting the welfare of the children in their setting. This policy outlines how the club will meet these responsibilities, which are -

* What action staff will take if they suspect a child is being abused
* Staff code of conduct
* Preventing unsuitable people working or helping with the club

The formal definition of child 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(s) while not a parent who has actual custody of the child).’

 ‘Protecting Children: A Shared Responsibility.’

**Categories of Abuse**

Physical Abuse - includes, hitting, shaking, throwing, poisoning, burning/scalding, drowning, suffocating and factitious or induced illness

Physical Neglect - may involve persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development.

Non-Organic Failure to Thrive - where the child fails to meet expected weight and growth norms or meet developmental milestones, which does not have basis in a hereditary or medical condition.

Emotional Abuse - the persistent emotional ill treatment to cause severe and adverse effects on a child’s emotional development - can involve conveying a feeling of worthlessness, feeling unloved, inadequate or under-valued.

Sexual Abuse - involves forcing or enticing a child or young person to take part in sexual activities - whether or not they are aware of what is happening. It may include physical contact including penetrative acts or non-penetrative acts such as looking at or producing pornographic material, watching sexual activity or encouraging children to behave in sexually inappropriate ways.

**SOOSCC - Child Protection Statement**

The club will -

* Hold a register for each individual child which will detail their medical and emergency contact information. (Located in lockable filing cabinet)
* Treat each and every child individually and with respect
* Remember that some issues are confidential
* Be aware that someone might misinterpret our actions even if they are well intended
* Respect a child’s right to personal privacy
* Provide time for children to talk to us
* Encourage children 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 (refer to appropriate services i.e. social work, heath department etc.)
* Only share concerns and seek support from those identified from the social work, police or health department
* Ensure that all procedures are met in the employment of staff

**If a staff member has a concern in respect of a child at the club**

Staff will contact the designated member of staff DMS (Helen Anderson) for child protection - Manager or Deputy with their concerns.

Rememberwhen a staff member is faced with a disclosure or a concern -

* Do not guarantee confidentiality
* Be receptive and reassuring
* Sign and date record of concerns in designated book in lockable filing cabinet and this should include time of when matter was passed to the DMS (Helen Anderson)
* Share their concerns with the DMS (Helen Anderson) the same day
* Where the DMS (Helen Anderson) is unavailable a referral must be made without delay to one of the Core Agencies

Social work - 01506 777777

Police - 01506 652323

Health - 01506 41966 ext 2784

**How to react and listen**

Volunteers and staff must, at all times

* Acknowledge the age group they work with
* Never trivialize or exaggerate child abuse issues
* Allow the child to speak and do not interrupt nor make suggestions to them which could imply making an investigation
* Reassure the child that they have done the right thing in confinding with the volunteer/staff member and that they were right to tell
* Do Not interrogate or question - only ask enough questions to gain basic information e.g. - What happened?

 Who did this?

 When did this happen?

 Where did it happen?

DO NOT ask leading questions

* Remain calm, no matter how difficult it is to listen to what the child is telling you - think how hard it must be for them to say it. The child has chosen to speak to you as they feel comfortable to do so. If you show anger, disgust, disbelief then the child may stop talking to you for fear of upsetting you and may feel that your negative feelings are directed towards them.
* As soon as practical write down everything that the child has told you and date, time and sign it. Cause for concern form must be completed taking into account GIRFEC well-being wheel. Remember this is a confidential matter and must be discussed with the DMS only.

If the DMS is unavailable contact one of the core agencies and give details as to why there is a concern, if you believe the child is in imminent danger, and there other children who may be at risk. Provide the core agency with the name, age, date of birth and address of the child and also the name of the adult who has care of the child.

**Code of conduct for adults working in the club**

* Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
* Staff will ensure their behaviour remains professional at all times, including their dress and use of language
* Adults should avoid any physical contact which could be misconstrued
* All staff and volunteers are aware of the need for maintaining appropriate and professional boundaries in their relationships.
* Staff and volunteers should avoid working in one to one situation’s but where this is necessary, they should ensure there is visual access, remote or secluded areas should be avoided
* Staff will never allow or condone bullying or racism within the Club

**Protecting vulnerable people**

In order to ensure that all children are kept from harm whilst they are with staff and volunteers at SOOSCC we will ensure that -

* All applicants whether paid or unpaid will complete an application form
* Short listed applicants will be asked to attend an interview
* Short listed applicants will be asked to provide references which will be taken up prior to confirmation of appointment
* All staff members will hold an enchained disclosure or the relevant PVG clearing them to work with children (Protecting of vulnerable Groups (Scotland) Act 2007.
* Staff will be asked to attend the appropriate child protection courses as mandatory to their employment and read and discuss relevant guidelines and procedures.

The Child Protection policy will form the main basis to employment of staff and will be adhered to in line with the club’s policy on referring individuals to the disqualified from working with children and also the policy on employment of ex-offenders.

 CHILD PROTECTION FORM

To be completed by the designated member of staff/staff member

Date

Name of Child D.O.B

|  |
| --- |
| Cause for concern - what created your concern - was it a verbal disclosure from the child or by observation? |

|  |
| --- |
| Directly observed - Information from other sources. Was it observed personally or was the information passed to you from another team member, parent, etc.  |

|  |
| --- |
| Evidence - possible signs of abuse. Written or illustrated. What was observed, physical signs or behavioral indicators?  |

|  |
| --- |
| Child’s disclosure. What did the child say to you? Was it full or a partial disclosure? |

|  |
| --- |
| Your response. How did you react, what did you say to the child? (evidence of language used and evidence of not using leading questions) |

|  |
| --- |
| Parent/Carer Response. Parents will only be spoken to if they have not been indicated in the suspected abuse. What did the parent/carer say when informed of the situation? Remain objective and nonjudgmental. Information MUST be factual. |

|  |
| --- |
| Action agreed. What action has been agreed and by whom?  |

Staff name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Parent/Carer Name (where applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Carer Signature (where applicable)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

Helen Anderson

ONLINE ABUSE

Online child abuse takes many forms but can include sexual exploitation, grooming, communicating with children for a sexual purpose, but also includes sexing and cyber bullying.

LOOKING OUT FOR CHILDREN AFTER LOCKDOWN

As lockdown eases Child Protection Scotland, Barnardo’s Scotland, Police Scotland and NSPCC Scotland are working together to encourage everyone to take responsibility for keeping Scotland’s children safe from harm.

The Coronavirus pandemic has had a big effect on every child and every family, but lockdown will have been very much worse for some children and families than others.

Families who were struggling to cope before the pandemic may have been pushed to crisis point during lockdown, and even the most settled families will have faced new challenges during this time.

Some children and young people will have experienced neglect and abuse during the lockdown period.

It may take time for some of those experiences to emerge, but now that Scotland’s children and young people are back at school and beginning to join in with clubs and out-of-school activities again, it’s important that everyone keeps an eye out for unusual behaviours or signs that something’s not right for a child.

Unusual behaviours might indicate that something’s wrong, and sometimes it’s what’s not said that matters. If your gut tells you that something’s not right for a child or a young person, please do something.

**It’s always better to say something than do nothing.**