

Child Protection Committee



South Lanarkshire

# Protecting Children and Young People: Guidance for the Voluntary and Independent Sectors

## Working Together to Protect Children and Young People in South Lanarkshire



<https://www.childprotectionsouthlanarkshire.org.uk/>

## **Working Together to Keep Children Safe**

### **Our Shared Vision**

All children and young people in Lanarkshire have the right to be cared for and protected from abuse and harm, in a safe environment in which their rights are respected.

All agencies will work together in a collaborative way to promote the safety and well being of children and young people in Lanarkshire.

The Chief Officers and Child Protection Committees in Lanarkshire are the driving force for ensuring that agencies individually and collectively work to protect children and young people as effectively as possible.

# Contents

Introduction .....	4
About this document.....	5
What does this document do? .....	6
Who is this document for? .....	6
What is child protection? .....	6
Facility Hire .....	7
What does the law in Scotland say about the protection of children? .....	7
Creating a safe environment in your group .....	13
What is child abuse? .....	14
Indicators of risk/concern .....	15
What might make you worried about a child .....	18
If a child tells you something has happened - the Do's and Don'ts.....	19
What should I do if I have a concern? .....	20
Concerns about a member of staff/volunteer/committee member.....	22
Responding to suspicions or allegations of child abuse: flowchart.....	23
Recommended recruitment procedure for positions involving contact with children and young people .....	24
Disclosure Scotland Check .....	28
Photographing, videoing and filming.....	29
Transporting children and trips away.....	29
Missing Child / Emergency contact Policy .....	31
<b>Appendix 1</b> .....	32
Sample child protection policy and procedure .....	33
Sample policy on protecting children and/or vulnerable adults .....	35
Sample anti-bullying policy.....	36
Sample code of conduct.....	37
Sample policy on the secure handling, use, storage and retention of disclosure information .....	38
Sample personal profile form .....	39
Sample general information and consent form .....	40
Sample communication with children consent form .....	41
Sample photography / video permission request form .....	42
Glossary and definitions .....	43
Useful contact numbers.....	44
Further Information.....	45

## Introduction



As Independent Chair of the South Lanarkshire Child Protection Committee (SLCPC), I have pleasure in presenting to you, “Protecting Children and Young People: Guidance for the Voluntary and Independent Sectors” on behalf of the Committee.

Child protection is a complex and often challenging area of work where close partnership working between and across the statutory and voluntary sectors is a crucial element in keeping our children and young people safe. Most families, of course, protect and support their children, but there are some times when standards of care fall short and it becomes necessary for agencies to intervene in their lives. Most often, this intervention will involve providing guidance and support to help families deal with the problems they face, though sadly it is sometimes necessary to make other care arrangements for children who are at particular risk.

A number of risk factors that affect child safety are well known, from risks within a family, or in the community such as choice of friends, places they go, bullying and online behaviours. Safety factors affecting children have widened with the ever increasing sophistication and use of technology.

Children and young people use the internet and whilst a fantastic learning platform there are associated risks in both the real and online world. Addressing these issues raises a number of challenges for families and partners who work in child protection. As part of a wider partnership of agencies, the voluntary sector has an important role in providing guidance to children and keeping them safe. Part of South Lanarkshire Child Protection Committee’s work is to assist and support all those involved in child protection work that includes producing guidance and information for children, young people partners and communities. The Committee has reviewed and updated a number of multi-agency guidance and has continued to develop supporting policies and procedures so that practitioners and managers across the partnership remain familiar with best practice in child protection work. These can be viewed on our website at [www.childprotectionsouthlanarkshire.org.uk](http://www.childprotectionsouthlanarkshire.org.uk) Only by way of a strong and committed partnership can we make South Lanarkshire a place for children to thrive and stay safe. Members of the South Lanarkshire Child Protection Committee hope you find this latest guidance useful in your work with children and young people.

**Safaa Baxter**

**Independent Chair of South Lanarkshire Child Protection Committee**

## About this document

South Lanarkshire 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 and volunteers in a unique position in children's lives. There may come a time when a child feels the need to confide in a member of staff or volunteer or when the member of staff or volunteer feels that all is not well in the child's life.

Most children participate safely in the care of well-meaning adults. However, a small minority of adults seek access to children through organised activities, with the intention of harming them. It is important that you take steps to vet your staff and volunteers and to bar unsuitable adults from participating in, or supervising, activities which provide them with opportunities to befriend and harm children.

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

The [National Guidance for Child Protection in Scotland \(2014\)](#) provides a national framework for agencies and practitioners at local level to understand and agree processes for working together to safeguard and promote the wellbeing of children. It sets out expectations for strategic planning of services to protect children and young people and highlights key responsibilities for services and organisations, both individual and shared. It also includes guidance for practitioners on specific areas of practice and key issues in child protection, including child sexual exploitation and internet safety. In 2017, both areas were prioritised as a result of the [National Child Protection Improvement Programme](#). The SLPC has an established Child Sexual Exploitation and Internet Safety Sub Group who ensure work is carried out to protect children and young people safe from harm or abuse.

### Who do we mean by "child"?

In terms of Part 1 of the Children (Scotland) Act 1995 a child is generally defined as someone under the age of 18. Young people between the age of 16 and 18 who are still subject to a supervision requirement by a Children's Hearing can be viewed as a child. Young people over the age of 16 may still require intervention to protect them. The United Nations Convention on the Rights of the Child (1989) applies to anyone under the age of 18. The individual young person's circumstances and age will dictate what legal measures can be applied. For example, the Adult Support and Protection (Scotland) Act 2007 can be applied to over-16s where the criteria are met.

## **What does this document do?**

This document has been produced in conjunction with VASLan (Voluntary Action South Lanarkshire), the third sector interface for South Lanarkshire and 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 discuss the content, develop and agree your own policies and procedures using the sample forms included, if you wish. This will help you ensure 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.

## **What is child protection?**

'Child protection' means protecting a child from child abuse, harm or neglect. Abuse, harm or neglect need not have taken place; it is sufficient for a risk assessment to have identified a likelihood or risk of significant harm from abuse or neglect. Equally, in instances where a child may have been abused or neglected but the risk of future abuse has not been identified, the child and their family may require support and recovery services but not a Child Protection Plan. In such cases, an investigation may still be necessary to determine whether a criminal investigation is needed and to inform an assessment that a Child Protection Plan is not required.

There are also circumstances where, although abuse has taken place, formal child protection procedures are not required. For example, the child's family may take protective action by removing the child from the source of risk. Children who are abused by strangers would not necessarily require a Child Protection Plan unless the abuse occurred in circumstances resulting from a failure in familial responsibility. For example, if a young child is abused by a stranger, a Child Protection Plan may be required only if the family were in some way responsible for the abuse occurring in the first instance or were unable to adequately protect the child in the future without the support of a Child Protection Plan. Any action taken is as a result of a multi-agency decision making process. The role of those who identify a child protection concern in the first instance is to report it.

## Facility Hire

South Lanarkshire Child Protection Committee actively encourages any individual or groups hiring facilities to have appropriate policies, procedures and processes in place to ensure the safety and wellbeing of children and young people is maintained at all times.

## 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:

### The Data Protection Act 1988

Of particular note are those sections of the Act that relate to confidentiality, sharing of information and disclosure of sensitive information. Information sharing is key to Scottish Government's goal of improving outcomes for all children, and as a core component of as described in the [Getting it Right for Every Child \(GIRFEC\)](#) principles is important in ensuring information sharing protocols are in place. Data protection issues should not prevent the sharing of information if, in your professional opinion, it was in the interest of the child's safety. You must always share information when you have a child protection concern.

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

All children and young people have the right to be cared for; protected from harm and abuse; and to grow up in a safe environment in which their rights are respected and their needs met. Children should get the help they need when they need it; and their safety and wellbeing is always paramount (Article 12). This Convention tells us that **all children have the right to be protected from all forms of abuse at all times**

### 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/Carers*
- Friends
- Members of the public
- Family members
- Neighbours
- Professionals

It is further support by the introduction of The Children's Hearing (Scotland) Act in 2011

## **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 of which are:

- Individuals who are fully listed on DWCL will commit a criminal offence if they apply to or work in a child care position;
- Organisations will commit a criminal offence if they knowingly appoint, engage or seek work in a child care position for a fully listed individual;
- 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.

**Organisations commit an offence if they fail to make a referral to the List** *“The Ministers will investigate and decide if the individual should be added to the List”.*

## **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 to happen”.

## **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 Vulnerable Groups (Scotland) Act 2007**

**This Act applies to statutory and voluntary organisations and covers paid staff and volunteers.** The Act expands on the provisions made by the Protection of Children (Scotland) Act 2003 to include provision for vulnerable adults. It introduces the Disqualification from Working with Vulnerable Adults List (DWVAL) and is underpinned by the introduction of a new vetting and barring scheme of disclosure (PVG Scheme). The same provisions provided by POCSA for working with children now also apply to those working with vulnerable adults.



## Equality Act 2010

Ensuring disabled children's wellbeing is everybody's responsibility and an awareness of what constitutes best practice is essential. The definition of "disabled" comes from the [Equality Act 2010](#): a person, including a child, is considered to be disabled if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities. It includes children and young people with a comprehensive range of physical, emotional, developmental learning and communication and health care needs. Disabled children are defined as "a child in need" under section 93(4) of the [Children \(Scotland\) Act 1995](#).

## The National Guidance for Child Protection in Scotland 2014

This guidance replaces the previous version of this guidance published in 2010 and *Protecting Children – A Shared Responsibility: Guidance on Inter-agency Co-operation*, which was published in 1998 and incorporates the Scottish Government guidance, *Protecting Children and Young People: Child Protection Committees (2005)*. The guidance provides a national framework within which agencies and practitioners at local level both individually and jointly can understand and agree processes for working together to support, promote, and safeguard the wellbeing of children.

There are also additional notes for practitioners: *protecting disabled children from abuse and neglect* to be read in conjunction with the national guidance. The practice notes aim to raise awareness of the increased vulnerability of disabled children and ensure practitioners take this into account in their involvement with disabled children and their families.

## Children and Young People (Scotland) Act 2014

The Children and Young People (Scotland) Act 2014 makes provision in relation to aspects of children's services as to: including, the rights of children and young people.

In creating the Children & Young People (Scotland) Act, the Scottish Government has tried to strengthen the rights of children and young people in Scotland by encouraging Scottish Ministers and Public Bodies to think about these rights and how they relate to their work.

It has also created new systems to support children and young people and to help identify any problems at an early stage, rather than waiting until a child or young person reaches crisis point.

You can find out more about it [here](#)

## **Protecting Scotland's Children: It is Still Everyone's Job (2017)**

Child Protection Systems Review was commissioned by the Scottish Government. This report provides an examination of the role and function of Child Protection Committees, Child Protection Registers, Child Protection Case Conferences, and Significant and Initial Case Reviews as part of the Scottish Government's National Child Protection Improvement Programme. It has been welcomed by Child Protection Committees across Scotland.

## **Child Protection Improvement Programme (March 2017)**

The Child Protection Improvement Programme (CPIP) was established in February 2016. The Scottish Government aim to ensure that all children in Scotland have the right to be protected from abuse or neglect by having effective protection procedures in place wherever there is a likelihood or risk of a child coming to Significant Harm. Established in February 2016, the Child Protection Improvement Programme (CPIP) has been introduced to make improvements in all areas of child protection, including:

- implementing the recommendations of an independent [child protection systems review](#) to identify and address weaknesses in the system
- taking action to tackle and prevent [child neglect](#)
- taking action to tackle and prevent [child sexual exploitation](#)
- working with partners to implement the children's actions outlined in the [Human Trafficking and Exploitation Strategy](#), which is being overseen by the [Child Trafficking Strategy Group](#)
- supporting [children affected by parental substance misuse](#)
- working with partners to [keep children safe online](#)
- providing [National Guidance for Child Protection in Scotland](#) to help professionals to understand and agree processes for safeguarding children's wellbeing

## **Is my organisation covered by these Acts and changes?**

The Acts and changes illustrated, cover organisations of any size, from a large local or national concern to a small group of individuals, whether formal or informal and regardless of whether there is a formal management structure or whether members run the group themselves.

## **Protecting Vulnerable Groups (PVG Scheme) - Who do I need to check?**

You need to consider PVG Scheme membership for anyone, paid or unpaid:

- Whose normal duties include caring for, training, supervising or being in sole charge of children;
- Whose normal duties involve unsupervised contact with children under arrangements made by a responsible person (i.e. someone legally entitled to have charge of the child or to make arrangements for that child's care);
- Whose normal duties include supervising or managing an individual in a child care position.

Where an organisation is also a Scottish charity, the Trustees concerned with its management or control may also be required to be a PVG Scheme member.

**Examples include:** Care worker; befriender; crèche worker; sports leader; music/drama/arts class leader; nursery assistant; life guard/pool attendant; youth worker/group leader; sports coach; volunteer helper, etc.

PVG Scheme membership is applicable if the position involves doing “**regulated work**” with persons under 18. Otherwise, a standard disclosure is sufficient.

Voluntary Organisations can get further information and advice about disclosure checks from <https://www.mygov.scot/disclosure-types/>. The Central Registered Body in Scotland (**CRBS**) is a registered body that countersigns disclosures on behalf of voluntary sector organisations that require them, but are **not** registered bodies themselves. Some umbrella/ parent organisations provide advice and assistance for associated groups.

Disclosure Scotland provide service users with information and assistance, on request, with making decisions about the suitability of applicants. The most prominent issues surrounding the disclosure process include human rights, data protection, confidentiality and ensuring that ex-offenders are treated fairly when accessing volunteering opportunities. Disclosure Scotland offer a comprehensive training, guidance and support programme to meet the needs of all organisations, whatever their size, wherever they are. Disclosure Scotland can be contacted by telephone on 03000 2000 40 Monday to Friday: 8.30am to 1:30pm or <mailto:info@disclosurescotland.gov.scot>

**Note – Membership of the PVG Scheme means they are not barred from working with children or vulnerable adults (depending on the category of membership); it is not a guarantee of suitability to work with children. Additional precautions should be taken.**

**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.

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.

## **Checklist for creating a safe environment**

- 1.** Adopt a Child Protection policy and make sure that it is clearly displayed. Give copies to all staff/volunteers, children and parents (sample pages 33 - 34). In addition you should include an Anti-Bullying policy (sample page 36)
- 2.** 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 (see page 37).
- 3.** Make sure everyone involved in the group, including 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.
- 4.** Find out who your local social work and police contacts are (see page 44).
- 5.** Make sure that everyone who works/volunteers with children and young people has been safely recruited (see page 24) and ensure they receive adequate training, support and supervision. This should include basic training in child protection awareness.
- 6.** 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.
- 7.** Make sure that safeguards are in place when taking children and young people away from home and when using photographs or images (refer to page 29, 40)
- 8.** Make sure that all policies and procedures are regularly monitored and reviewed. 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 can be a staff member/volunteer. 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.
- 9.** 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 (refer to page 20).

## **What is child abuse?**

Child abuse and neglect can happen to any child at any time, however there are some children who maybe more vulnerable than others. It is helpful to consider and understand the different ways children can be abused. The following definitions show some of the ways in which abuse maybe experienced by a child, but these are not exhaustive, and will vary between individual children.

### **Physical Abuse**

Physical abuse is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after. Physical abuse may also be deemed to occur if the nature and intensity of an activity disregards the capacity of the child's immature and growing body, or predisposes the child to injury resulting from fatigue or overuse.

### **Emotional Abuse**

Emotional abuse is persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may involve the imposition of age - or developmentally – inappropriate expectations on a child. It may involve causing children to feel frightened or in danger, or exploiting or corrupting children. Some level of emotional abuse is present in all types of ill treatment of a child: it can also occur independently of other forms of abuse. Emotional abuse might also be deemed to occur where a child is placed under unrealistic pressure or bullied to perform to high expectations. Repeated failure to ignore or respond to a child's effort or progress would also constitute emotional abuse.

### **Sexual Abuse**

Sexual abuse is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or in watching sexual activities, using sexual language towards a child or encouraging children to act in sexually inappropriate ways.

### **Neglect**

Neglect is the consistent 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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, to protect a child from physical harm or danger, or to ensure access to appropriate medical

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care or treatment. It may also include neglect of, or failure to respond to, a child's basic emotional needs. Neglect may also result in the child being diagnosed as suffering from "non-organic failure to thrive" where they have significantly failed to reach normal weight and growth or developmental milestones and where physical and genetic reasons have been medically eliminated. In its extreme form, children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation. This can lead to serious childhood illnesses and reduction in potential stature. With young children in particular, the consequences may be life threatening within a relatively short period of time.

### **Indicator of Risk / Concern**

This section gives additional information on some specific circumstances that may impact adversely on children. When making judgements about the risks and needs of children, there are a range of indicators that should trigger assessment and where appropriate action. Not all the indicators here are common, nor should their presence lead to any assumption about the levels of risk for an individual child. They should, where identified act as a prompt for all staff, no matter what setting, to consider how they may impact on a child.

### **Domestic Abuse**

Domestic abuse (as Gender-Based abuse) describes any behaviour that involves exerting control over a partner or ex-partner and can include physical abuse, sexual abuse, mental and emotional abuse. Domestic abuse is most commonly perpetrated by men against women. The existence of violence against men is not denied nor is the existence of violence in same sex relationships, nor other forms of abuse. The National Guidance for Child Protection in Scotland 2014 states that the impact of domestic abuse on the child should be understood as a consequence of the perpetrator choosing to use violence rather than that of the non-abusing parent / carer's failure to protect. Further information on Domestic abuse in Scotland can be accessed via [Equally Safe: Scotland's Strategy to eradicate violence against women](#)

### **Parental Problematic Alcohol or drug Misuse**

Problematic parental substance misuse can involve alcohol and / or drug use (including prescription as well as illegal drugs). The risks to and impact on children of parents and carers who use alcohol and drugs are known and well researched. Substance misuse is often long-term and can lead to sustained problems of child neglect or other forms of abuse such as maltreatment, behavioural problems, social isolation and stigma and discrimination of children. Scottish Government, in partnership with Lloyds TSB Foundation currently fund the Partnership Drugs Initiative (PDI) which in turn supports the Alcohol and Drug Partnership (ADP) in South Lanarkshire, which is responsible for developing strategies to tackle local drug and alcohol issues.

### **Children and Young People affected by Parental Mental Health**

It is not inevitable that living with a parent / carer with mental health issues will have a detrimental impact on a child's development and many adults who experience mental health problems can parent effectively. Where parents / carers experience mental health

problems, their needs may at times conflict with the needs of their child. Practitioners should bear in mind the importance of putting the child's needs first. Effective partnership working across all services is essential to ensure that children are protected and their short and longer term needs met appropriately.

## **Non-engaging Families**

The term 'non-engagement' and 'non-compliance' are used to describe a range of behaviours and attitudes used by parents / carers to deliberately evade or avoid practitioner interventions. When considering non-engagement, practitioners need to consider the reasons why family members and adults are stopping engagement from taking place. If there are risk factors associated with the care of the children, risk is likely to increase where any adults (parents / carers) fail to engage or comply with services supporting the child and / or family. Therefore, any form of non-engagement and non-compliance should be taken into account of in any information collected and / or shared.

In South Lanarkshire, non-engagement and non-compliance are referred to as 'Resistant' behaviours and can be understood in greater details by accessing '*North and South Lanarkshire Multi Agency Guidance in Working with Resistance and Challenging Families*' (2019).

## **Disability**

The definition of 'disabled children' includes children and young people with a comprehensive range of physical, emotional, developmental, learning, communication and health care needs. Disabled children are defined as a child in need under Section 93 (4) of the Children (Scotland) Act 1995.

Children with a disability are vulnerable to the same types of abuse as any other child. Children with behavioural disorders, learning disabilities and /or sensory impairments are particularly at risk. Neglect is the most frequently reported form of abuse, followed by emotional abuse.

## **Online Safety**

This is an area of concern particularly with the rapid growth and ease of access that young people have to the digital world. There is a difficult balancing act to be done between ensuring free and easy access to useful and beneficial materials and platforms, whilst simultaneously ensuring that young people are kept safe. A National Action Plan on Internet Safety for Children and Young People (2017) sets out to secure 3 broad aims:

- give everybody the skills, knowledge and understanding to help children and young people to stay safe on-line;
- inspire safe and responsible use and behavior;
- create a safer on-line environment;

Full access to this document can be found at [here](#):

<https://www.childprotectionsouthlanarkshire.org.uk/>



## Child Sexual Exploitation

This is a form of **child abuse** and as such is a matter of concern for everyone as **it is every adult's responsibility to keep children safe**. There is a need for all people in contact with children and young people to be aware of the possibility of child sexual exploitation occurrences, to help prevent and stop abuse.

- South Lanarkshire Child Protection Committee have produced a suite of leaflets aimed at various sections of society from young people themselves to those working with them and in the periphery of their environments (licencing, night economy, taxis etc)
- <https://www.childprotectionsouthlanarkshire.org.uk/>
- Discussion forums have been set up where young people discuss how to support each other by
  - Starting a conversation
  - Promoting the positives in the situation and highlighting the threats
  - Being able to signpost to on-line supports
  - Empowering young people to protect themselves and their peers on-line
  - Encouraging young people to talk to a trusted adult about any concern

South Lanarkshire CPC has an established CSE & Online Safety Sub Group who take forward the recommendations of the [National Action Plan to Prevent Tackle Child Sexual Exploitation](#)

## Child Trafficking

This involves the recruitment, transportation, transfer, harbouring and/ or receipt of a child for the purposes of exploitation. This definition holds whether or not there has been any coercion or deception, as children are not considered capable of informed consent to such activity. It applies to activity within a country as well as between countries.

Children are trafficked for a number of reasons within and between countries and continents. They may be trafficked for one type of exploitation but sold into another. Forms of exploitation of child victims of trafficking include:

- Child labour (cannabis farms)
- Debt bondage
- Domestic servitude
- Begging
- Benefit fraud
- Drug trafficking/ decoys
- Illegal adoptions
- Forced / illegal marriage
- Sexual abuse
- Sexual exploitation
- Organ donation/transplantation

Scottish Government produced a Trafficking and Exploitation Strategy in 2017 which has a focus on victims, perpetrators and the conditions that foster trafficking and exploitation.

<https://www.childprotectionsouthlanarkshire.org.uk/>

A copy of the strategy can be found at [here](#):

Content of the underlying action plan and progress reports on it can be found [here](#):

More resources and information on the National Referral Mechanism; Child Trafficking Statistics and a study on children going missing from care called “Heading Back to Harm” can be found at <https://www.ECPAT.org.uk>

*(National Guidance for Child Protection in Scotland (2014))*

## **What might make you worried about a child?**

Children 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 may:

- Have unexplained bruising or bruising in an unusual place,
- Appear afraid, quiet or withdrawn,
- Be afraid to go home,
- Appear hungry, tired or unkempt,
- 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.

There may be some other features of abuse particular to a disabled child:

- Missing medical appointments, misuse of medication,
- Failure to provide treatment or providing inappropriate or unnecessary invasive procedures carried out against a child’s will,
- Lack of communication or stimulation, unwillingness to try to learn a child’s means of communication or withholding a child’s means of communication,
- Inappropriate use of physical restraint

Not all children who are abused or neglected will display these signs and equally a child may display some of these signs and symptoms for other reasons. At times there may be other reasons why you are worried about a child

The adult may be:

- Acting in a violent or sexual manner towards a child
- Misusing drugs or alcohol while caring for a child

These are some examples of what might make you worried about a child. However, you may know of other things that are happening which means you need to take action to protect a child.

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

There may be a time when a child approaches a person in your group as a trusted adult to discuss their life outside the organisation. It is vital that individual adults in your group know how to react to this, in a sensitive and appropriate manner. The following aide-mémoire on the Do's and Don'ts should help you or your staff if you find yourself in this situation.

### **DO**

- Stay 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 able to talk to you. If you show anger, disgust, disbelief then the child may stop talking for fear of upsetting you further or feel that your negative feelings are being directed towards them.
- Listen to the child – **REALLY LISTEN** – take what they say seriously and allow the child time to speak. Tell them that they've done the right thing by telling you.
- Keep questions to a minimum. **If the matter is to be investigated further this will be done by trained professionals.**
- Reassure the child that s/he was right to tell you what happened and that you feel privileged that they chose to confide in you.
- Tell the child what you are going to do next. You cannot keep it a secret; you have to talk to someone else that can help.
- As soon as practical, write down everything the child told you. Record in the child's words.
- 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
- **NEVER** carry out an “investigation” – this is **NOT** your role

## What should I do if I have a concern?

Sometimes it can be difficult to know if a child is being abused or at risk of abuse. You might have general concerns about a child but be unsure whether the child is being abused. If you are worried about a child you should report your concerns to your line manager or designated child protection person for your organisation. It is also advisable that at this point you check your agency's child protection procedures. If you are unsure about agency procedures or do not have access to a line manager for advice you can contact Social Work Resources or Police Scotland for advice on what to do next:

**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 any concerns.**

## When a referral is made to social work or police, the following details are required:

- The child's name, address and date of birth
- Parent's names and current whereabouts
- Child's present whereabouts
- Your details e.g. your involvement with the child
- What the concerns are and why they have arisen
- Any recent changes in the child's behaviour or presentation
- Whether the child said anything which has made you concerned
- Whether there are any other children in the household
- Whether there are any other agencies currently involved with the family (if known)
- Whether there have been any previous concerns about this child or other children in the household
- Whether the child has any disabilities or additional support needs
- Whether there are any cultural or religious factors which need to be taken into account
- Whether the parents are aware of the concerns and if so what is their reaction

If any of the above points are not known, the referral should not be delayed to allow such details to be obtained. Undue delay may place the child at further risk.

**Note** - Parents should usually be notified of the concerns prior to referral; however, this might place the child in a more dangerous situation or prejudice the outcome of any subsequent social work or police investigation. Social work or police will advise on when parents should be informed.

## **What happens next?**

All information received by Social Work Resources and the Police is treated seriously and will be acted upon. This will include checking agency records and gathering information from other agencies involved with the child.

If it is decided to investigate they will seek to speak to the child and to the family in order to assess the situation and to make sure that the child is safe.

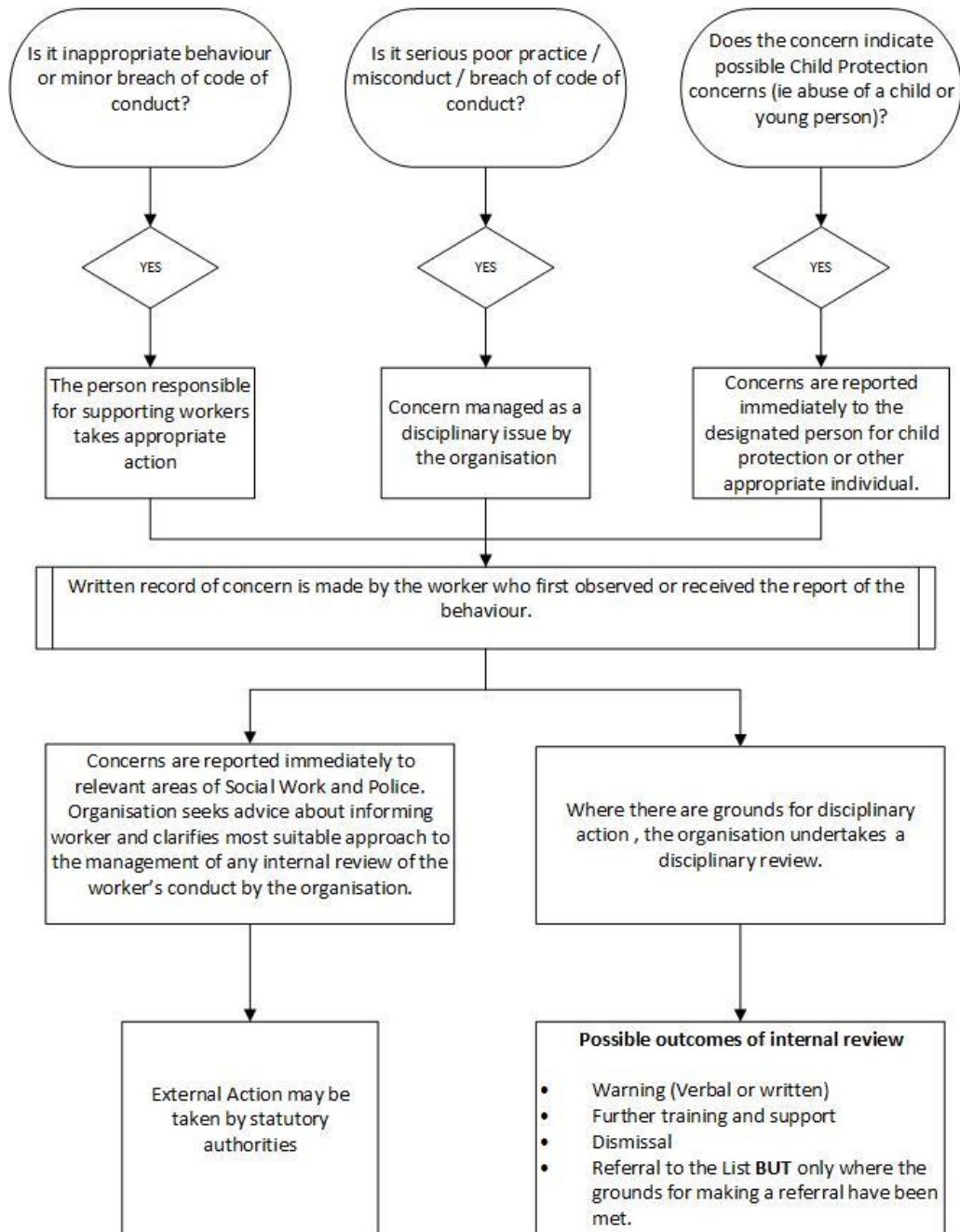
Following these enquiries one or more of the following might happen:

- No further action.
- A named professional will keep regular contact with the child to ensure their needs are met.
- A multi-agency meeting will be called to decide what action is best to protect the child and support the family.
- If an illegal act has taken place or it is felt that the only way that the child can be protected is through compulsory measures, there will be a referral to the appropriate legal system.

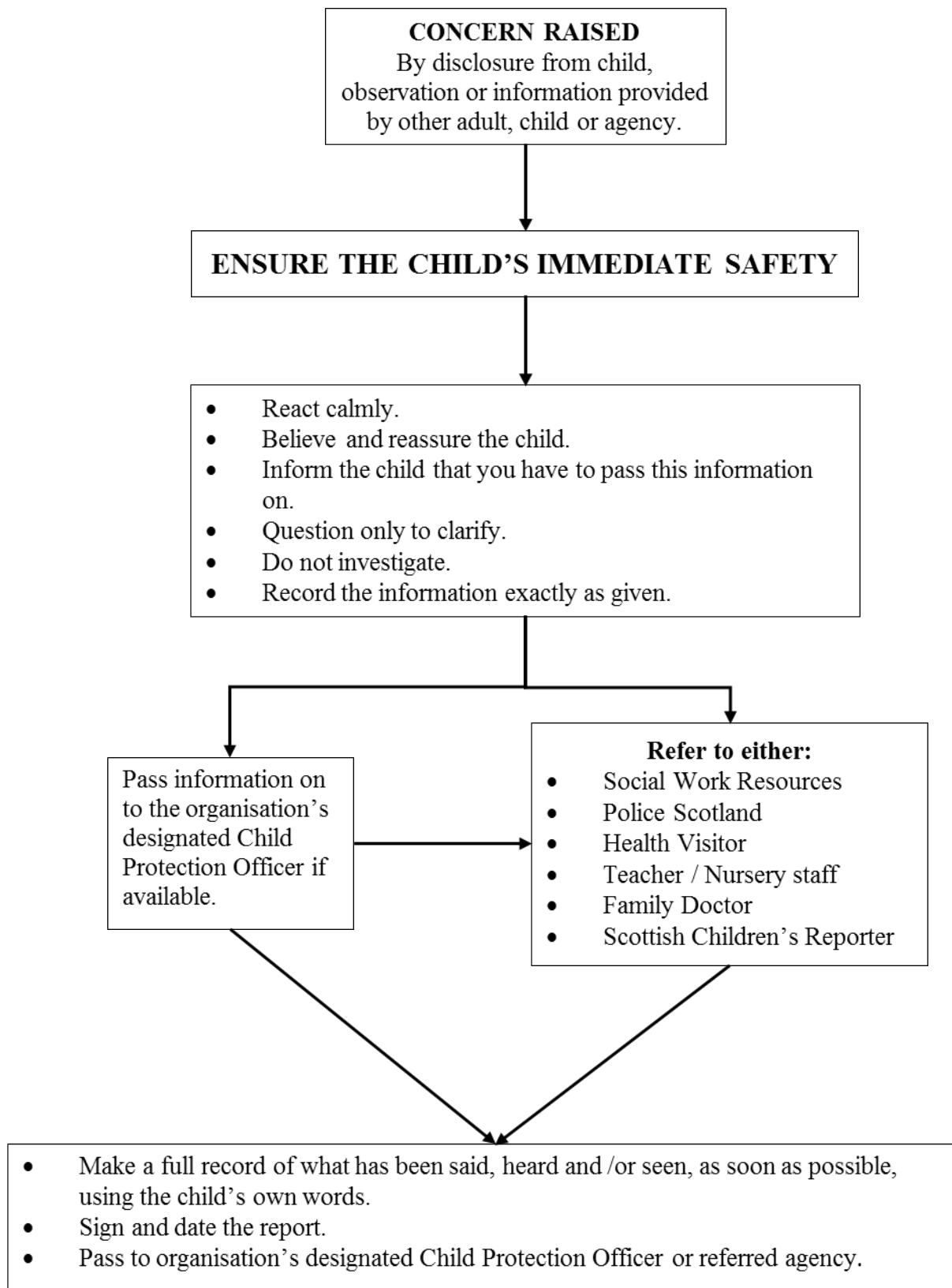
## Concerns about a member of staff/volunteer/committee member

Concerns about the behaviour of a member of staff/volunteer/committee member must be reported to the organisation's child protection lead without delay. If necessary s/he will seek advice from Social Work Resources and/or the Police immediately and take any appropriate action to protect children.

If the concerns are about the child protection lead, the matter should be reported to the person in charge of the organisation. In the event that the person is also the child protection lead the concern should be taken directly to the Police or Social Work Resources.



## Responding to suspicions or allegations of child abuse:



## **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 Process**

All organisations recruiting for paid and unpaid positions should:

- Write a clear job description (detailing what tasks the applicant will do) and a role profile (what skills the person will be expected to have).
- Make it clear that your organisation has a commitment to safeguarding and protecting children. You could include this in a job application pack.
- Use application forms to assess the candidate's suitability for the role. This makes it easier to compare the experience of candidates and helps you to get all of the important information you need to ask. Include a question about whether they have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children.
- Have a face-to-face interview with pre-planned and clear questions.
- Consider carefully the applicant's motivation to work with children.
- Check the candidate's identity by asking them to bring photographic ID.
- Check the candidate actually holds any relevant qualifications they say they have.
- Ensure that all short listed candidates are aware that prior to appointment an application for a Disclosure check will be made.
- Take up references. Ask specifically about an individual's suitability to work with children.
- Provide a copy of your organisation's safeguarding procedures and employee/volunteer code of behaviour (i.e. what is and is not acceptable behaviour in relation to children).

For more detailed information on safer recruiting can be found [here](#).

### **Recruitment of Ex-offenders**

You should treat all applicants for paid or voluntary positions within the organisation fairly and not discriminate unfairly on the basis of conviction or other information revealed.

All applicants should be asked to provide details of their criminal record at an early stage of the application process.

In line with the Rehabilitation of Offenders Act 1974, you should only ask about convictions which are defined as 'unspent' in terms of that Act, unless the nature of the



position is such that you are entitled to ask questions about an individual's entire criminal record.

You should request a Standard disclosure or PVG Scheme Membership updates only when it is necessary and relevant to the position sought.

Where the position requires a disclosure you should make this clear on the application form, job advert and any other information provided about the post.

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

At interview / discussion or when receiving a disclosure which shows a conviction or which contains intelligence of significance to working with children and families, you should use your professional judgement and take into consideration;

- Whether the conviction/intelligence 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.

You should ensure that all our members (staff or volunteers) involved in the recruitment process are aware of your recruitment of ex-offenders policy and have relevant training and support.

It should be emphasised that failure to reveal information at interview / discussion, which is relevant to the position sought, could lead to withdrawal of an offer of employment or volunteering opportunity.

## **Disclosure Scotland Check:**

The successful applicant should be asked to agree to an appropriate disclosure check relevant to the post. This may be a standard disclosure or membership of PVG Scheme (whichever is applicable). Disclosure Scotland checks should be requested prior to the applicant taking up the post.

## **Training:**

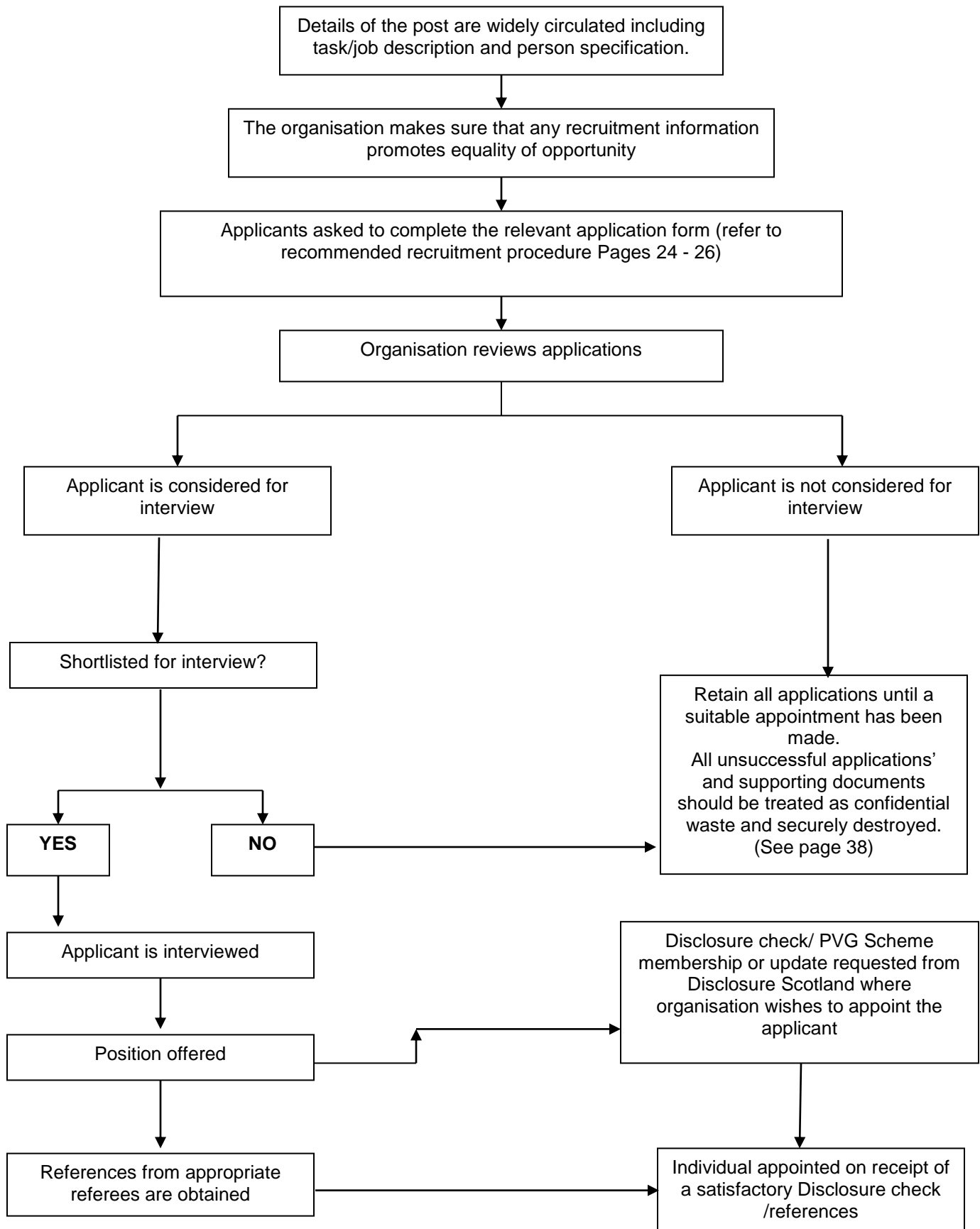
- The successful applicant should receive induction training, which will give an overview of the organisation and ensures they know its purpose, values, services and structure.
- Training on specific areas such as Health and Safety procedures, child protection awareness, and confidentiality should be given as a priority to new staff/volunteers, and be regularly reviewed.
- Relevant support and training should be provided on an ongoing basis to identify any training needs and support continuous professional development.

**Supervision:**

- All staff/volunteers should be subject to an agreed probationary period.
- All staff/volunteers should have a designated supervisor who will provide regular feedback and support.
- All staff/volunteers should attend an annual review, where their performance, skills, motivation, and expectations will be discussed. Annual reviews should be recorded 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 Check

Remember – the Protection of Children (Scotland) Act 2003 (page 8) means that Disclosure Scotland checks must be obtained for individuals who are/will be doing regulated work with *children* (see page 5)

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

More detailed information with regard to a “child care position” is contained in section 2 of the act.

To obtain access to Disclosure Scotland checks, voluntary organisations in Scotland can register with Disclosure Scotland 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 Disclosure Scotland you will need to have the following policies in place:

- Child Protection Policy (sample pages 33 - 34)
- Policy on Secure Handling, Use, Storage and Retention of Disclosure Information (sample page 35)
- Policy on vulnerable adults

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

**For more information about Disclosure Scotland see <https://www.mygov.scot/register-organisation-disclosure/>**

## **Photographing, videoing and filming**

Publications and websites, including social media, 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/carer and child for each activity (as appropriate - sample consent form on page 40)
- In addition, 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 should be permitted unless this is absolutely necessary and has been approved in advance by the child/ parent and Child Protection officer
- The organisation should reserve 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 should be 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

## **Publications, Websites and Social Media**

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, and 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**

Where it is necessary to transport children, the following good practice should always be adhered in the interests of safeguarding both the children and person(s) involved in transportation:

## Parents:

- Where parents make arrangements for the transportation of children to and from the activity, it will be the responsibility of the parents to satisfy themselves about the appropriateness and safety of the arrangements.

## General:

- Parents must give their permission through written consent for children to be transported.
- Staff/volunteers should not be required to transport children in their own vehicles or use public transport. The use of a professional driver and appropriate vehicle should always be considered as the preferred option.
- When children are required to be transported, then an appropriately qualified member of staff must carry out a risk assessment on the transport requirements.
- The driver should never be responsible for supervision of children who are being transported. An additional member of staff/volunteer should accompany and supervise the children.
- Appropriate staff/volunteers should have requisite PVG scheme membership.

## Drivers:

- The driver must hold a valid and appropriate driving licence.
- Where staff/volunteers are responsible for driving, they must notify their manager/supervisor of existing impending disqualification or convictions.
- Drivers should have at least 1 year's previous driving experience.
- Drivers should be in good health and physically capable of driving safely. If necessary, medical advice should be obtained.
- Children should never be left in the vehicle unattended.
- The driver and staff are responsible for ensuring all passengers are wearing suitable restraints.
- Small children should be restrained in an appropriate child seat.
- Drivers should have adequate breaks which comply with legislation covering maximum periods of driving and minimum rest periods.
- All staff/volunteers who intend to transport children in their own vehicles should have the following checked at the commencement of recruitment and thereafter annually:

### 1. Vehicle Documentation

- a) Current MOT certificate (if vehicle is over 3 years old)
- b) Valid road tax
- c) Insurance Policy (which includes acknowledgement that the employee will be transporting children and includes business use)

### 2. Driving Licence.

<https://www.childprotectionsouthlanarkshire.org.uk/>

## Vehicles:

- Ensuring that all vehicles are correctly insured for the purpose. If it is a personal vehicle, it is the responsibility of the driver to notify his/her insurers, explaining the purpose of which the vehicle might be used (members of staff must ensure they have covered themselves by insuring themselves for business use). This will help ensure that the appropriate cover is in place.
- All reasonable safety measures are available i.e. fitted, working seatbelts (a seat belt is a minimum of a lap belt for children 3 years+).
- The vehicle must be in a roadworthy and serviceable condition, including up to date road tax and MOT.
- When transporting children in private vehicles, wherever possible they should be in the back seat of the car for health and safety reasons.

## Transport of children on Foot

- Staff/volunteers should ensure that children know how to observe the safety rules set out in the Highway Code.
- Pedestrian crossings, traffic lights or footbridges must be used to cross roads whenever possible.
- When crossing roads, staff/volunteers should step out onto the road before the children cross to ensure all lanes of traffic have stopped.
- Staff/volunteers should ensure that the children walk sensibly in pairs and escort them by walking at the front and rear of the group.
- Staff/children ratios should take into account the age, maturity and ability of the group.
- Where possible, both staff and children should wear visible and easily recognisable clothing.

## Missing Child / Emergency Contact Policy

Where a child or young person fails to attend a session without notification of their intended absence having been received then the missing child policy will be implemented. All child care providers should have in place an 'early warning' system in the eventuality of a child who is expected to attend but fails to attend e.g. emergency contact number, relatives' number, personal details, description of child, a policy on what action to take (see Lanarkshire Vulnerable Children and Young People Good Practice Guidance).

Child protection has to be seen in the context of the wider Getting it right for every child (GIRFEC) approach, the Early Years Framework and the UN Convention on the Rights of the Child. GIRFEC promotes action to improve the wellbeing of all children and young people. These wellbeing indicators state that children and young people must be: healthy, achieving, nurtured, active, respected, responsible, included **and, above all in this context, safe**. The primary indicator for child protection is to keep a child **safe** and, in so doing, attention is given to other areas of wellbeing as appropriate

### Sample Policies and Forms

Lanarkshire's approach to implementing Getting It Right For Every Child (GIRFEC), is through the three key objectives of improving culture, systems and practice and creates a culture which places children's needs at the centre and where children, families and practitioners feel safe, respected and valued for the contribution they have to make.

Your group has a **duty** to ensure that staff and volunteers are equipped with the core competencies, necessary information, knowledge and backup to give that child the support, guidance and help needed at the time. These policies have been produced to help you, your management committee, staff and volunteers think through these issues and develop your own child protection guidelines for your group. It will also help you to consider any training issues that you may have and point you in the right direction for help and advice in the future.



## Sample Child Protection policy and procedure

[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 everyone'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 South Lanarkshire 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

In our group, if we have suspicions about a child's physical, sexual or emotional well being, we will take action.

All volunteers or staff are encouraged to share concerns with the group's Child Protection Lead. If the situation is clearly an urgent case, the child is too frightened to go home or we have very serious doubts about the child's safety we will contact Social Work Resources or the Police immediately.

If our concerns are more general about a child's welfare, then we will discuss these with our group's Child Protection Lead, who will then make a referral to an appropriate professional for assessment of the child's needs. It is important that all volunteers and staff communicate concerns accurately. To this end, volunteers and staff will follow the procedures below:

- 1) Upon receipt of any information from a child or suspicions of abuse towards a child, it is necessary to make an accurate and detailed written record of what they have seen, heard or know, at the time the event occurs;
- 2) Share their concerns with the Child Protection Lead for the group and agree what action to take;
- 3) Avoid asking any more questions than are necessary to clarify whether there is a concern. Always **REFER** to statutory services to undertake an INVESTIGATION of any suspicions or allegations of abuse.

**If we have concerns we must act – it may be the final piece of the jigsaw that is needed to protect that child. We may also prevent further children from being hurt.**

## **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 Policy on Protecting Children and / or Vulnerable Adults

<b>Name of Organisation</b>	
<b>Date</b>	

We aim to ensure that any vulnerable people, whether children, young people or adults at risk, are protected and kept safe from harm while they are with staff and 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 interview.

Short listed applicants will be asked to provide references and these will always be taken up prior to confirmation of an appointment.

## **Screening**

Where relevant to the post, the successful applicant will be asked to agree to an appropriate disclosure. Disclosures/ PVG Scheme Record Update will be requested prior to the applicant taking up post.

## **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 the 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.

We 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.

# Sample anti-bullying policy

## 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 person displaying bullying behaviours:

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

## 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 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 of 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.

# Sample Policy on the Secure Handling, Use, Storage and Retention of Disclosure Information

Name of Organisation	
Date	

**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 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.
- Disclosure information will only be shared by those authorised to see it in the course of their duties.
- Where additional disclosure information is provided to our organisation and not to the disclosure applicant - this information will not be disclosed to the applicant but we will inform them that additional information has been provided should this information affect the recruitment decision.
- Disclosure information should be stored in a secure, lockable, non-portable cabinet, registered persons in possession of disclosure information must not retain such information for longer than it is relevant to their needs.
  - Only those authorised to see this information in the course of their duties should have access to the disclosure information.
- Disclosure information should be destroyed by shredding.
- No image or photograph of the disclosure information will be made, however the following details may be retained for administrative purposes.
  - 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 require a disclosure.

# Sample personal profile form

## Personal profile form

Organisation's Name:.....

### Personal Details:

Title:..... Forename:..... Surname:.....

Date of Birth:..... Tel No (inc 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 and 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.

Referee 1	Referee 2
Name:.....	Name:.....
Address:.....	Address:.....
..... Postcode:.....	..... Postcode:.....

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 General Information and Consent Form (For Children and Young People)

Group: \_\_\_\_\_

Full name of child / young person \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of G.P.: \_\_\_\_\_ Tel. No \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

NHS No. \_\_\_\_\_ Date of last anti-tetanus injection \_\_\_\_\_

Details of any regular medication, allergies, medical condition (e.g. asthma, epilepsy, diabetes, dietary needs etc.) or any disability which may affect normal activity: Continue on an additional sheet if necessary.

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Name of parent / carer \_\_\_\_\_

Tel.No. Day \_\_\_\_\_ Evening \_\_\_\_\_

Mobile \_\_\_\_\_

Additional contact (Grandparent; other adult holding parental responsibility)

Name \_\_\_\_\_ Tel. No. \_\_\_\_\_

I give permission for \_\_\_\_\_  
to take part in the normal activities of this group.

I understand that separate permission will be sought for certain activities, including swimming and outings lasting longer than the normal meeting times of the group. I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the organisation leadership and that, while staff/ volunteers in charge of the group will take all reasonable care of the children they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

Signed: (parent / or adult with parental responsibility)

Name \_\_\_\_\_

Date \_\_\_\_\_



## Sample Communicating with Children and Young People Consent Form

Children and young people communicate via telephone, mobile, email and the internet. Do you give your permission for children / youth workers to communicate via these methods to your child? E.g. contact via email with changes to meeting times.

I give permission for my child and the youth/children's workers to communicate using telephone, mobile, email, or internet for the purpose of arranging children/youth activities  
*(please delete forms of communication you don't want your child contacted by)*

Signed: (parent/ or adult with parental responsibility)

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Date: \_\_\_\_\_

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB this may not include a foster carer).

Any other relevant information you think we should know?

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# Sample Photography/Video Permission Request Form

This form should be used to obtain permission for photography and or video at events involving young people at (insert name of organisation).

Event of purpose of photography/filming: _____
Date: _____

We often use photographs and videos of children and young people involved in our activities, some of which may be used to inform people about our service.

We may do this in a variety of ways including posters, leaflets, exhibition materials and reports. All photographs are used in a very positive context, to inform people and celebrate the success of children, young people and our service.

**Please sign below to confirm that you agree to photographic/video footage of your child being used in publications as outlined above.**

- If the child is under 12, only the parent/carer should sign.
- If the young person is 12-16, the parent/carer and the young person should both sign.
- For age 17 and over, only the young person need sign

Name of child/young person (please print):	Name of parent/carer (please print):
Date of birth:	
Address:	Address:
Child/young person's signature:	Parent's signature:
_____	_____
Date:	Date:

Note - The contact details you provide will only be used in the event of a query regarding any photographs/filming. These details will not be used for any other purpose and will not be disclosed to anyone outside this service.

This form should be retained by the agency

## **Glossary and Definitions**

### **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 work, health, education and the police.

### **Voluntary organisation**

A non-profit distributing, non-statutory, autonomous body, which may also be registered as charitable.

### **Child Protection Committee (CPC)**

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 Disclosure Scotland

### **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 staff. It may also mean volunteers in contact with children

### **Volunteers**

An individual who takes part in activities that involves spending time, unpaid, doing something that aims to benefit the environment, individuals or groups other than, or in addition to, close relatives. Central to this definition is the fact that volunteering must be a choice freely made by each individual. This can include formal activity undertaken through public, private and voluntary organisations as well as informal community participation.

## Useful contacts

Social Work

**0303 123 1008**

Lanarkshire Family Protection Unit, Police Scotland

**Dial 101** and ask for Lanarkshire Family Protection Unit

Scottish Children's Reporter Administration

**0131 244 8701**

ParentLine Scotland

**08000 28 22 33**

ChildLine Scotland

**0800 1111**

PVG helpline

**0300 0200 040**

Advice and support on making referrals:

Volunteer Scotland Disclosure Services helpline

**Call 01786 849 777**

Child Protection Committee website

[www.childprotectionsouthlanarkshire.org.uk](http://www.childprotectionsouthlanarkshire.org.uk)

## Further information

### Useful publications

#### **National Guidance for Child Protection in Scotland 2014**

This guidance replaces the previous version of this guidance published in 2010 and *Protecting Children - A Shared Responsibility: Guidance on Inter-agency Co-operation*, which was published in 1998 and incorporates the Scottish Government guidance, *Protecting Children and Young People: Child Protection Committees (2005)* [here](#):

#### **West of Scotland Multi-Agency Child Protection Procedures:**

<https://www.proceduresonline.com/westofscotland/>

The [Lanarkshire Guidance on working with Vulnerable Children and Young People](#) covers a great many situations that can leave children more exposed to risk. Information on a range of other specific situations is given here, together with links to local guidance and resources where available.

Working with Resistance and Challenging Families: Multi-Agency Guidance has been produced to assist managers and practitioners working in agencies across Lanarkshire in dealing with non-engaging and non-compliant families, including those who are hostile when a child is subject to child protection concerns or registration.

Getting Our Priorities Right - Good practice guidance for all agencies and practitioners working with children, young people and families affected by problematic alcohol and/or drug use can be found [here](#):

#### **Protection of Children (Scotland) Act 2003**

<b>The Act:</b>	<a href="http://www.scotland.gov.uk/Resource/Doc/30859/0023655.pdf">http://www.scotland.gov.uk/Resource/Doc/30859/0023655.pdf</a>
<b>Guidance notes:</b>	<a href="http://www.scotland.gov.uk/Publications/2003/08/17880/23848">http://www.scotland.gov.uk/Publications/2003/08/17880/23848</a> <a href="http://www.scotland.gov.uk/Publications/2004/12/20336/47548">http://www.scotland.gov.uk/Publications/2004/12/20336/47548</a>
<b>Disclosure Scotland:</b>	<a href="https://www.mygov.scot/disclosure-types/">https://www.mygov.scot/disclosure-types/</a> 03000 2000 40

## **The Protection of Vulnerable Groups (Scotland) Act 2007**

<http://www.legislation.gov.uk/asp/2007/14/contents>

This legislation introduced the Protection of Vulnerable Groups (PVG) scheme to replace the former system of Disclosure for people working with vulnerable groups. It identifies categories of employment or contact (regulated work) where there is the expectation that a PVG check

Guidance for employees on child trafficking and action to take if child trafficking or exploitation is suspected can be found [here](#):

### **Child Sexual Exploitation Information for Practitioners in Lanarkshire**

This information booklet aims to provide practitioners with further information about child sexual exploitation and the risks to children and young people can be found [here](#):

If you need more information about child protection you can contact South Lanarkshire Child Protection Committee by emailing:

[PublicProtectionOffice@southlanarkshire.gov.uk](mailto:PublicProtectionOffice@southlanarkshire.gov.uk)



<https://www.childprotectionsouthlanarkshire.org.uk/>