**CHILD PROTECTION POLICY**

T.A.S.C. in conjunction 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 paramount consideration.

• All children have the right to be protected from abuse regardless of their age, culture, disability, gender, language, racial origin, socio- economic status, religious belief and/ or sexual identity.

• Protecting children and young people is everybody’s responsibility.

• All children have a right to express their views on matters affecting them and these views should be taken into account when making decisions in relation to children.

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 on record in case of emergencies

• Respect confidentiality and only share information/concerns with the people who need to know in order to protect the child, having regard to the provisions of the Data Protection Legislation

• 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 East Dunbartonshires Child Protection Procedures. We will refer, not investigate, investigation being the responsibility of other professional agencies

* Take action when concerns are raised about the possibility of the event of Female Genital Mutilation

• Encourage parents to become involved in the organisation and, when requested, provide them with copies of all guidelines and procedures

• Provide staff, volunteers and committee members with a code of conduct

**The staff:**

**If abuse is suspected or disclosed**

When a child makes a disclosure to a member of staff, that member of staff will:

* Reassure the child that they were not to blame and were right to speak out
* Listen to the child but not question them
* Give reassurance that the staff member will take action  
  Record the incident as soon as possible (see Logging an incident below).

If a member of staff witnesses or suspects abuse, they will record the incident straightaway. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that the Club is obliged to and the incident will be logged accordingly.

***Raising a concern***

A concern should be raised if any of the following circumstances have or are happening to a child:

[physical abuse](http://www.nspcc.org.uk/help-and-advice/worried-about-a-child/online-advice/physical-abuse/physical-abuse-a_wda87106.html)

[emotional abuse](http://www.nspcc.org.uk/help-and-advice/worried-about-a-child/online-advice/emotional-abuse/emotional-abuse-a_wda87104.html)

[neglect](http://www.nspcc.org.uk/help-and-advice/worried-about-a-child/online-advice/neglect/neglect-a_wda87020.html)

[sexual abuse](http://www.nspcc.org.uk/help-and-advice/worried-about-a-child/online-advice/sexual-abuse/sexual-abuse-a_wda87108.html)

With consideration that a child may be suffering from more than one type of abuse.

Staff:

* Will keep a clear, written record of any concern identified and will record this in an incident form
* Will report any concerns the manager, or the designated member of staff who is responsible for safeguarding, who will then decide what (if any) further action is required
* if is concerned and they don’t feel that they are satisfied with a decision made by the manager the staff member should report their concerns to the necessary parties which may include children’s services, the police and the named person (GIRFEC).
* Will seek guidelines about how and whether to discuss the concern with the child and/or family.

A concern should be raised if any of the following circumstances have or are happening to a child:

[physical abuse](http://www.nspcc.org.uk/help-and-advice/worried-about-a-child/online-advice/physical-abuse/physical-abuse-a_wda87106.html)

[emotional abuse](http://www.nspcc.org.uk/help-and-advice/worried-about-a-child/online-advice/emotional-abuse/emotional-abuse-a_wda87104.html)

[neglect](http://www.nspcc.org.uk/help-and-advice/worried-about-a-child/online-advice/neglect/neglect-a_wda87020.html)

[sexual abuse](http://www.nspcc.org.uk/help-and-advice/worried-about-a-child/online-advice/sexual-abuse/sexual-abuse-a_wda87108.html)

With consideration that a child may be suffering from more than one type of abuse.

**Forms of child abuse and neglect**

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

**Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child’s emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.

**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. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.

**Neglect** is the persistent failure to meet a child’s basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

**Signs of child abuse and neglect**

Signs of possible abuse and neglect may include: significant changes in a child's behaviour deterioration in a child’s general well-being unexplained bruising or marks, comments made by a child which give cause for concern, inappropriate behaviour displayed by other members of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

**If abuse is suspected or disclosed**

When a child makes a disclosure to a member of staff, that member of staff will: Reassure the child that they were not to blame and were right to speak out

Listen to the child but not question them  
Give reassurance that the staff member will take action  
Record the incident as soon as possible (see Logging an incident below).

If a member of staff witnesses or suspects abuse, they will record the incident straightaway. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that the Club is obliged to and the incident will be logged accordingly.

**Logging an incident**

All information about the suspected abuse or disclosure will be recorded on the Logging a concern form as soon as possible after the event. The record should include:

* Date of the disclosure or of the incident causing concern Date and time at which the record was made
* Name and date of birth of the child involved
* A factual report of what happened. If recording a disclosure, you must use the child’s own words.
* Name, signature and job title of the person making the record.

The record will be given to the manager who will decide whether they need to contact Social Care or make a referral. All referrals to Social Care will be followed up in writing within 48 hours.

If any member of staff thinks that the incident has not been adequately dealt with, they may contact Social Care themselves.

**Allegations against staff**

If anyone makes an allegation of child abuse against a member of staff:

* The allegation will be recorded on an Incident record form.
* Any witnesses to the incident should sign and date the entry to confirm it.
* The allegation must be reported to the child’s named person and the Local Child Protection Team and if relevant to the Care Inspectorate and SSSC. The named person will advise if other agencies (eg police) should be informed, and the Club will act upon their advice. Any reports to the Child Protection Team will be followed up in within 48 hours.
* Following advice from the Child Protection Team, it may be necessary to suspend the member of staff pending full investigation of the allegation.

**Promoting awareness among staff**

The Club promotes awareness of child abuse issues through its staff training. The Club ensures that:

* Its designated manager has relevant experience and receives appropriate training Safe recruitment practices are followed for all new staff
* All staff have a copy of this Child Protection Policy, understand its contents and are vigilant to signs of abuse or neglect
* All staff are aware of their statutory requirements with regard to the disclosure or discovery of child abuse
* Staff are familiar with the Child Protection Forms which is kept In cupboard
* Staff are familiar with the ‘What To Do If You’re Worried A Child Is Being Abused’ flowchart  
  Its procedures are in line with the guidance in ‘Working Together to Safeguard Children (2012)’.

**Use of mobile phones and cameras**

Photographs will only be taken of children with their parents’ permission. Only the club camera will be used to take photographs of children at the Club, except with the express permission of the manager. Neither staff nor children may use their mobile phones to take photographs at the Club.

Responding to a concern

Initial enquiries will usually involve a meeting with the individual raising the concern, and will decide whether an investigation is appropriate and, if so, what form it should take. If a concern relates to issues which fall within the scope of other policies, it will be addressed under those policies.

If the initial meeting does not resolve the concern, further investigation is required. The appropriate person will investigate the concerns thoroughly, ensuring that a written response can be provided within ten working days where feasible, or if this is not possible, giving a date which the final response can be expected. The response should include details of how

the matter was investigated, conclusions drawn from the investigation, and who to contact if the member of staff is unhappy with the response and wishes to take the matter further.

**Rights and responsibilities of the whistle-blower**

All concerns will be treated in confidence and the Club will make every effort not to reveal the identity of anyone raising a concern in good faith. At the appropriate time, however, the member of staff may need to come forward as a witness.

If a member of staff raises a concern in good faith, which is then not confirmed by the investigation, no action will be taken against that person.

If the investigation concludes that the member of staff maliciously fabricated the allegations, disciplinary action may be taken against that person.

**Contact information**

PCAW (Public Concern at Work): 020 7404 6609

**If you are concerned about a child call:**

**Out of Hours Social works Standby Service 0800 811 505**

**Childline 0800 1111**

**Scottish Childrens Reporters Administration 0300 200 1513**

**Police 0141 532 2000**

**NSPCC 0800 800 5000**

Review

This Policy will be monitored and reviewed on the following occasions:

• When there is a change in legislation or guidance on the protection of children or changes within the after school care

• Following any issues or concerns raised about the protection of children in this organisation

• In all other circumstances, annually

Policy agreed on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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