



A Stepping Stone to a Brighter Future

POLICIES & PROCEDURES

1. CHILD PROTECTION POLICY

SCOTLAND

June 2015





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Policy Statement

Partners in Care, Pebbles Care and Radical Services is committed to the protection of children and young people, and regards the safeguarding and promoting of their interests and wellbeing to be of paramount concern.

We consider it the duty of all those employed or involved with the organisation to prevent the physical, emotional, neglectful or sexual abuse of all children and young people with whom they come into contact and to protect and promote their general welfare and wellbeing based on the principles of Getting it Right for Every Child (GIRFEC) and the SHANARRI indicators where every child is entitled to be:

- Safe
- Healthy
- Active
- Nurtured
- Achieving
- Respected
- Responsible
- Included

All staff must adhere to all policies and procedures and respond appropriately to concerns, allegations or disclosures of abuse and harm.

Principles

- All young people have an absolute right to a childhood free from abuse, neglect or exploitation with an equal right to protection from abuse, neglect or exploitation and a responsibility not to abuse or exploit others
- All staff (residential, teaching and support) have a responsibility to be aware of the issues of child abuse/neglect and their responsibility to report and refer any concerns
- Young people are best kept safe when professionals work effectively together and share responsibility for protective action





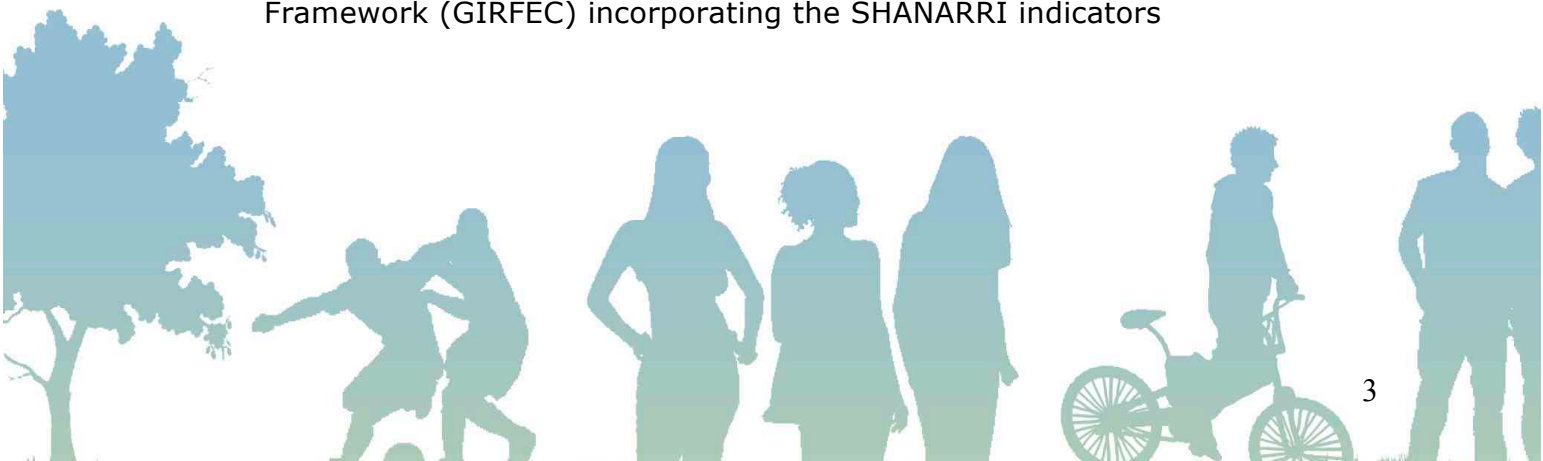
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- Where there are concerns about a young person's safety, confidentiality cannot be guaranteed and should not be offered. When a young person has suffered abuse, neglect or exploitation in the past, information on this should be shared only on a 'need to know' basis
- Staff should be proactive and take positive steps to inform young people of their rights to safety and protection and the options available to express their fears or concerns
- When young people make allegations of abuse or neglect or exploitation they should always be listened to, have their concerns taken seriously and where appropriate, thoroughly investigated
- All staff charged with the responsibility of safeguarding children/young people have a right to training and appropriate levels of supervision and support
- All staff ensure that children/young people are growing up in circumstances consistent with the provision of safe and effective care

Aims

- To ensure that the young people cared for, or educated, at Partners in Care, Pebbles Care and Radical Services (will be referred to as 'the company' throughout) are properly protected and that their welfare is promoted
- To ensure that the company meets the expectations of the Children Act Scotland 1995; Education Scotland Act, The United Nations' Convention on the Rights of the Child 1989; the Regulation of Care Act (2001), the Protection of children Act 2003 and the Children and Young People Act 2014
- To ensure that the company complies with the National Guidance on Child Protection Scotland 2014 and local Child Protection Committee's policies and procedures and work within the Getting it Right for Every Child Framework (GIRFEC) incorporating the SHANARRI indicators





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Objectives

- To ensure that the safety and welfare of young people looked after or educated by the company is paramount
- To clarify for staff at all levels their responsibilities in relation to child abuse and to ensure that concerns / allegations are properly managed
- To reassure parents / carers, those with parental responsibility and Placing Authorities that the company takes the issue of child protection seriously and will always respond quickly and positively to keep young people safe
- To ensure that all young people looked after or educated by the company are aware of their unconditional right to be kept safe and free from harm

Definitions

The Scottish Government guidance (2014)¹ states that 'child abuse and neglect is the maltreatment of a child'. Abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a child regardless of their age, gender, race, disability or ability, sexual orientation, religion or socio-economic status.

Some of the main types of abuse are: **physical, emotional, sexual and neglect.**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children/young people may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. An adult or adults, or another child or children/young people may abuse them.

¹ National Guidance for Child Protection in Scotland 2014





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Physical Abuse

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 (this is known as fabricated or induces illness).

Emotional abuse

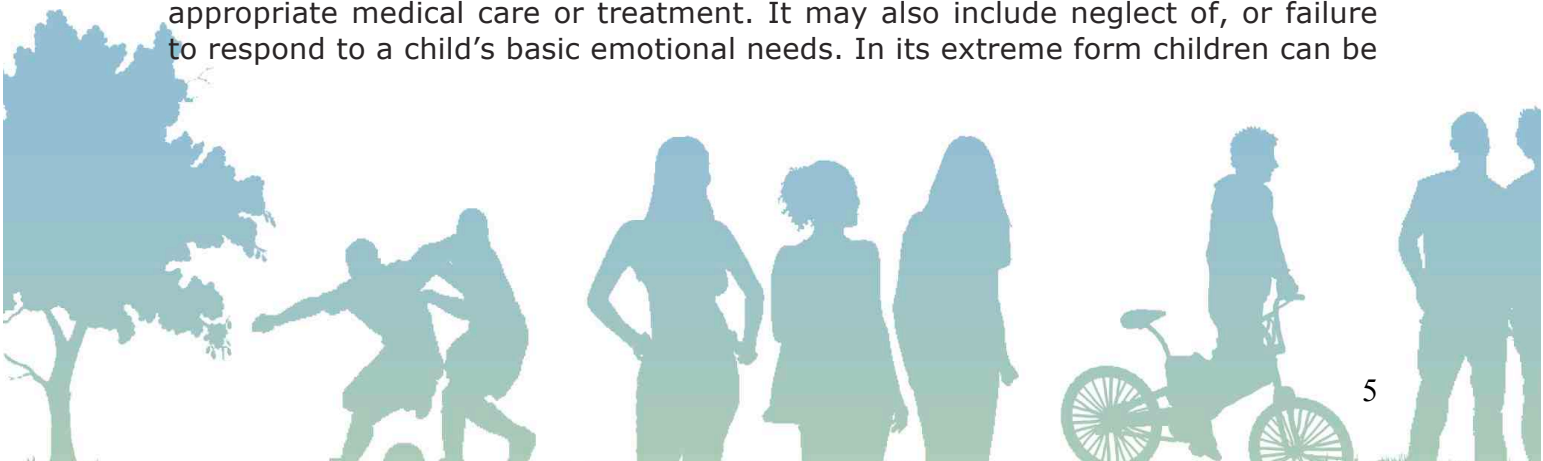
The persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve the imposition 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.

Sexual abuse

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 behave in sexually inappropriate ways.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. 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 care or treatment. It may also include neglect of, or failure to respond to a child's basic emotional needs. In its extreme form children can be





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at serious risk from the effects of malnutrition, lack of nurturing and stimulation. This can lead to serious long-term effects such as greater susceptibility 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.

Other areas to be aware of:

Domestic Abuse - takes the form of actions that can result in physical, sexual and psychological harm and suffering for women and children. It is widely unreported and it is crucial that staff are aware of the signs of domestic abuse. Further information can be found at Police Scotland:

<http://www.scotland.police.uk/keep-safe/advice-for-victims-of-crime/domestic-abuse/>

Forced marriage - is not condoned in Scotland and is considered to be an abuse of human rights. Children who are forced or subjected to emotional, physical or sexual abuse as a result, are protected by the Forced Marriage etc. (Protection and Jurisdiction) (Scotland) Act 2011. Further information can be found by calling the forced marriage Helpline on 0800 027 1234 which is open 24 hours or by visiting:

<http://www.scotland.gov.uk/Topics/Justice/crimes/forced-marriage>

Female Genital Mutilation (FGM) - It is an offence in Scotland to carry out this procedure or carry it out (or arrange to carry it out) abroad even in countries where it is legal. Further information on FGM can be found at:

http://www.nspcc.org.uk/inform/resourcesforprofessionals/minorityethnic/female-genital-mutilation_wda96841.html

A 24 hour FGM advice line is available through the NSPCC by calling: **0800 028 3550**





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Child Sexual Exploitation

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of performing/and/or others performing on them, sexual activities.

(Barnardos)

All young people involved in sexual exploitation are to be regarded as 'children/young people in need' some of whom might have additional child protection needs. (see Child Sexual Exploitation Policy).

Scope

These procedures apply to all young people (under the age of 18 years: or in the care of the company. Given the new act is 21yrs for young people to remain in care) looked after, or educated by the company and must be followed where there are concerns that a young person has suffered or may be at risk of suffering harm and the person responsible is one of the following:

- A parent or a person with parental responsibility
- An adult known to the young person (relative, family friend, neighbour)
- A professional person who has contact with the young person through their employment
- Another young person (sexual abuse/exploitation concerns)
- People involved in organised abuse

These procedures do **NOT** apply when a young person is assaulted by an adult stranger. In these situations, if it's the young person's wish whether the matter should be referred to the police. We do however have a duty of care as corporate parents and in certain circumstances we will need to take action on





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behalf of the child/children. All instances should be discussed with the Homes Manager who will decide in consultation with the Area Manager/Director.

Prevention

It is not appropriate for young people to be given sole responsibility for their own safety and through the help and support they receive at the company it is possible to make abuse and exploitation less likely through a proactive prevention programme.

Staff at the company will ensure that all young people are aware of their absolute unconditional right to be kept safe and free from harm. Managers/staff, key workers, teachers and support workers will work with individual young people on their personal safety and protection and provide them with advice, assistance, guidance and support on how to keep themselves safe in future.

Managers/staff, key workers, teachers and support workers and others will also act as 'Safe Adults' to whom young people can turn for help if they have been harmed, or fear they may be harmed in future. They will also inform young people of other options including the names and phone numbers of the local Children's Rights Commissioner, Care inspectorate as well as Childline and Police Scotland.

It is important for Care and Education staff to also emphasise with each young person their responsibilities not to harm or exploit any of the other young people with whom they live or study and to treat them with dignity and respect (see Anti-Bullying Policy)

To minimise the risk of abuse, carers must:

Make full assessments of children/young people's histories and any experience of abuse

Observe contacts between children/young people, look out for concerns and share observations with manager and other staff and share this information (staff meetings, seniors meetings, line manager supervisions)





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Supervise children/young people at all times, where possible and according to risk assessments and staffing levels i.e. 1:1/2:1

Observe and minimise physical contact between staff and children/young people (Safe Caring)

Risk assess one to one time alone by staff with children/young people

Recognise the possible involvement of children/young people in exploitation and look out for the signs

Presentation

Child Protection concerns about young people who are looked after or educated by the company can arise from a variety of sources including:

- their contact with people (they know) in the community (family, friends, relatives, organised perpetrators – see Child Sexual Exploitation policy)
- their contact with professionals who are involved in their care and education (Residential and Field Social Workers, Teachers, Psychologists etc)
- their contact with other young people with whom they live.

Concerns can emerge either through a direct allegation by the young person him/ herself or through an allegation/disclosure or observation by a third party (another young person/a member of staff/other professionals/non-professional people).

Staff will be available at all times to listen to young people who want to express concerns about their own or other young people's safety. Whoever the young person chooses to tell of their concerns has a **personal** responsibility to take the appropriate action to promote the young person's safety (See Appendix I).

If ever a young person chooses to disclose their own abuse or express concerns about another young person's safety **inaction is not an option.**





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Management

All allegations or concerns in relation to abuse, neglect and/or sexual exploitation will be taken seriously and managed in line with Local Social work services procedures. (See Appendix I).

Where the concern or allegation has come from a member of staff, the whistle-blowing procedures apply in respect of the concern being raised (see Whistle Blowing Policy).

Every Home and School in Scotland has a copy of the National Guidance for Child Protection for Scotland (2014). Each member of staff should know where these are stored and receive training on the contents at induction and as ongoing refresher to ensure they remain competent and are equipped to meet the safeguarding needs of the young people they look after. All staff receive regular supervision in which issues in relation to the management of child protection concerns can be addressed and any training needs identified.

Appendix IV should be shared with all staff in supervision and case scenarios should be given to gauge their understanding of managing concerns.

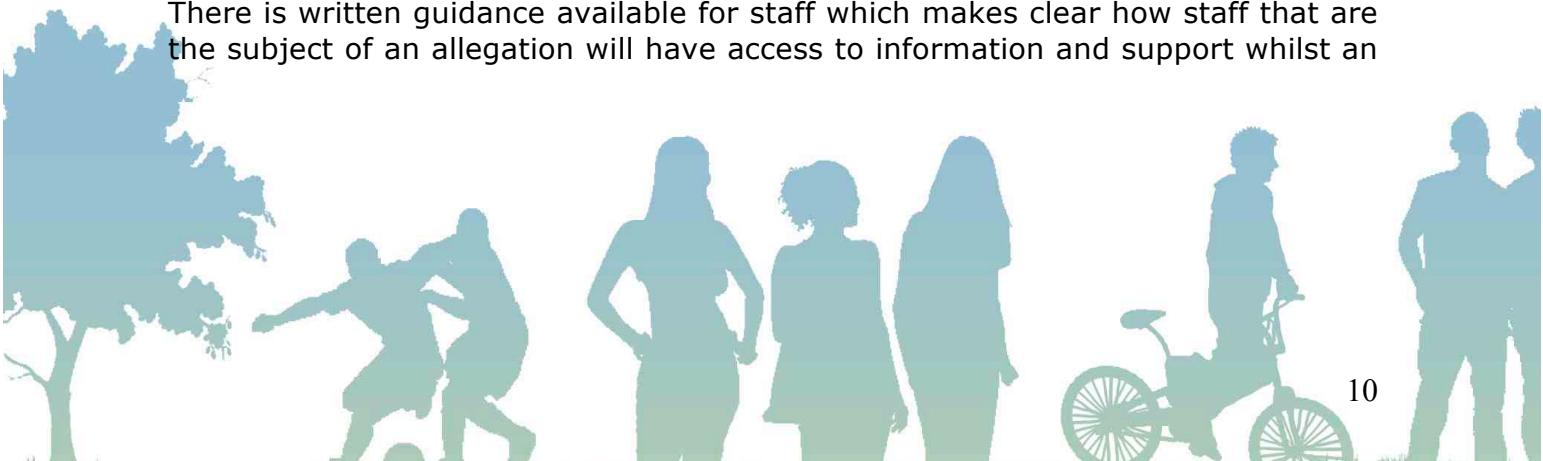
Concerns may arise that a person who works with children/young people has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children/young people in a way that indicates s/he is unsuitable to work with children/young people.

There are several strands in the consideration of an allegation:

- a police investigation of a possible criminal offence;
- enquiries and assessment by children/young people's social work services about whether a child is in need of protection or in need of services; and
- consideration by an employer of disciplinary action in respect of the individual.

There is written guidance available for staff which makes clear how staff that are the subject of an allegation will have access to information and support whilst an



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investigation continues. (Please see Disciplinary policy for full details). In brief the following actions will be undertaken:

Suspension - the suspension in itself should not be taken as a disciplinary sanction but a precautionary measure to protect all concerned and, in particular, where allowing the employee to continue working during an investigation may compromise the integrity of the investigative process.

During suspension, employees are prohibited from attending the workplace other than for the purpose of attending meetings/hearings concerning the matter and should not make contact with any work colleagues or young people in the company's care with the exception of their nominated support person, in most circumstances this will be a senior staff member of the suspended staff member. Whilst each case will be dealt with dependent on the circumstances any period of suspension necessary will be as brief as possible and kept under review.

Where the matter under investigation is in relation to a child protection matter, it may not be possible to divulge the details of the specific allegations that have been made on initial suspension so as not to jeopardize the investigation or lead to further allegation. Full details of the allegations under consideration will be presented at the investigation meeting and the individual given an opportunity to consider the matters being raised.

Re-deployment pending an investigation – in some cases of physical abuse allegations (such as where there are no visible injuries to children/young people but the allegation has been made with no 3rd party witnesses), following consultation between the Area Manager, Disclosure Scotland and Care inspectorate, a staff member may be re-deployed into another home/department and undertake supervised duties not entailing one to one time with children/young people. Each case will be looked at individually with a clear record being maintained by the Area Manager as to how the decision has been reached and who has been involved. Disclosure Scotland will be made aware of all allegations that may arise that a person who works with children/young people has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or





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- behaved towards a child or children/young people in a way that indicates s/he is unsuitable to work with children/young people.

Allegations must be reported to Police Scotland and should criminal charges follow the company must report this to Disclosure Scotland PVG.

Resignations and 'compromise agreements'

The fact that a person tenders his or her resignation, or ceases to provide their services, must not prevent an allegation being followed up in accordance with these procedures. It is important that every effort is made to reach a conclusion in all cases of allegations bearing on the safety or welfare of children/young people including any in which the person concerned refuses to co-operate with the process. Wherever possible the person should be given a full opportunity to answer the allegation and make representations about it, but the process of recording the allegation and any supporting evidence, and reaching a judgement about whether it can be regarded as substantiated on the basis of all the information available should continue even if that cannot be done or the person does not co-operate. It may be difficult to reach a conclusion in those circumstances, and it may not be possible to apply any disciplinary sanctions if a person's period of notice expires before the process is complete, but it is important to reach and record a conclusion wherever possible.

By the same token so called 'compromise agreements' by which a person agrees to resign, the employer agrees not to pursue disciplinary action, and both parties agree a form of words to be used in any future reference, must not be used in these cases. In any event, such an agreement will not prevent a thorough police investigation where appropriate. Nor can it override an employer's statutory duty to make a referral to Disclosure Scotland PVG scheme where circumstances require that.

Recording

If young people choose to disclose their abuse, neglect or exploitation to staff this should be managed in line with the guidance contained in Appendix II (Dealing with disclosure) and fully recorded with any further information recorded on an Information Record Sheet.





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A proper record includes details of the date, time, location and circumstances in which the disclosure was made in addition to as near as possible a verbatim account of what the young person said. Staff will not 'translate' the young person's account into adult language nor censor it nor put their own interpretation on what has been alleged. In addition, it should be legible, clear, concise, and free from jargon and abbreviations, separate fact from opinion and signed.

The record should be made as soon as practicably possible after the information has been received, and at the latest by the end of the shift or school day on which the situation arose.

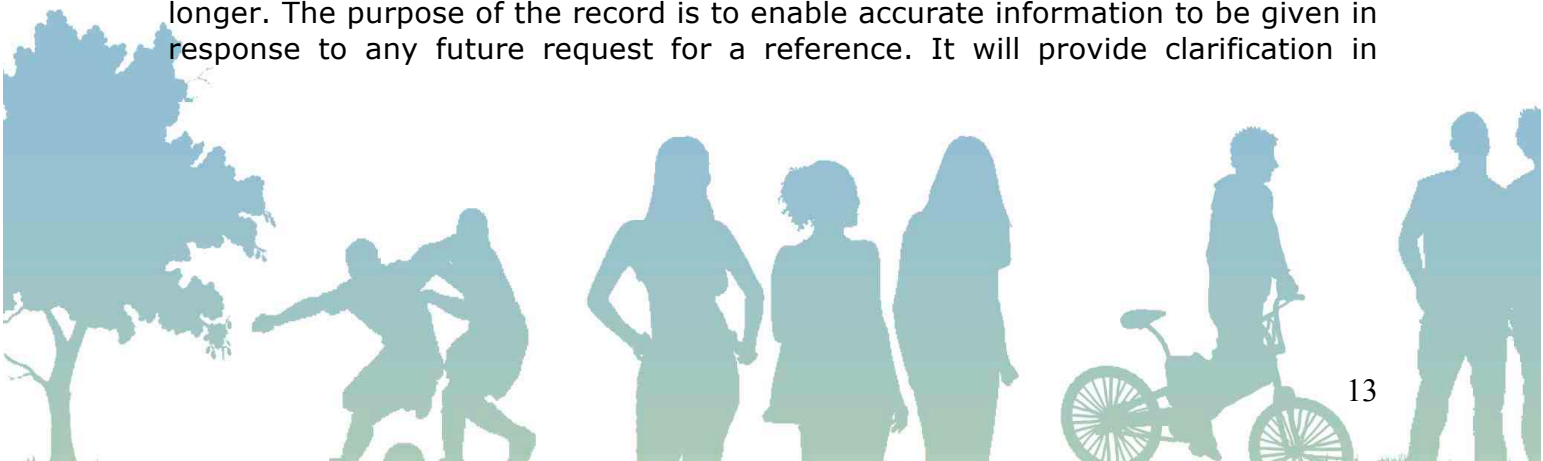
If staff receive information from a third party the same procedure should be followed.

If staff become concerned about possible abuse / exploitation through their observations of young people in contact with other adults (professional or otherwise) they should record the details of the date, time, location and circumstances in which the concerns arose and what it was about the interaction that caused concern. Again this record should be made as soon as possible after the incident causing concern, and no later than the end of the shift or school day. The information should be passed immediately to the Homes Manager/Head or Deputy Head of the school (see also CSE policy).

All concerns however they arise should be progressed in line with the guidance in Appendix I.

Record keeping in respect of allegations against staff

The organisation will keep a clear and comprehensive summary of any allegations made, details of how the allegation was followed up and resolved, and details of any action taken and decisions reached, on a person's confidential personnel file at head office and give a copy to the individual. Such information will be retained on file, including for people who leave the organisation, at least until the person reaches normal retirement age or for 10 years if that will be longer. The purpose of the record is to enable accurate information to be given in response to any future request for a reference. It will provide clarification in





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cases where a future PVG disclosure reveals information from the police that an allegation was made but did not result in a prosecution or a conviction. It will also prevent unnecessary re-investigation if, as sometimes happens, allegations re-surface after a period of time.

Confidentiality

If staff receive information from any source that a young person has experienced abuse or exploitation or may be at risk of such then they have a **duty** to pass this information to their line manager (Area Manager) if the concerns are about the Manager) who in turn will pass the information to Police Scotland and the Care inspectorate.

COMPANY CHILD PROTECTION OFFICER: Area Manager

If your concern is in relation to the Company Child Protection Officer then you must report your concerns directly to Police Scotland.

If young people or non-professional adults wish to share such information with staff they need to be made aware that it will not be possible to guarantee confidentiality. Staff can reassure informants however, if the allegation is from a third party, that the source of the information can remain anonymous. The reason for your decision to the Area Manager.

When there are historical or current child protection concerns about a young person this information will be shared on a 'need to know' basis with the minimum number of people necessary to ensure the young person's safety and welfare. People who are informed will receive only the minimum amount of information necessary to enable them to implement the young person's plan or P.E.P.

All Partners in the company will take steps to ensure that confidentiality of information is maintained by refraining from talking indiscreetly about the young person's past history and by keeping records in a safe and secure place with access strictly limited.





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Partnership

Staff at the company believe that the best outcomes for young people are achieved when professionals can work effectively together and with parents/carers in open and honest communication and will always share with parents/carers any causes for concerns they have about their children/young people at the earliest opportunity. The only exception to this would be where it was felt such communication might compromise the young person's safety.

* COMPANY CHILD PROTECTION OFFICER: Area Manager

*Designated Child Protection Officer:





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APPENDIX I

Procedure for dealing with Child Protection Concerns including CSE

Dealing with allegations/observations of abuse, neglect or exploitation which arise in the community

If information is received either directly or via a third party that a young person has been abused by a person known to them in the Community this will be taken seriously and dealt with in line with Appendix IV.

If the Homes Manager/Head Teacher has any doubt about whether the information received constitutes a child/young person protection concern he/she must consult with the **Company Child Protection Officer**. If following this consultation it is still unclear whether the situation requires a child protection response then the **Company Child Protection Officer** must consult with the local authority children social work service to agree a way forward. The **Company Child Protection Officer** will keep a record of this consultation.

If the allegation relates to sexual exploitation the above procedure applies except that the Homes Manager/Head Teacher will consult with the local Children Social Services to agree an appropriate the next step (through the young person's ongoing placement plan /P.E.P (see Child Sexual Exploitation Policy).

Dealing with allegations of Peer Abuse/Exploitation

In the event of information being received either directly or via a third party that one young person is being physically or emotionally abused by a young person this will be taken seriously and dealt with through the Home's/School's Anti-Bullying Policy.

If allegations relate to sexual abuse or exploitation these should be managed in the same manner of the procedures for concerns that arise in the Community.** (see Child Sexual Exploitation Policy).





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In these circumstances it is important to recognise that both the victim and alleged perpetrator are both children in need and that both sets of respective needs must be taken into account in the course of any subsequent investigation / police enquiry.

If it emerges that a young person is being physically or emotionally harmed by a sibling, the following procedures are to be followed:

Care (e.g. during contact)

This information will be brought to the attention of the young person's Social Worker and agreement reached on how the concern should be progressed (eg ongoing placement plan). In this event the person who raises the matter with the Social Worker should record the date and time of the discussion and the conclusions reached.

Education

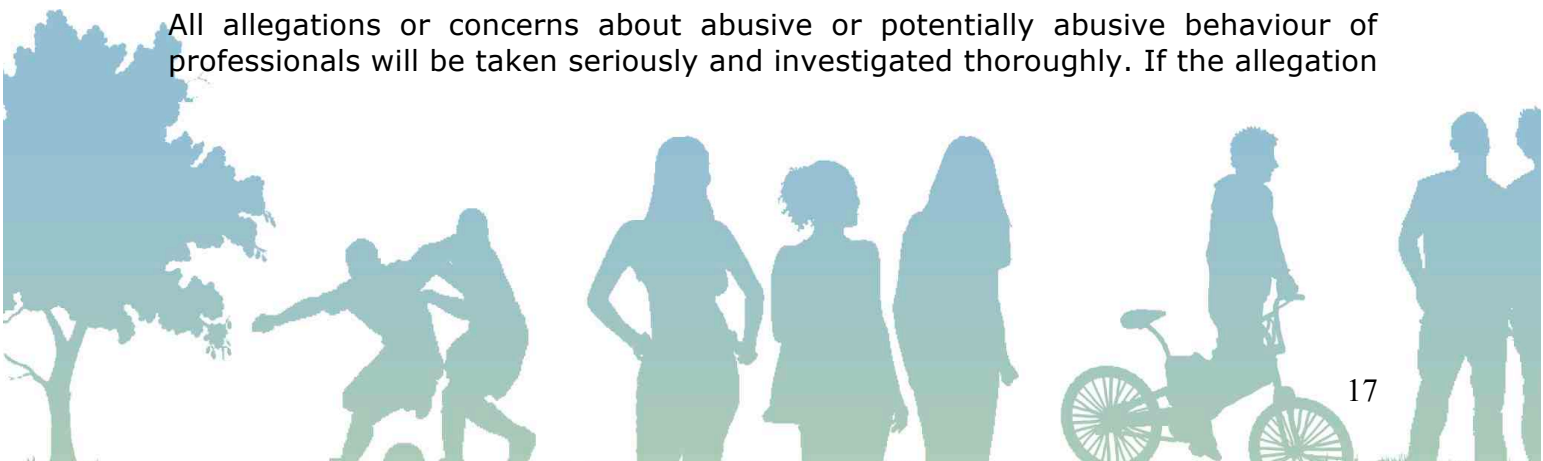
This information will be brought to the attention of the young person's Parents or Social Worker (if Looked After) and agreement reached on how the concern should be progressed (ongoing P.E.P). In this event the person who raises the matter with the Social Worker should record the date and time of the discussion and the conclusions reached.

*racist, sexist, homophobic, disability language or behaviour

if the Homes Manager/ Head Teacher is uncertain whether the information received amounts to an allegation of sexual abuse / exploitation then he / she **must consult with the Company Child Protection Officer and agree a way forward. If following this consultation it is still unclear whether a Child Protection response is required the Company Child Protection Officer **must** consult with the local Children's Social Work department. The Company Child Protection Officer must keep a record of the outcome of this consultation.

Dealing with concerns about Professional Abuse

All allegations or concerns about abusive or potentially abusive behaviour of professionals will be taken seriously and investigated thoroughly. If the allegation





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is in relation to staff who work for the company, the 'detailed recording form' must be completed by the Homes Manager and forwarded onto the relevant regional manager for further completion/management.

In the event that a member of staff receives an allegation by a young person or a third party or observes behaviour which causes them concern they should follow the procedure in line with Appendix IV.

Upon receipt of this information the Homes Manager/Head Teacher will inform the Company Child Protection Officer who will decide how the concerns should be progressed (in line with the Company's Whistleblowing Policy). If the Company Child Protection Officer is unclear about whether what has been alleged constitutes abusive behaviour s/he **must** consult with the local authority Children Social work services and keep a record of this consultation.

If it is agreed that the matter will be progressed as a Child Protection concern it will be managed in line with Local Authority Procedures. In this circumstance the Company Child Protection Officer will inform the Placing Authority and the Care inspectorate verbally and confirm the information in writing by the end of the next working day.

N.B. In using these procedures if the person to whom concerns should be reported is not available then the information should be passed directly to the Company Child Protection Officer. Under no circumstances should there be any avoidable delay in progressing concerns about young people's safety and protection.

Managing Allegations or Concerns about Professional Abuse in the Absence of Managerial Support

The paramount consideration in managing allegations or concerns about professional abuse is the safety and welfare of young people. This consideration must be tempered however with the need to treat staff fairly and respect for the principles of natural justice.

Because of the vulnerability of the children/young people cared for by the company it is necessary to take a "safety first" approach to any expressions of concern about professional misconduct. This policy therefore acknowledged the





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need to act on the basis of allegations and that any action taken by the company in the short term to protect and promote the welfare of children is done without prejudice (i.e. no presumption of guilt). No disciplinary or any other action will be taken without a full and proper investigation, in the course of which the accused member of staff will be given the opportunity to respond to any allegation which has been made.

Allegations of sexual or physical abuse (including CSE)– Red Allegation

In the event of a red allegation – the member of staff who has received the allegation should not inform the staff member who the allegation is about that a red allegation has been made. This person should be asked to leave the home/school without trying to obtain any further information about the content of the allegation from either colleague(s) or young person. If the staff member who the allegation is about does attempt to obtain further information, this constitutes an act of misconduct which will attract a disciplinary response – irrespective of the outcome of the investigation. Similarly, a refusal to leave the home/school would be deemed to be misconduct and a disciplinary response would follow.

When the staff member has left the home, the remaining member of staff must arrange shift cover through the normal channels and if necessary contact the 'on call' manager (if shift cover is required)

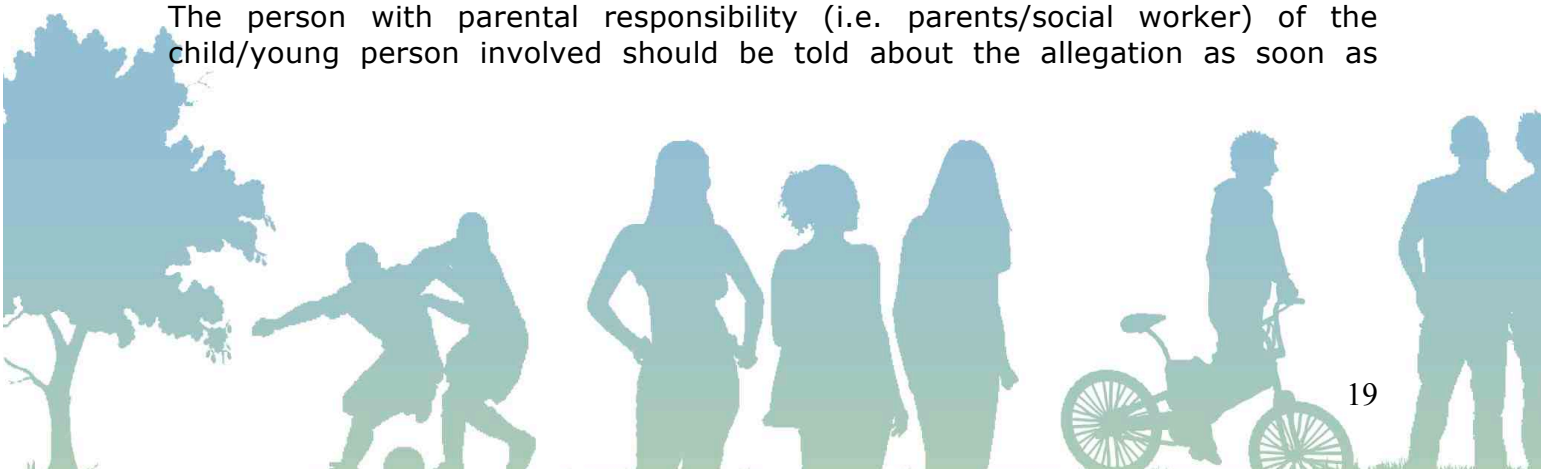
At this stage the Designated Child Protection Officer must be consulted to decide the way forward.

The alleged perpetrator will be contacted by the manager/head teacher within 24 hours to be informed how matters are to be progressed. They will be notified of their independent contact, if immediate risk Police Scotland must be informed.

A failure on the part of the alleged perpetrator to abide by this policy is an act of misconduct and will lead to disciplinary action.

Additional Considerations

The person with parental responsibility (i.e. parents/social worker) of the child/young person involved should be told about the allegation as soon as





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possible if they do not know about it already (the placing authority social worker can decide who will do this). They should be kept informed about the progress of a case, and told the outcomes where there is not a criminal prosecution. That includes the outcome of any disciplinary process.

The Area Manager (of the company) will nominate an officer to keep the person who is subject to the allegation informed of the progress of the case, and arrange to provide appropriate support to the individual while the case is ongoing. If the person is suspended, the employer should also make arrangements to keep the individual informed about developments in the workplace.

In the event of a red allegation the following steps should be taken:-

1. Staff member who receives the allegation should notify the manager.
2. They should notify the staff member that they need to leave the premises as a matter of urgency and that the reasons why cannot be divulged.
3. They should be advised NOT to request information from any other member of staff.
4. If they refuse to leave the manager should be consulted and Police Scotland called to ensure the safety of the children and young people.

The Area Manager will consult with Police Scotland to advise that a red allegation has been made. The Area Manager will follow guidance from Police Scotland and will keep them updated regarding the following investigation.

SEE CHILD PROTECTION FLOW CHART

If an allegation has been made, the staff member concerned should to be advised that suspension at that point is also for their safety as well as for the child/young person.

Manager to update risk assessments for child/young person/staff.





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Appendix II

Dealing with Disclosure

What to do if children talk to you about abuse or neglect

- Listen to the young person and take what they say seriously
- Remind the young person that you can't keep confidentiality
- DO NOT directly question, or ask leading questions
- DO NOT stop the flow of main events, allow them to continue their disclosure.
- DO NOT ask the young person to repeat their account to anyone
- Tell the young person they were right to tell you
- Explain that you need to get help to keep the young person safe
- Report your concerns to your manager / head teacher as soon as possible.
- Make an accurate record of information/time/ presentation and do this no later than the end of the day on which the concerns arise and ensure you sign your account.





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Appendix III

Recognition and Signs of Abuse

National Guidance for Child Protection Scotland (2014) notes indicators of abuse and neglect. All staff should make themselves aware of these. They should, however, bear in mind that such lists are not exhaustive and all staff have a responsibility to seek out further reading material and training opportunities to develop their knowledge and skills in recognising and dealing with child/young person abuse. Training needs should be brought to supervision such that they can be appropriately met and reviewed.

Below are a list of some of the signs of physical abuse, sexual abuse and the impact of emotional abuse:

Physical Abuse

- Multiple bruising to various parts of the body
- Outline bruises-hand marks/slipper prints straps
- Bi-lateral black eyes
- Symmetrical bruising

Sexual Abuse

- Sexually transmitted diseases
- Severe and persistent self harming
- Genital injuries - alleged accidents with bikes, spikes, fences, self-inflicted - with attendant damage- bruising, tears etc
- Pregnancy where identity of father is vague or secret





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POLICIES & PROCEDURES

- Itching/soreness and bleeding to genital/anal areas

Impact of Emotional Abuse

- Low self-esteem/self-worth
- Behavioural difficulties (overly passive, overly aggressive, promiscuous attachment etc)
- Poor educational attainment
- Depression and anxiety
- Disassociation and detachment

These areas of abuse will be explored further through the mandatory Child Protection Training and consequent updated training.





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POLICIES & PROCEDURES

Appendix IV

Child protection concerns raised

Ensure safety of young person, offer complaints procedure, police involvement, medical attention etc. (if allegation is about a staff member - red allegation)

Inform Homes Manager/Head Teacher/Responsible Area Manager/ on-call, who will advise of course of action to be taken. If concern is in relation to the Company Child Protection Officer then contact Police Scotland/Principal COMPANY CHILD PROTECTION OFFICER
Set-up 'running log'
Follow any advice given by the person informed with regards to future action to be taken.

Complete CP1 form and begin running log of all action taken

Following advice given from manager/Area Manager/ Company Child Protection Officer inform the following people:
Parents, Children's Social work services local office, Care inspectorate-via schedule 5 notification form, Any other parties as stated in schedule 5.

Manager to peruse all written documentation at earliest opportunity, discuss with Company Child Protection Officer and submit paperwork. A plan for future action will be decided which may include some or all of the following:
Updates to Care inspectorate, updates to social worker, updates to parents, updates to local SW office, convening of strategy meetings, updates to risk assessments and care plans and other care planning documents, placement plan sessions.

KEY

Complete immediately before the end of shift

Complete within 24 hours, following guidance from management

Follow up

COMPANY CHILD PROTECTION OFFICER





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POLICIES & PROCEDURES

Cross Reference

Radical Service, Pebbles Care, Partnership Care:

- Anti-Bullying Policy
- Code of Conduct
- Whistle-Blowing Policy
- Disciplinary Policy
- Child Sexual Exploitation Policy
- Safer Caring Privacy and Confidentiality Policy
- Recruitment & Selection Policy

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

Legislation:

The Children (Scotland) Act 1995

Children and Young People (Scotland) Act 2014

The Regulation of Care Act (Scotland) 2001

The Protection of Children (Scotland) Act 2003

The Human Rights Act

Vulnerable Children and Young People: Sexual Exploitation Through Prostitution (Scottish Executive 2003)

Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005

Safeguarding Children in Scotland who May have been trafficked (Scottish Government 2009)

Sexual Offences Act (Scotland) 2009

Child Abduction and Custody Act 1985:

Human Trafficking (Scotland) Bill 2013

National Guidance for Child Protection Scotland (2014)

National Care Standards:

Standard 6 GIRFEC (Get it Right for Every Child)

GIRFEC (Get it Right for Every Child)

Updated: May 2015

