

Protecting Children and Young People in Community Groups

"It's everyone's job to make sure I'm alright"



working together to protect children in Angus

Introduction

Welcome to the Angus *Child Protection Committee* 'Protecting Children in Community Groups' guidance.

The protection of children is the responsibility of every adult who comes into contact with children. This was highlighted in the Scottish Executive document "It's everyone's job to make sure I'm alright" (2002).

Much of the work undertaken by Angus *Child Protection Committee* is underpinned by the principles of the Children's Charter with the clear message from children and young people:

"As children and young people we have the right to be protected from harm" (2004).

Angus *Child Protection Committee* is committed to working in partnership with all adults who work with children on a paid or voluntary basis.

Community groups and volunteers play an important role in children and young people's lives. This guidance has been provided to help and support you in protecting children and young people from harm.

T Armstrong
Chairperson
Angus Child Protection Committee

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About this document

Angus *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 /volunteers in a unique position in children's lives. There may come a time when a child feels the need to confide in a volunteer or when the volunteer feels that all is not well in the child's life.

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

What does this document do?

This document 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 also **offers advice and guidance to groups established to provide activities solely for children and young people and groups where children and young people participate in activities alongside adults.**

This document contains many examples of recommended good practice. Your group should now discuss the contents, develop and agree your own policies and procedures using the sample forms included. This will help you to ensure that you create a safe environment for children and young people and the adults who work with them in either paid employment or as unpaid volunteers.

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 that employ staff and those who utilise volunteers to deliver activities / services.

Who do we mean by “child”?

The Children (Scotland) Act 1995 defines a child as being a person who has not attained the age of 16 years (with some exceptions). Legislation covering the recruitment of adults to work / volunteer with children and the United Nations Convention on the Rights of the Child all define a child as being under the age of 18 years.

For the purposes of this document, a child is defined as being under 18 years of age.

Glossary

You can find definitions of the words and phrases which appear in italics at page 31.

An electronic copy of this guidance can be obtained from www.anguschildprotectioncommittee.org.uk

Section One:

Creating a safe environment

What is Child Protection?

Every day in Scotland thousands of children and young people take part in activities in the community either in groups solely for them or alongside adults. Organisations - already do a number of things to protect children - such as checking that equipment and the environment are safe and suitable for the activity and level of ability of the individuals *concerned*.

Most children participate safely in the care of well-meaning adults. It is a fact, however, that a small minority of adults seek access to children through organised activities in order to harm them. Child Protection is not just about protecting children from adults. A trusted leader / helper may be the person a child chooses to tell about abuse happening in their life outside the organisation.

Whenever there are *concerns*, all adults should know what action to take to protect children and young people.

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:

- **United Nations Convention on the Rights of the Child (1989)**
- **Children (Scotland) Act 1995**
- **Protection of Children (Scotland) Act (2003)**
- **Protecting Children- A Shared Responsibility, Guidance on *Inter-Agency* Co-operation, Scottish Office (1998)**
- ***"It's everyone's job to make sure I'm alright"*, Child Protection Audit and Review, Scottish Executive (2002)**
- **Protecting Children and Young People: Framework for Standards, Scottish Executive (2004)**
- **Children's Charter, Scottish Executive (2004)**

The Key Messages from legislation and guidance are:

- **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 could result 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**

Protection of Children (Scotland) Act 2003 (POCSA)

The Act aims to improve safeguards for children by preventing unsuitable adults working with them either in paid or unpaid positions. The Act applies to all children and young people under 18 years of age.

It applies to all organisations that appoint paid and volunteer workers to “child care positions” (as defined under Schedule 2 of the Act). Every group must read Schedule 2 of the Act to determine if they have “child care positions” in their organisation and decide which posts require checks.

This Act applies to statutory and voluntary organisations and covers paid staff and volunteers.

The 2003 Act introduces the DWCL in Scotland. The main provisions are:

1. Individuals who are fully listed on the DWCL will commit a criminal offence if they apply for, offer to do, accept or do any work in a “child care position”.
2. Organisations will commit a criminal offence if they knowingly employ or, engage a disqualified person to work in a “child care position” or fail to remove a disqualified person from a “child care position”.
3. Organisations must make a referral to Scottish Ministers if a person working in a “child care position” harms a child or places a child at risk of harm and is dismissed, resigns or is moved away from access to children as a consequence. The Scottish Ministers will investigate and decide if the individual should be added to the DWCL.

The Act defines “child care positions” in a broad way. Definitions that apply include:

- Positions whose normal duties include caring for, training, supervising or being in sole charge of children;
- Positions whose normal duties involve unsupervised contact with children under arrangements made by a responsible person; or
- Positions whose normal duties include supervising or managing an individual in a “child care position”.

Some examples of the kind of positions covered by the Act in relation to children and young people are:

- **Caring for** children and young people including care worker, befriender, advocate, nurse, home help, crèche worker, nursery nurse, childminder;
- **Training** children and young people including sports leader, tutor, music group leader;
- **Supervising** children and young people including classroom assistant, life guard, pool attendant, leader of a uniformed organisation, volunteer helper (including a parent helper);
- **Sole charge of** children and young people including youth worker, domiciliary care worker, Sunday school teacher.

The only way to find out if someone is on the Disqualified from Working with Children List is through an Enhanced Disclosure Scotland check. To obtain access to Disclosure Scotland checks voluntary organisations in Scotland can register with Central Registered Body in Scotland (CRBS), **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 either CRBS or Disclosure Scotland you will need to have the following policies in place:

- Child Protection Policy (sample page 19).
- Policy on Recruitment of Ex-Offenders (sample page 26).
- Policy on Secure Handling, Use, Storage and Retention of Disclosure Information (sample page 27).
- Policy on vulnerable adults (if required – check with CRBS).

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

For more information about Central Registered Body in Scotland see www.crbs.org.uk

Creating a safe environment in your group

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.

1. Put in place a Child Protection Policy and ensure that it is clearly displayed within your premises. Make available copies to all staff / volunteers, children and *parents* (sample page 19).
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, including bullying (see page 20). Make available copies to all staff / volunteers, children and *parents*.
3. Ensure everyone involved with 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. Make available information as to how they can complain.
4. Encourage *parents* to get involved in the activities you provide.
5. Ascertain your local Social Work Department and police contacts (see page 32).
6. Ensure that everyone who works* / volunteers* with children and young people has been appropriately recruited (see page 14) and ensure they receive adequate support and supervision.
7. Those who work* / volunteer* with children and young people require basic training in child protection.
8. Ensure the group has a procedure for dealing with *concerns* about the conduct of staff / volunteers i.e. disciplinary procedures. Such *concerns* could be about poor practice, bullying or child abuse.
9. Ensure that safeguards are in place when taking children and young people on visits, trips etc away from home and when using photographs or images (see page 16).
10. Ensure that all policies and procedures are regularly monitored and reviewed.

It is good practice 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 usually referred to as the Child Protection Officer.

The Child Protection Officer can be a staff member / volunteer. The Child Protection Officer should be someone who is able to follow policies and procedures and should encourage others to do so also. He / she must have an understanding of the need for confidentiality and be able to seek advice from *professionals* when necessary.

Any *concerns* about children or the conduct of a member of staff towards children should be reported to the Child Protection Officer in the first instance (see page 11). Should *concerns* exist about the Child Protection Officer they should be reported to the Chairperson or Leader of the organisation. If the Chairperson or Leader is the Child Protection Officer contact should be made with the local Social Work Department or with the police.

Concerns expressed by a member of the Social Work Department or Tayside Police about an individual's suitability to work with a child or young person should be taken seriously. Members of these organisations will only contact you and advise you of *concerns* if there is sufficient information to justify doing so. Recommendations to suspend an individual's work with children should always be acted on.

What is child abuse?

The formal definition of abuse is: -

'Children may be in need of protection where their basic needs are not being met, in a manner appropriate to their age and stage of development, and they will be at risk through avoidable acts of commission or omission on the part of their parent(s), sibling(s) or other relative(s), or a carer (i.e. the person while not a parent who has actual custody of the child).'

Reference 'Protecting Children A Shared Responsibility- Guidance on *Inter-Agency Co-operation* (The Scottish Office, 1998)

This is a broad definition which includes placing children at risk as a result of something a person has done to them or something a person is failing to do for them. The definition will hopefully encourage us to be open-minded and think about a wide range of behaviours and actions which may be harmful to children. For those working in the field of Child Protection the definition gets broken down further into categories of abuse, namely;

- **Physical injury** (hit, kicked, punched);
- **Physical neglect** (not being properly fed or clothed, poor hygiene);
- **Sexual abuse** (inappropriate sexual behaviour or language, indecent assault, sexual intercourse); and
- **Emotional abuse** (constantly criticised, ignored, humiliated, exposed to family violence).

Children and young people quite often do not 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 or young person may:

- have unexplained bruising or bruising in an unusual place;
- appear afraid, quiet or withdrawn;
- appear afraid to go home;
- be left unattended or unsupervised;
- have too much responsibility for their age;
- be acting out in a sexually inappropriate way; or
- be misusing drugs or alcohol chaotically.

The adult may be:

- acting in a violent or sexual manner towards a child;
- misusing drink or drugs whilst caring for a child; or
- verbally abusive towards a child.

If you notice any of these signs and / or are worried, you must take action to protect the child.

What to do if you are concerned about a child or young person

If a child or young person *discloses* i.e. gives you information that might suggest he / she is being abused or you have *concerns* about the child, you should:

- Remain calm, no matter how difficult it is to listen to the child – think of how hard it must be for the child to make the disclosure. Some things are very difficult to talk about; you've been chosen because the child feels he / she can talk to you. If you show anger, disgust, disbelief then the child may stop talking for fear of upsetting you or may feel that your negative feelings are being directed towards them;
- Listen to the child and take him / her seriously. Reassure him / her they have done the right thing by telling you;
- Allow the child time to speak. Never interrupt or make suggestions to the child. Avoid asking questions other than to clarify your understanding. **You must never interview the child or investigate**. This is the job of trained *professionals*;
- No matter how well you know the child, spare them having to repeat themselves over and over. Apart from anything else, the child may begin to think that you don't believe them;
- Be honest, tell the child that you cannot keep what has been *disclosed* secret and that, you have a responsibility to talk to someone who can help;
- As soon as practical record in writing everything the child told you using the child's own words (sample form page 28). Pass the information to the Child Protection Officer as soon as possible. Thereafter the information should only be shared with those who need to know in order to protect the child.

If the Child Protection officer is not available, then the information should be passed to the Social Work Department or police without delay. Do not be afraid to contact them for advice and guidance. 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 treated sensitively.

It is not your job to decide if a child has been abused It is your responsibility to report *concerns*

If you consider that the child's circumstances are such as to require immediate action e.g. if, the child is too frightened to go home or you have serious doubts as to the child's safety, contact the Social Work Department or the police immediately.

If the *concerns* are of a more general nature covering the child's welfare, they should initially be discussed with the organisation's Child Protection Officer, who would then make a referral to Social Work Department if considered appropriate.

Concerns about the behaviour of a member of staff / volunteer must be reported to the organisation's Child Protection Officer without delay. If necessary he / she will seek advice from Social Work Department and / or the police immediately and take any appropriate action to protect the child concerned. If the *concern* is about the Child Protection Officer, the matter should be reported to the person in charge of the

organisation. If this person is the Child Protection Officer contact should be made with the local Social Work Department or with the police.

Key messages:

- **Listen to the child**
- **Take all *concerns* seriously and act promptly**
- **Refer DO NOT investigate**
- **Record the information in writing as soon as possible**

ALWAYS SEEK ADVICE IF YOU ARE UNSURE

What happens next?

All information received by the Social Work Department and the police is fully investigated and will be acted upon. This might include:

- Checking agency records and gathering information;
- Speaking to the child and family and assessing the situation; and
- Making sure the child is safe.

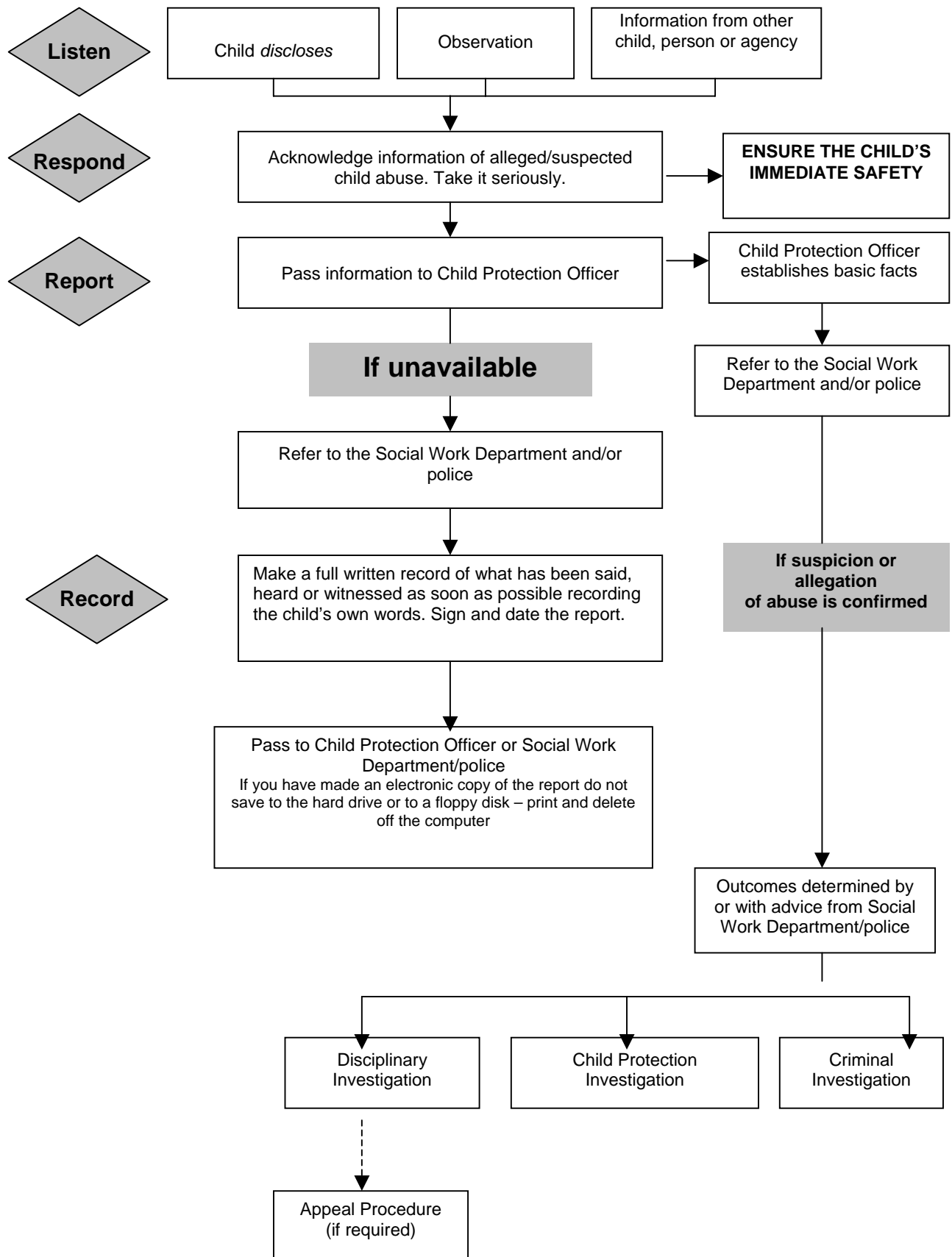
What will happen to the child and family?

Once enquiries have been completed one or more of the following might happen:

- No further action;
- Support or advice offered to the family;
- Referral to another agency for a service e.g. counselling; or
- Legal action initiated, if appropriate.

***Page 32 contains a list of local telephone numbers where you can discuss *concerns* about a child.**

Responding to Suspicions or Allegations of Child Abuse



Recommended recruitment procedures 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:

- All applicants for paid and unpaid positions will complete a personal profile form (sample page 22) and self-declaration form (sample page 23).
- Short listed applicants will be asked to attend for interview / discussion.
- Short listed applicants will be asked to provide references and these require to be taken up, prior to confirmation of appointment. References will be followed up with a telephone call or personal contact, during which the applicant's suitability to work with children / young people will be discussed. A record of this discussion will be kept in the applicant's file.

Disclosure Scotland Check:

- The successful applicant will be asked to agree to an appropriate disclosure check relevant to the post. All applicants for "child care positions" as defined in the Protection of Children (Scotland) Act 2003 will be required to complete an Enhanced Disclosure Scotland check (see page 6). Disclosure Scotland checks will be requested prior to the applicant taking up the post.

Training:

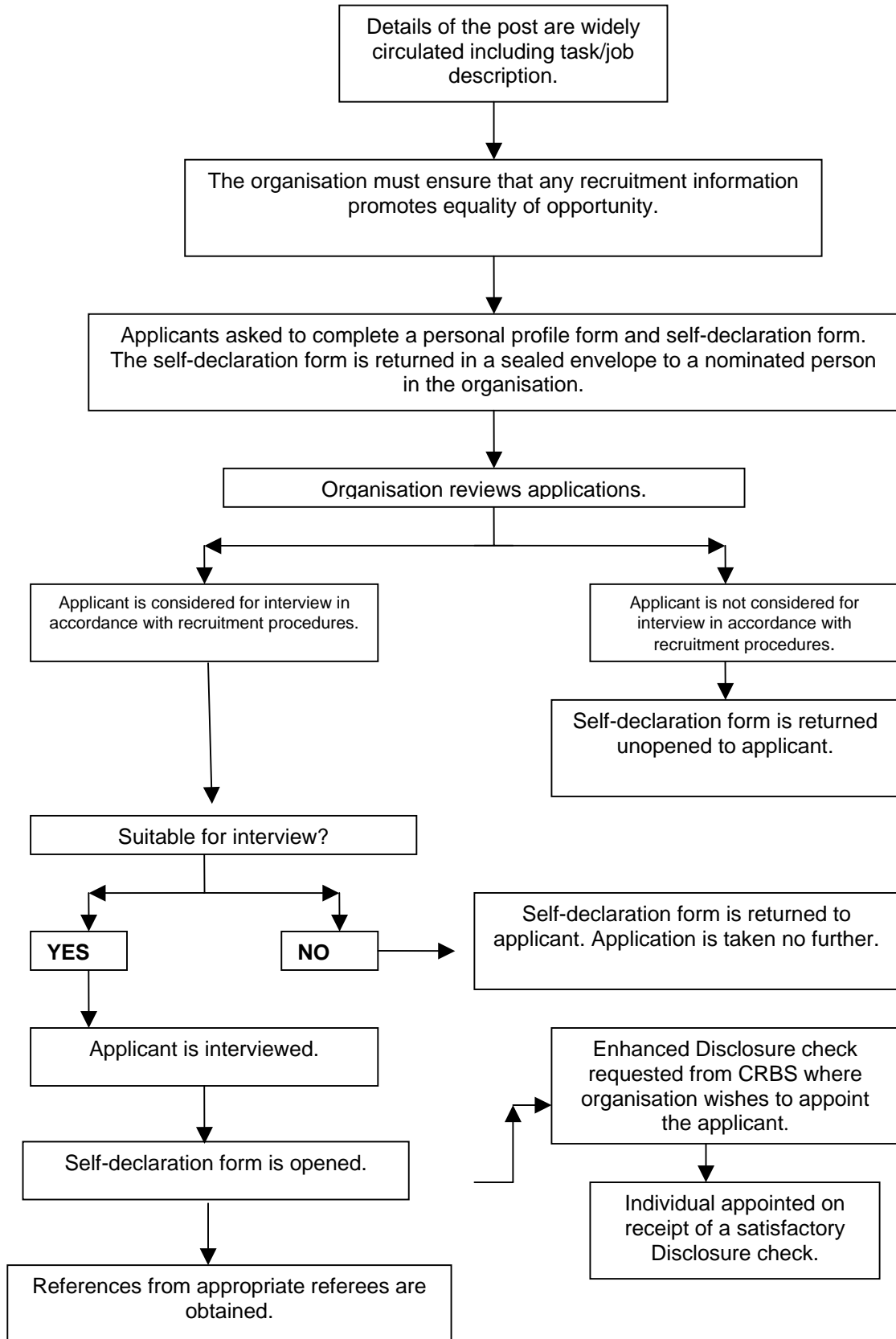
- The successful applicant will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure.
- Relevant training and support will be provided on an ongoing basis and will cover information about their role and opportunities for practising skills needed for the position.
- Training on specific areas such as Health & Safety procedures, identifying and reporting abuse, and confidentiality will be given as a priority to new staff / volunteers and will be regularly reviewed.

Supervision:

- All staff / volunteers will be subject to an agreed probationary period.
- All staff / volunteers will have a designated supervisor, who will provide regular feedback and support.
- All staff / volunteers 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.

All staff and volunteers involved in recruitment, training and supervision will be aware of this procedure and receive appropriate training and support to ensure its full implementation.

Recommended Recruitment Procedure



Photographing, videoing and filming

Publications and websites are a great way to promote the achievements of children. However, there is evidence that some people have used children's 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 identity may place them at risk. In addition, since the introduction of the Data Protection Act 1998, organisations must be very careful if using photographs, videos, films or any images of clearly identifiable children / people.

The following measures are recommended as good practice and will contribute to a child's safe participation in your organisation:

- Consent to photographing, videoing or filming the child should always be obtained from the parent and child and they should be made aware as to why the photographs etc are being taken / used. Consent is also required of any other person who may appear in the photograph / video / film.
- No unsupervised photographic/filming/videoing etc sessions with a child are to be permitted unless this is absolutely necessary and has been approved in advance by the child, parent and Child Protection Officer.
- The organisation reserves the right to prohibit the use of photography, film or video at any event or activity with which it is associated. However *parents*, friends and family members can take photographs of their child and friends participating in an event e.g. nativity play because there is an exemption under the Data Protection Act 1998 for personal and domestic use. The organisation should inform the parent before the event that the photos etc should be for personal and domestic use and no other use.
- People should be made aware to whom they can report *concerns* about the use of photographs and films i.e. the Child Protection Officer for the organisation and / or the police / social work department.

Publications and websites

Always obtain consent from the child and parent before displaying pictures or information relating to that child, whether in a publication or on the internet.

- 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, place and times activities take place. If an organisation uses a photograph of an individual child, the child's first name should not be used in the accompanying text. Instead give the contact details of a group leader, who can deal with requests for information about the organisation.
- Never depict children in an inappropriate manner and only use images of child in suitable dress, to reduce the risk of the images being used inappropriately.
- It is recommended that images are destroyed either after 2 years from the date of consent or if the images are for a specific project, at the end of that project.

Transporting children and trips away

- Request written parental consent and ensure vehicles are correctly insured.
- Inform another member of the organisation that you are transporting a child, giving details of the route and the anticipated length of journey.
- Take all reasonable safety measures e.g. child in the back seat, seatbelts worn.
- Ensure, where possible, a male and female accompany mixed groups of children.

- Always plan and prepare a detailed programme of activities and ensure copies are available for other members and *parents*.
- Ensure the accommodation and sleeping arrangements are suitable.
- Always have a list of emergency contacts and medical information available.
- Ensure that there has been a thorough assessment of the risks and that appropriate adult-child ratios for supervision are in place.

Section Two:

Sample policies and forms

Sample Child Protection Policy

[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:

1. The welfare of children is always the paramount consideration.
2. 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.
3. Protecting children and young people is everybody's responsibility.
4. 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 Angus Council's Child Protection Procedures. We will refer **not** investigate, investigation being the responsibility of other professional *agencies*.
- Encourage *parents* to become involved in the organisation and, when requested, provide them with copies of all guidelines and procedures.

Review:

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

1. When there is a change in legislation or guidance on the protection of children or changes within **[name of organisation]**.
2. Following any issues or *concerns* raised about the protection of children in this organisation.
3. In all other circumstances, at least annually.

Sample Code of Conduct

You should:

- Always put the care, welfare and safety needs of a child as your paramount consideration.
- Respect a child's right to be involved in making choices and decisions which directly affect him / her.
- Respect a child's culture (e.g. faith and religious beliefs) and right to privacy.
- 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 taking account of minority backgrounds.
- 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 set an example you would wish others to follow.
- Always give constructive feedback and not negative criticism.
- Always ensure that people who have relevant training and qualifications in that field administer first aid.

You should not:

- Exaggerate or trivialise another member's *concern* about a child or ignore allegations or 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.

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.
- **Emotional** e.g. isolating a child from the activities.
- **Verbal** e.g. threats or name-calling.
- **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 can be signs which indicate a child is being bullied. These signs include:

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 bully:

- Try to help the bully to understand the consequences of his / her behaviour and seek an apology from the bully.
- Inform the bully's *parents* / guardians and impose sanctions as necessary.
- Encourage and support the bully to change behaviour.

Sample Personal Profile Form

Organisation's Name: _____

Personal Details:

Title: _____ Forename: _____ Surname: _____

Date of Birth: _____ Tel No (incl 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 or 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.

Detail previous experience of your work 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.*

<i>Referee 1</i> Name: _____ Address: _____	<i>Referee 2</i> Name: _____ Address: _____
Postcode: _____	Postcode: _____

Declaration – I have read and understand the organisation's Child Protection Policy and agree to an Enhanced Disclosure Scotland check. I agree to inform the organisation of any change in my circumstances. I 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 my personal profile can lead to prosecution.

Signature: _____ Date: _____

Sample Self-Declaration From

Rehabilitation of Offenders' Act 1974

The provisions of the Rehabilitation of Offenders' Act 1974 makes it unlawful for employers, or prospective employers, to take into account offences in relation to which the person concerned is deemed to be rehabilitated (for details see over page). However the provisions the rehabilitation of Children's Act (Exclusions and Exceptions) (Scotland) order 2003 apply and any positions involving working with children are excepted from the Act.

All sections of this form must be completed. The completed and signed form should be returned in a sealed in an envelope separate to the Personal Profile. The envelope shall only be opened if you are considered for interview / discussion.

Section A

First Name:

Last Name:

Date of Birth:

Place of Birth:

Section B

- (a) If you have no previous convictions and do not have a court appearance pending, please tick this box and go straight to the DECLARATION section below.

- (b) If you have had a previous conviction, or if you have a court appearance pending, please supply details below.

<i>Date</i>	Court	Details of Offence	Sentence

DECLARATION

- I have read the advisory note overleaf.
- I have not withheld any information that may affect my application for appointment.
- I understand that false information or omissions may lead to my dismissal / withdrawal of offer.
- The information supplied above may be verified by **[insert name of organisation]**.
- I am not listed on the Disqualified from Working with Children List specified in the Protection of Children (Scotland) Act 2003.

Signature:

Date:

How long is a Rehabilitation Period?

This depends on the sentence given. For a custodial sentence, the length of time actually served is irrelevant, the rehabilitation period is decided by the original sentence and commences on the date of conviction.

CUSTODIAL SENTENCES OF MORE THAN 2½ YEARS CAN NEVER BECOME SPENT

Other sentences become spent after fixed periods from the date of conviction. Here are some examples:-

<i>SENTENCE</i>	REHABILITATION PERIOD	
	People aged 17 or over when convicted	People under 17 when convicted
Prison or youth custody	10 years	5 years
Prison or youth custody 6 months or less	7 years	3½ years
Fine or community service order	5 years	2½ years
Absolute discharge	6 months	6 months
There are 2 sentences for people under 21 for which there is no variation in the rehabilitation period according to age when convicted. These are:		
Borstal (replaced by youth custody in May 1983)	7 years	
Detention Centres	3 years	

Recommended Recruitment Checklist

Name of Organisation: _____
Name of Volunteer / Employee: _____

This checklist and a Personal Profile Form must be completed for all new volunteers / employees in your organisation who could be seen to occupy a 'child care position'.

- | | Y | N |
|--|--------------------------|--------------------------|
| 1. Have you explained the need for vetting to the volunteer / employee? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you given the volunteer / employee an opportunity to read your Child Protection Policy and discussed any issues arising out of this with him / her? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you set up a personnel file for the potential volunteer / employee? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Has the volunteer / employee completed a Personal Profile form? (please attach the completed form to this check list) | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you carried out the appropriate vetting, including Enhanced Disclosure Scotland checks where required | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Were the results satisfactory? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you taken up two written references? (please attach the references to this checklist) | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Have you followed up these references with either a telephone call or conversation? (please attach a written record with full details including the date of the call or conversation to this checklist) | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Has the above individual been approved as a volunteer / employee with your organisation? (You must be able to answer YES to questions 1 – 8 before signing this form) | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. The individual has produced the following forms of identification (at least two forms, <i>one of which must be photographic</i>) | | |

Print Name:

Signature:

Position in Organisation:

Date:

Sample Policy on the recruitment of ex-offenders

We will treat any applicant for any position (paid or voluntary) within our organisation fairly and not discriminate unfairly against the subject of a Disclosure Scotland check on the basis of conviction or other information revealed.

We will request a Standard or Enhanced Disclosure Scotland check only where it is necessary and relevant to the position sought.

Where a position requires a Disclosure Scotland check we will make this clear on the application form, job advert, and any other information provided about the post.

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

Failure to reveal information at interview / discussion, that is directly relevant to the position sought, could lead to withdrawal of an offer of a position (paid and unpaid).

At interview / discussion or when receiving a Disclosure Scotland check which shows a conviction, we will take into consideration:

- Whether the conviction 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.

We will ensure that all our members (staff or volunteers) involved in the recruitment process are aware of this policy and have received relevant training and support.

All applicants for posts that require a Disclosure Scotland check will receive a copy of this policy and the Disclosure Scotland Code of Practice.

Sample Policy on the secure handling, use, storage and retention of Disclosure information

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 Scotland 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.
- We will ensure that an individual consents before using disclosure information for any purpose other than recruitment.
- Disclosure information will only be shared with those authorised to see it in the course of their duties.
- Where additional disclosure information is provided to our *lead signatory* and not to the disclosure applicant, our designated signatory will not *disclose* this information to the applicant, but will inform them that additional information has been provided, should this information affect the recruitment decision.
- Disclosure information will be stored in a locked non-portable container, for a maximum of six months. Only those authorised to see this information in the course of their duties will have access to this container.
- Disclosure information will be destroyed by shredding.
- No image or photocopy of the disclosure information will be made however, the following details may be retained :-

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 requires a disclosure.

Sample Child Protection Pro-Forma

To be completed **as soon as possible** after concern reported / incident

Organisation: _____ Date: _____

Name of Child: _____ D.O.B. _____

Cause for Concern: What created your concern? Was it a verbal disclosure from a child or was it observed physical or behavioural indicators?

Directly Observed – Information from other sources: Was this observed personally? Or was it information passed to you from a colleague, parent etc?

Evidence – Possible Signs of Abuse: Written and / or illustrated: Was this observed, physical signs or behavioural indicators? Provide information of the affected area etc.

Child's Disclosure: What did the child say to you? Record *the child's own words*.

Your Response: How did you react? Did you take time to speak to the child? What did you say to the child? (This provides evidence of the language used with the child and evidence of not using leading questions)

Parent / Carer Response: What did the parent say when you informed them of the situation? Remain objective of the situation and do not make a judgement of the parent's response. Information must be factual.
Parents will only be spoken to if they have not been allegedly involved in the suspected abuse.

Action Agreed: What action will be taken and who has agreed this?

Print Name:

Signature:

Position:

Date:

Section Three:

Glossary

Useful contacts

Further Information

Glossary of Terms

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 Department, Health, Education and the Police.
Child Protection Committee	Includes senior representatives of all the main <i>agencies</i> in the local area who work with or have access to children and families. The Committee is responsible for developing, monitoring and reviewing local guidelines, training and <i>inter-agency</i> working.
Concern	A suspicion or reasonable 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 CRBS.
Parents	Includes those who have parental responsibilities and rights as defined in law.
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. It may also mean volunteers in contact with children.

Taken from **Protecting Children and Young People: Framework for Standards, Scottish Executive (2004)**

Useful Local Contacts for Concerns about Children

If you are worried about or know of a child who could be at risk of abuse, you can talk to staff at one of the following numbers:

Social Work Department

ACCESSLine (Monday to Friday 8.45am to 5pm)	08452 777 778
Arbroath / Carnoustie / Monifieth	01307 473782
Forfar / Kirriemuir / Montrose / Brechin	01307 473751

Out of Hours Social Work Service

Out of Hours Service (Monday to Friday 5pm to 8.45am and weekends)	01382 432270
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Tayside Police	0300 111 2222
Scottish Children's Reporter Administration	01241 873194
Angus Child Protection Committee	www.anguschildprotectioncommittee.org.uk

Useful Local Contacts Who Can Support Groups

Volunteer Centre Angus	32-34 Guthrie Port Arbroath
The Volunteer Centre provides support for voluntary and volunteer involving organisations on all aspects of good practice in volunteer management throughout Angus.	01241 875525
Angus Sports Council	Secretary, The Yard, Queenswell Road, Forfar, 01307 475363.
The Angus Sports Council act as a co-ordinating link between local sports clubs and the leisure providers at local, regional and national level. The overall aim is to promote and develop sporting opportunities in Angus. In particular we want to put forward the views of YOU, the local sportsperson or club. We can provide support on issues that directly effect sports clubs and keep members updated on local training opportunities.	www.angussportscouncil.co.uk

<p>Support Worker (Out of School Care)</p> <p>The Support Worker (OOSC) supports both the private and voluntary Out of School Care sector throughout Angus.</p>	<p>Support Worker (OOSC), Education Department, Angus House, Orchardbank Business Park, Forfar - 01307 476368 or at WalkerJ@angus.gov.uk</p>
<p>National Governing Bodies & sportscotland</p> <p>A governing body that will be able to offer specific advice represents each sport.</p>	<p>In order to find the relevant national governing body contact sportscotland on 0131 317 7200 or visit www.sportscotland.org.uk. sportscotland will also be available to help deal with any queries you may have.</p>
<p>Angus Council Community Learning and Development staff</p> <p>CLD staff can provide support to assist groups to understand their responsibilities in relation to the protection of children and to put appropriate arrangements in place.</p>	<p>No1 for Youth, 1 / 3 West High Street, FORFAR, DD8 1BD, Tel: 01307 468859</p> <p>Arbroath CLD Service, Old Schoolhouse, Arbroath Academy, Glenisla Drive, ARBROATH, DD11 5JD, Tel: 01241 877879</p> <p>Damacre CLD Service, 26 Damacre Road, BRECHIN, DD9 6DU, Tel: 01356 623491</p> <p>Panmure CLD Service, 141 Kinloch Street, CARNOUSTIE, DD7 7JP, Tel: 01241 853091</p> <p>Forfar Academy Community Wing, Taylor Street, FORFAR, DD8 3LB, Tel: 01307 466924</p> <p>CLD Service, Fairlie House, Kirkton Hill, KIRRIEMUIR, DD8 4JD, Tel: 01575 574989</p> <p>CLD Service, Grange Primary School, MONIFIETH, DD5 4LU, Tel: 01382 534795</p> <p>CLD Service, John Street, MONTROSE, DD10 8QR, Tel: 01674 673081</p>

Other Useful National Contacts

<p>ChildLine Scotland</p>	<p>0800 1111</p>
<p>CHILDREN 1ST</p>	<p>0141 418 5674 www.children1st.org.uk</p>
<p>Central Registered Body in Scotland</p>	<p>01786 479 593 www.crbs.org.uk</p>
<p>Disclosure Scotland</p>	<p>www.disclosurescotland.org.uk</p>
<p>ChildProtectionLine</p>	<p>0800 022 3222</p>

Useful Publications

Scottish Office (1998) *Protecting Children: A Shared Responsibility, Guidance on Inter Agency Co-operation*, The Scottish Office (1998)

The Stationary Office: 0171 873 0011 or www.scotland.gov.uk/childprotection

“It’s Everyone’s Job to Make Sure I’m Alright” Report of the Child Protection Audit and Review, Scottish Executive (2002)

Getting Our Priorities Right, Scottish Executive (2003)

Protecting Children and Young People: Framework for Standards, Scottish Executive (2004)

Protecting Children and Young People: The Charter, Scottish Executive (2004)

All available from The Stationery Office Bookshop – 0870 606 5566

Download at www.scotland.gov.uk

Angus *Child Protection Committee*: Interagency guidelines for professional staff

For more information on the Scottish Executive’s work on Child Protection visit:

www.scotland.gov.uk/childprotection

Protection of Children (Scotland) Act 2003

Copy of the Act: www.hmsso.gov.uk or 0870 600 5522

Copy of Guidance notes: www.scotland.gov.uk/childprotection 0131 244 1567 or email dwcl@scotland.gsi.gov.uk

Protecting Children and Young People: Guidance and Training Pack for the Voluntary Sector

CRBS Helpline: 01786 849777 Option 4

Acknowledgments:

North Ayrshire *Child Protection Committee*

Highland *Child Protection Committee*

CHILDREN 1ST

Sportscotland

Protection of Children (Scotland) Act 2003 - Guidance and Training Pack for the Voluntary Sector