

ARDERSIER WAR MEMORIAL HALL

CHILD PROTECTION POLICY

10th February 2014

We recognise that child protection should not be treated in isolation - we will take on board guidance given by Highland Child Protection Committee and will address recruitment and selection of volunteers and paid employees by doing the following:

- We accept that it is our responsibility as a group to check that all adults in positions requiring disclosure checks are members of the appropriate Protection of Vulnerable Groups Scheme and have been appropriately vetted (See Sections 1.3.2 and 4.8 of Child & Adult Protection Guidelines for Community Groups);
- We will ensure the every new volunteer or member of staff will complete a Personal Profile Form.
- We will make a request for previous addresses on volunteer/ job application forms;
- We will ask for the names of two referees who will be prepared to provide a written reference;
- We will follow up each reference with a telephone call or personal contact during which we will discuss the applicant's suitability to work with children. A record of this discussion will be kept in the applicant's file(See Section 4.10);
- We will interview prospective volunteers and staff;
- We will note at interview all previous experience of volunteers and staff in working with children;
- We will carry out a probationary period for all volunteers and staff of at least 3 months.
- We will notify Disclosure Scotland if anyone on the Disqualified from Working with Children List applies to work for or volunteer with our group (See Section 1.3.3);
- We will ensure that all staff are given Codes of Practice to work to (Volunteer Code of Practice.docx)
- We will remove from unsupervised contact with children any member of staff or volunteer whom we know or suspect to have caused harm to a child or to have placed a child at risk of harm and we will notify Disclosure Scotland of

our actions and the reasons for them, even if that person has left our group (See section 1.3.3).

We believe that every child regardless of age has, at all times and in all situations, a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged. In our group, if we have suspicions about a child's physical, sexual or emotional well-being, we will take action.

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

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

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

If we have concerns we must act - it may be the final piece of the jigsaw that is needed to protect that child - or we may prevent, further children from being hurt.

Both the local Area Social Work Office and Police Office telephone numbers are to be found in the telephone directory. For ease of reference note them below

Area Social Work Office

0800 0938100
(Out of hours) 0845 601 4813

Local Police Station (Culloden, Keppoch Road, IV1 2LL)

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Out of hours Social Work Emergency Service

08457 697284

General Child Protection Enquiries

01463 703488

Child Protection Lead/Designated Person

Eleanor Ross

01463 794576/07747668829

