



Spartans Community Foundation
Company number: SC306958
Registered charity: SC037598

Spartans Community Foundation Child, Young Person and Vulnerable Adult Wellbeing and Protection Policy

Date of first approval	09 January 2019
Approved By	Chief Executive
Owned By	Business and Operations Manager
Date of Last Review	02 February 2024
Date of Next Review	29 September 2024
This Version Number	Version 6
Information Security Classification	Internal and External



Contents

1. INTRODUCTION: CHILDREN'S WELLBEING IN SCOTLAND	4
2. SPARTANS COMMUNITY FOUNDATION DESIGNATED CHILD PROTECTION OFFICERS	5
3. SPARTANS COMMUNITY FOUNDATION CHILD, YOUNG PERSON AND VULNERABLE ADULT WELLBEING AND PROTECTION POLICY PRODEDURES AND GUIDELINES	7
4. SUPPORTING POLICIES	8
5. RECRUITMENT PROCESSES	8
6. FREQUENTLY ASKED QUESTIONS FOR VOLUNTEERS/STAFF REGARDING PVG	10
7. BEST PRACTICE FOR WORKING WITH CHILDREN/YOUNG PEOPLE/VULNERABLE ADULTS	11
8. ADULT:PARTICIPANT RATIOS	12
9. FIRST AID	13
10. VOLUNTEERS AGED 17 OR UNDER	13
11. PHYSICAL CONTACT	14
13. TRANSPORTING CHILDREN/YOUNG PEOPLE/VULNERABLE ADULTS	15
14. COLLECTION BY PARENTS/GUARDIANS	15
15. TRIPS AWAY FROM HOME INVOLVING OVERNIGHT STAYS	16
16. SEXUAL ACTIVITY AND GROOMING	16
17. PROCEDURES FOR THE USE OF PHOTOGRAPHS, FILM, VIDEO	17
18. COMMUNICATION TECHNOLOGY AND SOCIAL MEDIA	18
19. RESPONDING TO CONCERNS ABOUT A CHILD/YOUNG PERSON/VULNERABLE ADULT	20
20. SCF CHILD PROTECTION REPORTING PROCEDURE	23
21. Referrals Policy	24
APPENDIX 1: PROTECTION STATEMENT	26
APPENDIX 2: SELF-DECLARATION FORM	27
APPENDIX 3: SCF GENERAL CONSENT FORM	31
APPENDIX 4: SCF INCIDENT REPORT FORM	32
APPENDIX 5: TYPES OF ABUSE, RACISM AND BULLYING AND SUGGESTED SUPPORT	34
APPENDIX 6: EXAMPLE WELFARE CONCERN REPORT FORM	43
APPENDIX 7: SCF WELLBEING CONCERN FORM	44

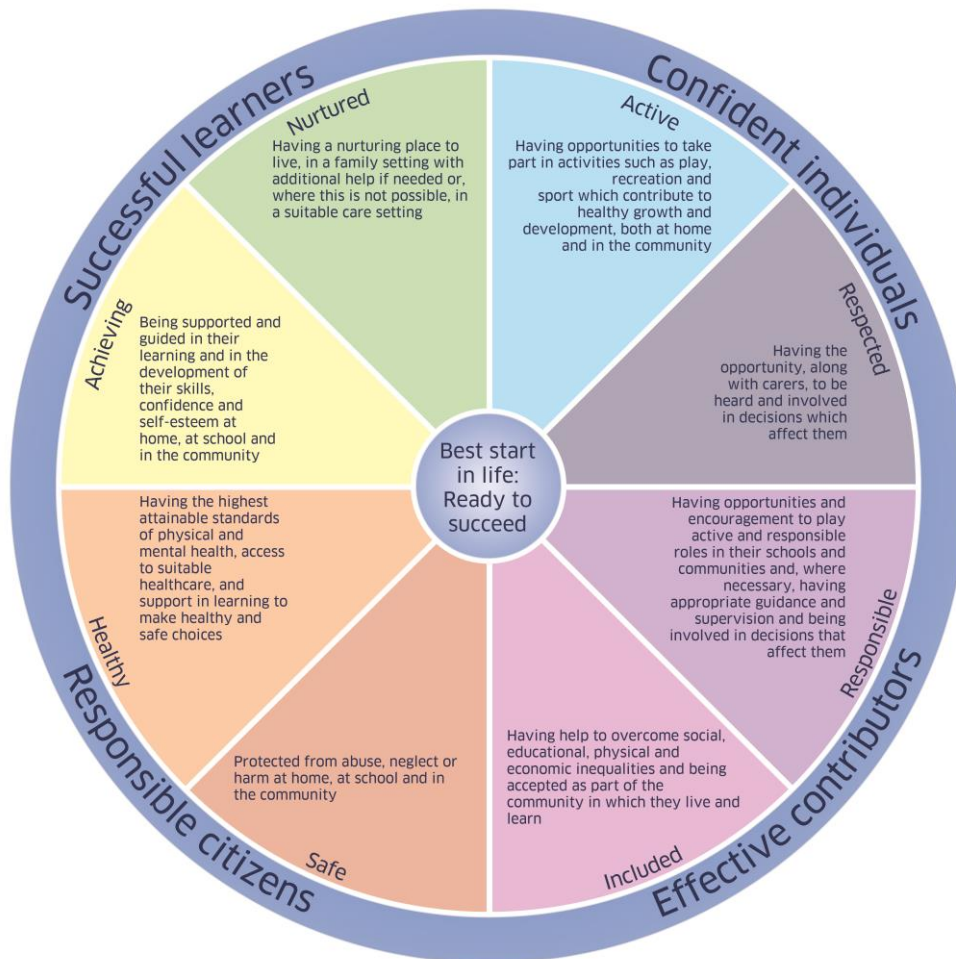


APPENDIX 8: STAFF/VOLUNTEER DECLARATION

1. INTRODUCTION: CHILDREN’S WELLBEING IN SCOTLAND

It is important to recognise what we mean by children’s wellbeing. As part of Scotland’s national approach to ‘Getting it Right for Every Child’ (GIRFEC), the wellbeing wheel demonstrates the eight indicators that are believed to be essential for a child’s overall wellbeing.

By having a universal language and understanding for all people that work with children, collectively we can contribute to promoting, supporting and safeguarding a child’s wellbeing whether they are in an educational, health, community or sports setting. It is important that we know what we need to do if we are ever worried that something is impacting a child’s wellbeing. As part of the ‘Children and Young People (Scotland) Act 2014’, the concept of wellbeing and the GIRFEC approach is now enshrined in law.



www.gov.scot/Topics/People/Young-People/gettingitright/wellbeing



2. SPARTANS COMMUNITY FOUNDATION DESIGNATED CHILD PROTECTION OFFICERS

Duties and responsibilities

Take the lead in ensuring that appropriate arrangements for keeping children, young people, and vulnerable adults safe are in place at SCF. To promote the safety and welfare of children, young people and vulnerable adults involved in SCF's activities at all times.

Take the lead role in developing, reviewing and updating SCF's Child, Young Person and Vulnerable Adult Protection policies, procedures and processes ensuring they are up to date and to industry standard. Communicating updates to staff, volunteers and trustees where required.

Be familiar with issues relating to child wellbeing, protection and abuse and keep up to date with new developments in this area.

Attend regular and relevant child protection related training events/courses and share knowledge gained with relevant people who work with and/or volunteer at SCF.

Work closely with the board of trustees and senior management to ensure they are kept up to date with Child Protection issues and are fully informed of any concerns about organisational child protection practice.

Ensure staff, volunteer and trustee requirements for child protection training, PVG scheme membership and Policy signatories are delivered and kept up to date by following SCF's Process for Child Protection Training and Records which includes:

- ensuring that all staff members, volunteers and trustees have completed the necessary child protection training
- organising child protection training for staff, volunteers and trustees when required, including refresher training
- organising and supporting staff members, volunteers and trustees to complete PVG scheme membership where required by following SCF's PVG Scheme Membership Process
- working with team leaders to ensure that staff, volunteers and trustees have read and signed our Child, Young Person and Vulnerable Adult Protection Policy
- collecting, centrally storing and maintaining an up-to-date record of all Child Protection training, PVG and Policy signatures
- communicating CPD, PVG and Policy requirements with staff, volunteers and trustees

Ensure children, young people and vulnerable adults who are involved in activities at SCF and their parents/guardians know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.

Take the lead on responding to information that may constitute a child wellbeing or protection concern. This includes:

- assessing and clarifying the information
- making referrals to statutory organisations as appropriate



- recording, storing and retaining child protection records according to legal requirements and SCF's child protection policy and procedures.
- consulting with and informing the relevant members of SCF's management team as and when appropriate

Our Designated Child Protection Officers

Kenny Cameron
Youth Work Manager
kennycameron@spartanscf.com
07748481074

or

Paul Weir
Football Development Officer
paulweir@spartanscf.com
07915526468

or

Abigail Blair
Youth and Community Worker
abigailblair@spartanscf.com
07368237707



3. SPARTANS COMMUNITY FOUNDATION CHILD, YOUNG PERSON AND VULNERABLE ADULT WELLBEING AND PROTECTION POLICY PROCEDURES AND GUIDELINES

Spartans Community Foundation (SCF) is fully committed to safeguarding, promoting and supporting the protection and wellbeing of all children, young people and vulnerable adults in our care. We recognise our responsibility to promote safe practice and to protect them from harm, abuse and exploitation. We embrace difference and diversity and respect the rights of all children, young people and vulnerable adults. Everyone at SCF will be made aware of the policies and procedures in place to protect children, young people and vulnerable adults in our care and to promote their wellbeing.

Underpinning principles:

- A child is recognised as someone under the age of 18
- A young person is recognised as someone under the age of 24.
- A Vulnerable Adult is someone who:
 - that they are unable to safeguard their own well-being, property, rights or other interests;
 - that they are at risk of harm; and
 - that because they are affected by disability, mental disorder, illness or physical or mental infirmity they are more vulnerable to being harmed than adults who are not so affected.
- A child/young person/vulnerable adult has the right to relax, play and join in a wide range of activities.
- The protection and wellbeing of all children/young people and vulnerable adults in our care is everyone's responsibility.
- A child/young person/vulnerable adult, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- A child/young person/vulnerable adult has the right to express views on all matters that affect them, should they wish to do so.
- A child/young person/vulnerable adult's rights, wishes and feelings should be respected and promoted.
- The best way to promote the wellbeing, health and development of children/young people/vulnerable adults is to work in partnership with the individual, parents/carers/guardians and other relevant organisations.

To keep children/young people/vulnerable adults safe we will:

- Promote their wellbeing through opportunities to take part in our youth work activities safely.
- Put in place policies and procedures to promote the wellbeing and protection of children/young people/vulnerable adults.
- Appoint Designated Child Protection Officers.
- Recruit, train and support our volunteers/staff to prioritise the wellbeing of children/young people and vulnerable adults who take part in our activities and protect them from harm.
- Require volunteers/staff to adopt and abide by the child/young person/vulnerable adult protection policy and procedures including the Code of Conduct for Working with Children/Young People/Vulnerable Adults (Section 7).
- Respond to any wellbeing or protection concerns in line with our policy and procedures.
- Monitor, review and evaluate the implementation of the child/young person/vulnerable adult protection and wellbeing policy and procedures regularly.



If you have any concerns about the wellbeing of a child/young person or vulnerable adult at SCF, please contact one of our DCPO's: Kenny Cameron kennycameron@spartanscf.com 07748481074; Paul Weir paulweir@spartanscf.com 07915526468 or Abigail Blair abigailblair@spartanscf.com 07368237707

If you have an immediate and serious concern about the safety of a child/young person or vulnerable adult and you cannot contact the Designated Child Protection Officer, contact the police and/or your local social work child protection team.

The Edinburgh Council social work and child protection team can be contacted at 0131 200 2324 or socialcaredirect@edinburgh.gov.uk

4. SUPPORTING POLICIES

The following policies are referenced to within SCF Child, Young Person and Vulnerable Adult Wellbeing and Protection Policy:

- SCF Disciplinary and Grievance Policy.
- SCF Disclosure Policy.
- SCF Social Media Policy.
- SCF Data Protection Policy.
- Framework for Risk Assessment Management and Evaluation (FRAME)

These policies are available from your line manager, the business operations manager or the chief executive officer.

5. RECRUITMENT PROCESSES

Advertising

The following will be included in all forms of advertising used to recruit staff and/or volunteers for positions involving children/vulnerable adults:

- The responsibilities of the role.
- The level of experience or qualifications required.
- The organisation's open and positive stance on child protection.
- Statement of the requirement for Protection of Vulnerable Groups (PVG) Scheme Membership for positions of regulated work.

Pre Application Information

- Full job description including roles and responsibilities.
- Candidate specification.
- Application form.
- Completion of self-declaration form for regulated work with children at SCF (see APPENDIX 2).
- Protection of Vulnerable Groups (PVG) scheme explained and signposting to Disclosure Scotland website.
- Information on SCF and related topics.

Interview and References



- An interview will assess the applicant and verify relevant information.
- References will be sought as required. References can be verbal or written. Verbal references will be recorded in writing - who the reference was from and what was said.
- Where possible at least two references will be from an employer or a voluntary organisation where the position required working with children or vulnerable adults in any of the following capacities: employee; volunteer; or work experience.
- If the person has no experience of working with children or vulnerable adults, specific training needs will be identified and agreed before appointment.

Checks

- Application to the PVG scheme and receipt of membership forwarded to the DCPO prior to the start of employment.

Induction

The induction process for a new member of staff/volunteer will include the following:

- An assessment of training needs, the individual aims and aspirations for their new role.
- Clarification, agreement and signing up to the Child and Vulnerable Adult Protection Policy.
- Clarification of the expectations, roles and responsibilities of the position.
- Uniform and Photographic ID to be provided.

Training

Newly appointed staff/volunteers and directors at SCF will complete the following training over an agreed period:

- Protecting children and vulnerable adults.
- Any other identified training needs.

Probation and Monitoring and Performance Appraisal

- Newly appointed members will complete an agreed period of probation on commencement of their role. e.g., typically, a period of 6 months
- All staff/volunteers who have contact with children/young people or vulnerable adults will be monitored and their performance appraised. This will provide an opportunity to evaluate progress, set new goals, identify training needs and address any concerns of poor practice.

Consideration for Children's List or Barred Individuals

If Disclosure Scotland informs SCF that an individual is barred, that volunteer/staff member may be removed from regulated work with children immediately.

If Disclosure Scotland informs SCF that a member is considered for listing, that person will be suspended as a precaution until the outcome of the case is determined. Suspension is not a form of disciplinary action and does not involve pre-judgment.

New Vetting Information on PVG Scheme Member Records

SCF will only be informed by Disclosure Scotland if any relevant new information becomes available about a volunteer/staff member. For example SCF will be contacted if the individual is



being considered for listing because they have received a conviction for harming a child, but they will not be contacted if the PVG receives a dangerous driving conviction.

When a PVG Scheme Member Leaves

If a PVG Scheme Member is no longer in regulated work at SCF, SCF DCPO will notify Disclosure Scotland. Should a staff member/volunteer not be in contact with us for three months or more, we will inform Disclosure Scotland that the individual is no longer in regulated work with children.

Existing PVG Scheme Members

If the individual we wish to appoint to a position of regulated work is already a PVG Scheme Member, we will request a 'Scheme Record Update' from Disclosure Scotland.

Self-Declaration

A self-declaration form tells us of any previous criminal convictions or investigations. Self-declaration forms will be completed any time an individual applies for a PVG membership or Scheme Record Update. The self-declaration form is found in APPENDIX 2.

Working with Children and Young People in Conflict with the Law

In event an attendee involved in SCF activities is involved in a criminal investigation/charge the Designated Child Protection Officer(s) and the relevant stakeholders will be made aware. An informed decision where behaviour may pose a risk of harm to others must be assessed, managed and reviewed following the Framework for Risk Assessment Management and Evaluation (FRAME) June 2021.

Leaving SCF

You will be required to return all company property that you have, for example IT equipment, laptops etc. You must return all your uniform, including Photographic Identification.

6. FREQUENTLY ASKED QUESTIONS FOR VOLUNTEERS/STAFF REGARDING PVG

The role of staff/volunteers at SCF is classified as 'regulated work' with children. Before SCF can appoint you, even to an unpaid position, we must check that you are suitable to do this type of work. You will be asked to become a Protection of Vulnerable Groups (PVG) Scheme Member and to make a self-declaration of any relevant convictions or investigations.

SCF Disclosure Policy outlines our full approach to disclosures.

1. Does the legislation say that I need to be a PVG Scheme Member to work with children?

No. It is not a legal requirement for you to be a PVG Scheme Member to work with children. However, it is an offence for an organisation to recruit someone into 'regulated' work with children if they are barred from working with children. In order to establish this, SCF will ask you to become a PVG Scheme Member. If you are already a PVG Scheme Member they will ask you to complete a PVG Scheme Update.

2. How do I become a PVG Scheme Member?



- Complete a form applying for a Scheme Record.
- Have your identification verified by showing the Designated Child Protection Officer your passport or driving license and 2 recent official letters to your home address. For example: a bank statement or utility bill.

A copy of your Scheme Record is then issued to you, with your own unique identification number. SCF will also receive a copy. You will then remain a PVG Scheme Member for life or until you are no longer involved in regulated work with children.

3. What if I have previous convictions/non-conviction information?

A criminal record will not necessarily prevent you from working or volunteering at SCF. Please give details of any relevant information in the self-declaration form. We may invite you to discuss this further to make sure we have as much of an understanding as possible about your situation. Vetting information on your PVG Scheme Record will also be considered in relation to the position you are being considered for.

4. What if I am already a PVG Scheme Member?

If you are already a PVG Scheme Member, you will be asked to complete a new self-declaration form as well as a Scheme Record Update before taking a role. The Scheme Record Update provides any new information on your Scheme Record since it was issued. SCF may also request further scheme record updates as part of the process of continuous risk assessment of the sports volunteers/staff.

5. What is a self-declaration?

This is your opportunity to provide information and comment on your own record of convictions and/or investigations. It will be considered alongside your PVG Scheme Record and references when the decision about appointments is made.

For more information and details on the PVG Scheme, visit:
<https://www.mygov.scot/organisations/disclosure-scotland>

7. BEST PRACTICE FOR WORKING WITH CHILDREN/YOUNG PEOPLE/VULNERABLE ADULTS

These guidelines outline:

- What behaviour is acceptable and unacceptable of staff/volunteers and participants.
- The standards of practice expected when working on behalf of SCF.
- The basis for challenging and improving practice.

Staff and volunteers are required to read and sign the Child, Young Person and Vulnerable Adult Protection Policy and adhere to its guidelines and code of conduct. The signature page is located in APPENDIX 8. Concerns about breach of the code of conduct will be taken seriously and responded to in line with **SCF's Disciplinary and Grievance Policy**.

Good Practice

- Remember you are a role model - be welcoming, positive, encouraging and respectful.
- Make activities fun, enjoyable and promote fair play.



- Treat all children equally, with respect, dignity and fairness.
- Build balanced relationships based on mutual trust that empowers individuals to share in the decision-making process.
- Work with children in a public place, wherever possible.
- Put the wellbeing of each child first.
- Give enthusiastic and constructive feedback.
- Recognise the developmental needs and capacity of children.
- Report instances of poor practice, abuse or bullying to the designated child protection officer.

Unacceptable Practice

- Putting excessive pressure on children, pushing children against their will.
- Giving only negative feedback.
- Unequal treatment that could lead to resentment, jealousy or misinterpretation.
- Spending a lot of time alone with children away from others.
- Assisting with bathing or dressing tasks that children can do for themselves.
- Smoking, drinking alcohol, misuse of illegal substances or the use of foul or offensive language.
- Taking photographs without the appropriate consent.
- Unofficial communication with a child through telephone or social media.
- Allowing allegations or observations of bullying or abuse to go unchallenged, unrecorded or not acted on.
- Failing to pass on a disclosure from a child/young person/vulnerable adult about potential abuse.
- Rough physical contact or games between adults and children/young people/vulnerable adults.
- Forming intimate emotional, physical or sexual relationships with children/young people/vulnerable adults.
- Touching a child/young person/vulnerable adult in a sexually suggestive way, playing sexually provocative games or making sexually suggestive comments, even in fun.
- Allowing the use of swearing, sexualised, racist or homophobic language by staff/volunteers or participants.
- Threatening, coercing, or bullying a child/young person or vulnerable adult or deliberately reducing them to tears as a form of control.
- Inviting or allowing a child/young person or vulnerable adult to stay with you at your home or sharing a bedroom alone with a child/young person or vulnerable adult.

8. ADULT:PARTICIPANT RATIOS

The following ratios are recommended in the National Care Standards: Early Education and Childcare up to the Age of 16 (Scottish Executive, 2005). They should be followed for SCF's Youth Work and Alternative School programmes. They are a relevant minimum for daytime activities, but should be modified for overnight stays, trips away from home and to consider other risk factors:

AGE	RATIO
3 and over	1:8
All children over 8yrs	1:10



Activities should be planned to involve at least two adults, preferably one male and one female. As a general guide, the following factors will also be taken into consideration in deciding how many adults are required to safely supervise children:

- The number of children involved in the activity.
- The age, maturity and experience of the children.
- Whether any of the group leaders or children has a disability or special requirements.
- Whether any of the children have challenging behaviour.
- The particular hazards associated with the activity.
- The particular hazards associated with the environment.
- The level of qualification and experience of the leaders.
- The programme of activities.
- Whether there are volunteers under the age 17.

SCF's Community Coaching Programmes will operate at a maximum ratio of 1 adult:16 participants. This ratio of coach to participant would be the exception, classes of such size are typically delivered by a qualified coach and a volunteer.

9. FIRST AID

Parents/carers/guardians must complete SCF General Consent Form* before their child participates with us (APPENDIX 3). This is available through our provider Upshot. This ensures that volunteers/staff running an event or activity are made aware of any pre-existing medical conditions, or medicines being taken by participants or existing injuries and treatment required.

- SCF has an accessible and well-resourced first aid kit and a working telephone at the venue.
- Access to medical advice and/or assistance will be made available.
- Only those staff and volunteers with a current, recognised First Aid qualification should treat injuries.
- SCF will inform parents/carers/guardians as soon as possible of any injury and action taken.
- SCF Incident Form (APPENDIX 4) should be completed if a child sustains a significant injury and the details of any treatment will be recorded. Good sense should be used to determine which injuries are significant.
- The circumstances of any accidents that occur will be recorded and reviewed to avoid it happening again.

*In the case of community coaching programmes at SCF, consent information and details including emergency contacts, late collection details, medial information, photographic consent are collected through the online Class4Kids system.

10. VOLUNTEERS AGED 17 OR UNDER

Volunteers under the age of 17 will not be placed in positions of sole responsibility for other children. They will be supervised by a more senior member of staff or volunteer who has been appropriately vetted. Volunteers aged 17 and under will be assessed for their suitability to work with children. Where the post meets the 'regulated work' criteria, volunteers will join the PVG Scheme.



As young volunteers may come under different pressures (e.g. lack of respect from peers) and closeness in age which may lead to the development of friendships or romantic/sexual relationships they will be given extra supervision, training and support.

11. PHYSICAL CONTACT

Any necessary physical contact during activities should respect and be sensitive to the needs and wishes of the child/young person/vulnerable adult and will take place in a culture of dignity and respect. Individuals will be encouraged to speak out if they feel uncomfortable.

Demonstrating a Technique

In the first instance, techniques should be delivered by demonstration and verbal instruction (either by a coach or an athlete who can display the technique safely).

If physical contact is necessary, for example to provide support, it will be clearly explained to the individual in advance and he/she should be given the chance to opt out. Physical support will be provided openly and should be proportionate to the circumstances.

Supporting an Individual with Personal Care

If it is necessary to help an individual with personal care e.g. toileting or changing, this will be agreed in advance with the child and parents/carers/guardian and guidance taken. Volunteers/staff will work with parents/carers/guardians and children to develop practised routines for personal care, such as help with getting changed for younger children, so that parents/carers/guardians and children know what to expect. Never do things of a personal nature for children/young people/vulnerable adults that they reasonably do for themselves. Volunteers/staff will not take on the responsibility for tasks for which they are not appropriately trained e.g. manual assistance for a child with a physical disability.

Administering First Aid

Parents/carers/guardians will complete SCF General Consent Form (APPENDIX 3) to ensure that volunteers/staff are made aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required. When first aid is being administered the recipient will be told what action is being taken and why. Only those with a current, recognised first aid qualification will treat injuries and parents/carers/guardians will be informed as soon as possible of any injury and any action taken. Treatment will be administered in an open environment wherever appropriate, avoiding private or unobserved situations.

12. Managing Challenging Behaviour

Planning

Activities will be planned around the group and take into consideration the needs of each individual. Volunteers/staff should consider previous and likely behaviour. There should be strategies to manage risks agreed in advance. This should identify the appropriate number of adults required to manage and support the session safely, including being able to respond adequately to safeguard the group.

From time-to-time volunteers/staff delivering activities may have to deal with challenging behaviour.



The following principles should be applied:

- The wellbeing of all participants is the paramount consideration.
- Children/young people/vulnerable adults must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading and should always be able to maintain their respect and dignity.
- No member of staff/volunteer should attempt to respond to challenging behaviour by using techniques for which they have not been trained.

None of the following should be used as a means of managing behaviour:

- Physical punishment or the threat of such.
- Withdrawal of communication.
- Being deprived of food, water or access to changing facilities or toilets.
- Verbal intimidation, ridicule or humiliation.

Physical Interventions

Physical interventions should only be used as a last resort to prevent a child from injuring themselves or others or causing serious damage to property. Only the minimum force needed to avert injury to a person or serious damage to property should be used and applied for the shortest period of time. Physical intervention must not ever be used as a form of punishment.

13. TRANSPORTING CHILDREN/YOUNG PEOPLE/VULNERABLE ADULTS

When SCF accepts responsibility for travel arrangements, it will undertake a risk assessment including the following:

- All vehicles and drivers are correctly insured.
- The driver has a valid and appropriate license.
- All reasonable safety measures are available e.g. fitted, working seatbelts or booster seats.
- There is an appropriate ratio of adults per child.
- Drivers take adequate breaks.
- Where possible, there is an accompanying adult.
- Minibus Checklist process which must be completed before departing the facility and returning the vehicle.

14. COLLECTION BY PARENTS/GUARDIANS

Start and finish times will be made clear and the arrangements for collection should be understood by all. Parents/carers/guardians who wish children to go home unaccompanied (according to their age and stage) will give consent in writing through SCF General Consent Form SCF General Consent Form (APPENDIX 3). Late collection instructions will be collected on these forms.

Dealing With Late Collection

If parents/carers/guardians are late when picking up their child, the wellbeing of the child will take precedence and he/she must not be left alone. It is not the responsibility of staff/volunteers to transport children home. If attempts to contact an adult who is responsible for the child fail, the DCPO and social work will be informed.



15. TRIPS AWAY FROM HOME INVOLVING OVERNIGHT STAYS

A member of staff/volunteer will be designated as the main contact for dealing with concerns about the safety and wellbeing of children/young people/vulnerable adults whilst away from home. All participants and parents/carers/guardians will be given a detailed itinerary and will be informed of the designated officer's contact details and arrangements for handling concerns.

Procedures will be put in place to manage emergency situations, this will include the appointment of a Home Contact person who will be the main point of contact for parents/carers/guardians. Participants must fill in a General Consent Form for Trips Away (APPENDIX 3).

Risk Assessment

Potential areas of risk will be identified at the planning stage and safeguards should be put in place to manage them. Risk assessment will be an on-going process throughout trips away.

Travel Arrangements

If the trip involves travel abroad, those in charge will be made aware of local emergency procedures and how to deal with concerns about the wellbeing of children. Children and adults will be informed of any local customs.

Adult to Participant Ratios

Trips will be planned to involve at least two adults (preferably one male and one female) with appropriate adult:child ratios.

Accommodation

- Health & safety of any accommodation, security and suitability of sleeping arrangements will be assessed prior to any residential trips.
- Sharing arrangements will be appropriate in terms of age and gender and parents/carers/guardians and participants will be consulted in advance about arrangements where possible.

Facility Checklist

Facilities should:

- Be appropriately licensed.
- Have adequate and relevant insurance cover.
- Have a policy on the protection of children.
- Have health and safety policy and procedures.
- Have adequate security arrangements.
- Have staff that are vetted, qualified and trained.

16. SEXUAL ACTIVITY AND GROOMING

A person in a legally defined 'position of trust' who takes advantage of their position to develop an intimate relationship with a child/young person may be committing a criminal offence known as 'abuse of trust'. Youth Work is not currently defined in law as a 'position of trust', but the principle



of the law will be followed and captured at SCF. The notion of 'positions of trust' applies as much to young people in leadership roles as it does to adults.

Young People

Sexual activity between children/young people at events/activities and at social activities organised by SCF is to be discouraged.

Criminal sexual behaviour committed by a young person should be referred to the police or social services. This may also lead to disciplinary action in accordance with **SCF Disciplinary and Grievance Policy**.

Adults

Sexual activity between adults and children under the age of 16 is illegal and will be reported to the police.

Sexual activity between adults and young people (aged 16+) involved in youth work raise serious issues given the power imbalance in the relationship. Even if a young person is of the age of consent, the power of the adult over that young person may influence their ability to genuinely consent to sexual activity. Sexual activity between adults and young people (16+) involved in youth work at SCF is prohibited and will be dealt with under SCF Disciplinary Procedure.

Grooming

Most adults involved in youth work with children participate with the aim of providing a fun and positive and supportive environment for children/young people. However, some may use their position as a way of gaining access to children/young people with the purpose of developing inappropriate intimate relationships. People who commit sexual offences against children/young people often first gain the trust of people around them. Those who commit offences work hard to portray themselves as caring and trustworthy and they befriend their victims to break down barriers before an offence may be committed. This is referred to as 'grooming'. This predatory behaviour is an offence and may be prosecuted separately to direct sexual abuse. Any suspicions of grooming should be reported directly to police.

17. PROCEDURES FOR THE USE OF PHOTOGRAPHS, FILM, VIDEO

The Data Protection Act, 2018 regulates the processing of information relating to individuals. **SCF Data Protection Policy** outlines our approach to keeping personal data secure. The following good practice should also be observed in relation to children, young people and vulnerable adults.

Children/young people/vulnerable adults must be protected from those who would seek to use photos and videos to place them at risk of harm. Written consent will be obtained from the child's/young person's/ vulnerable adult's parents/carers/guardians before any photography or filming takes place. This consent is given via SCF Consent Forms (APPENDIX 3).

Management of Photography

Reasonable steps must be taken to promote the safe use of photography and filming at events and activities. It is not possible to prevent individuals photographing or filming in public places, but SCF does have the right to prohibit the use of photography, film or video at its own events or activities at a private venue.



Where photography or filming is permitted, (and consent has been granted from parents/carers/guardians), the following guidelines should be followed:

- Badges or stickers will be given to photographers to identify those with permission to photograph or film.
- Children/young people/vulnerable adults must never be portrayed in a demeaning, tasteless or a provocative manner. Children/young people/vulnerable adults should never be shown in a state of partial undress.
- Decisions about publishing images should reflect the best interests of the child/young person/vulnerable adult and should consider whether they might place that individual at risk. Special care must be taken in relation to vulnerable individuals such as those in care, fleeing domestic violence or those with a disability.
- All negatives, copies of videos and digital images will be stored securely on SCF's server. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.
- Indecent images of young people under 18 years of age are classified as child abuse imagery and will be reported immediately to the police.

Mobile Phone Cameras

Children/young people/vulnerable adults can be placed at risk as a result of the ability to discreetly record and transmit images through mobile phones. Particular care is required in areas where personal privacy is important e.g. changing rooms, bathrooms and sleeping quarters. No photographs or filming are permitted in such areas. Photos and Videos should be deleted from personal devices after being sent to social media groups or our website for publication.

Concerns

Anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or photographing should be reported to the Designated Child Protection Officer, the Duty Manager or the Business Operations Manager.

18. COMMUNICATION TECHNOLOGY AND SOCIAL MEDIA

SCF Social Media Policy gives guidance on the acceptable use of social media within our organisation. In relation to children, young people and vulnerable adults the following should also be observed:

Adults who seek to harm children/young people have been known to use technology and social media to "groom" children. This area is now specifically addressed by the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005. It is also widely acknowledged that children/young people/vulnerable adults can be harmed by the behaviours and actions of their peers for example, on-line bullying and sexting. The following guidelines should be met in order to safeguard all parties when communicating using texting/social media:

- All communications from SCF with children will be open, transparent and appropriate.
- Messages should only be sent to communicate details of activities and should be sent to every member of the group where possible.
- It should always be clear that it is SCF that is communicating information.
- Messages should never contain any offensive, abusive or inappropriate language. They should not be open to misinterpretation.



- Written permission must be sought from parents/carers/guardians to communicate with children under 16 years via technology/social media. Consent is given via SCF General Consent Form (APPENDIX 3).
- Parents/carers/guardians will be offered the option to be copied in to any messages their child will be sent.
- Children and young people will be informed about the means of communication at SCF. They will also be given information on how to keep themselves safe and who to report any concerns to.
- All concerns about the inappropriate use of technology and social media will be dealt with in line with the Procedure for Responding to Concerns about a Child/Young Person/Vulnerable Adult (Section 19). This may include the concerns being reported to police.
- All phone numbers/email addresses of children and young people will be recorded and kept securely in a locked cabinet or password-protected electronic file or database.
- The number of people with access to children and young people's details will be kept to a practical minimum.

Website/Social Media Sites

Website/Social Media sites provide an opportunity for SCF to extend our community profile, advertise and communicate easily with participants.

Permission

Written parent/carer/guardian consent must be obtained for all children aged under 16 before publishing any information or pictures of a child. If the material is changed from the time of consent parents/carers/guardian must be informed and consent provided for the changes. Consent is given via SCF General Consent Form (APPENDIX 3). Special care must be taken in relation to vulnerable children e.g. a child fleeing domestic violence or a child with a disability, and consideration given to whether publication would place the child at risk.

Use of Images and Information

- Information published on the website/social media sites must never include personal information that could identify a child e.g. home address, email address, telephone number of a child/young person/vulnerable adult.
- Children/young people/vulnerable adults must never be portrayed in a demeaning, tasteless or a provocative manner and never be portrayed in a state of partial undress.
- Information about specific events or meetings must not be distributed to any individuals other than to those directly concerned.

Concerns: Any concerns or enquiries should be reported to the Designated Child Protection Officer.



19. RESPONDING TO CONCERNS ABOUT A CHILD/YOUNG PERSON/VULNERABLE ADULT

The procedure for responding to a wellbeing or protection concern is based on four steps: **Recognise - Respond - Record - Refer**. The following principles underpin the procedure.

- The wellbeing of the child/young person/vulnerable adult is the main consideration.
- Parents/carers/guardians have the primary responsibility for the safety and wellbeing of their children and where possible SCF should work in partnership with them when there are any concerns.
- Children/young people/vulnerable adults have the right to say what they think in all matters affecting them and to have their views taken seriously (Article 12, UNCRC). It is important therefore to seek their views, where relevant and appropriate, and to seek their consent for further reporting of the concern.
- Where the concern about an individual's wellbeing suggests that they are in need of protection, the information must be passed on to police/social work with or without the child/young person's/vulnerable adult's consent for the purposes of their protection. Allegations of abuse must always be taken seriously. No member of SCF shall investigate allegations of abuse or decide whether or not a child has been abused.
- Any allegation of abuse must be taken seriously. Although false allegations of abuse do occur, they are rare. If a child/young person/vulnerable adult says or indicates that he/she is being abused or information is obtained which gives concern that a child/young person/vulnerable adult is being abused, you must react immediately.

Volunteers/staff may be informed in different ways with regards to details of a concern about a child/young person/vulnerable adult. These could be:

- A direct disclosure.
- Through observation, demonstrated by a change in behaviour, appearance or nature.
- Information that is shared from another individual or organisation.

It is very important to understand the different types of abuse:

- Emotional abuse.
- Neglect.
- Physical abuse.
- Sexual abuse.
- Race and racism.
- Child Sexual Exploitation.
- Criminal Exploitation.
- Child Trafficking.

- Female Genital Mutilation.
- Forced Marriage.
- Bullying including bullying by gangs; bullying by family members; physical bullying; verbal bullying; teasing and harassment.
- Definitions of abuse can be found in APPENDIX 5.



RECOGNISE

Children, young people and vulnerable adults may disclose abuse in a variety of ways, including:

- Directly– making specific verbal statements about what’s happened to them
- Indirectly – making ambiguous verbal statements which suggest something is wrong
- Behaviourally – displaying behaviour that signals something is wrong (this may or may not be deliberate)
- Non-verbally – writing letters, drawing pictures or trying to communicate in other ways.

Adults need to be able to notice the signs that a child or young person might be distressed and ask them appropriate questions about what might have caused this. You should never wait until a child / young person / vulnerable adult tells you directly that they are being abused before taking action. Instead, ask if everything is OK or discuss your concerns with our Designated Child Protection Officers.

RESPOND

Good practice:

- React calmly so as not to frighten the child/young person/vulnerable adult.
- Consider what requirements a child may need to communicate effectively (e.g. do they have additional support needs, is English their first language etc.).
- Listen to the child/young person/vulnerable adult and take what they say seriously. Do not show disbelief.
- Reassure the child/young person/vulnerable adult they are not to blame and were right to tell someone.
- Avoid asking any questions. If necessary only ask enough questions to gain basic information to establish the possibility that abuse may have occurred. Only use open-ended, non-leading questions e.g. Who? What? Where? When?
- It’s important to explain to the child who you may need to share information with and why.
- Do not introduce personal information from either your own experiences or those of other people.
- Pass on the information to the Designated Child Protection Officer.

Avoid:

- Panicking.
- Showing shock or distaste.
- Probing for more information than is offered.
- Speculating or making assumptions.
- Approach the individual against whom the allegation has been made.
- Making negative comments about the person against whom the allegation has been made.
- Making promises or agreeing to keep secrets.



RECORD

- Always keep an open mind when recording and distinguish between fact and opinion. Considering carefully which details to include or omit
- Records should be made as soon as possible after the event/concern is raised
- They should contain the date, time, people present, anything said (verbatim if possible) and any action taken
- Physical appearance or behaviour of a child should be recorded as factually and accurately as possible
- Include observations of parents and carers and details of family circumstances where possible
- Professional opinion should be set apart from factual observations and labelled as such. Judgmental language should be avoided.
- Discussion should take place between the person with the concern and the designated officer where possible to reduce the chances of something being missed and/or misinterpreted. Frontline staff/volunteers need to share their observations, concerns, any action already taken and what action they think should be taken next.
- Designated Child Protection Officer who will assist you to complete a written record of the information using the Welfare Concern Form. An example of this is provided in APPENDIX 7 or 8. You will be asked recall what has been said, heard and/or seen in the child/young person/vulnerable adult's own words.

REFER

Contact the Designated Child Protection Officer who will assist you to complete a written record of the information using the Welfare Concern Form. An example of this is provided in APPENDIX 7 or 8. You will be asked recall what has been said, heard and/or seen in the child/young person/vulnerable adult's own words.

If you have any concerns about the wellbeing of a child/young person or vulnerable adult at SCF, please contact one of our DCPO's: Kenny Cameron kennycameron@spartanscf.com 07748481074; Paul Weir paulweir@spartanscf.com 07915526468 or Abigail Blair abigailblair@spartanscf.com 07368237707

If you have an immediate and serious concern about the safety of a child/young person or vulnerable adult and you cannot contact the Designated Child Protection Officer, contact the police and/or your local social work child protection team.

The Edinburgh Council social work and child protection team can be contacted at 0131 200 2324 or socialcaredirect@edinburgh.gov.uk

Please note that the process is the same if you are concerned that a vulnerable adult needs social care or protection.



20. SCF CHILD PROTECTION REPORTING PROCEDURE

**CONCERNED ABOUT
THE SAFETY/WELFARE
OF A
CHILD/VULNERABLE
PERSON?**



**REPORT TO DESIGNATED CHILD
PROTECTION OFFICER:**

**Kenny Cameron
kennycameron@spartanscf.com
07748481074**

or

**Paul Weir
paulweir@spartanscf.com
07915526468**

or

**Abigail Blair
abigailblair@spartanscf.com
07368237707**



Non-recent Allegations of Abuse

Allegations of abuse may be made some time after the event e.g. an adult who was abused as a child by someone who is still currently working with children. The same procedures will be followed in the event of an allegation of non-recent abuse. For further guidance please refer to the 'Responding to Adult Disclosures of Childhood Sexual Abuse' briefing paper at: <http://www.children1st.org.uk/what-we-do/how-we-help/safeguarding-in-sport/safeguarding-in-sport-resources/>.

Suspicious or Allegations of Abuse Against a Member of SCF Staff/Volunteers

If you receive a disclosure that leads to a suspicion or allegation of inappropriate behaviour or misconduct against a volunteer or member of staff from SCF you must follow the procedure of **Recognise - Respond – Record - Refer** detailed above.

If the basic facts support a suspicion or allegation of misconduct by a volunteer or staff member, the matter will be dealt with in accordance with **SCF Disciplinary and Grievance Policy**.

Where an investigation indicates that suspicions or allegations of abuse are unfounded the staff member/volunteer will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. If an allegation has been malicious or unfounded, the individual may wish to seek legal advice. SCF will reserve the right to discontinue access to any individual who has made false or malicious allegations.

Data collected for any investigation will be destroyed in accordance with the requirements of the Data Protection Act 2018.

Additional Reporting

In addition, if any of the following incidents occur they should be reported on the day using SCF's Incident Record Form (APPENDIX 4) **and** The GIRFEC Wellbeing Concern Form (APPENDIX 7 or 8). Parents/carers/guardians should also be informed of the incident. It is expected that staff/volunteers will apply good judgment and common sense when reporting an incident.

- If you accidentally hurt a young person or vulnerable adult.
- If a child/young person or vulnerable adult misunderstands or misinterprets something you have done that could have serious implications.
- If a child/young person or vulnerable adult appears to be sexually aroused by your actions.
- If a child/young person or vulnerable adult needs to be restrained.

21. Referrals Policy

This policy is relevant to all those involved in making recruitment/disciplinary decisions in our organisation.

When a volunteer or member of staff is permanently removed from a regulated work position, there are certain circumstances where our organisation must notify the Protection Unit at Disclosure Scotland that this has happened. This is called "Making a Referral". If we would have permanently removed the individual, the actions detailed in this policy will continue to apply (even if a member of staff or volunteer leaves their regulated work position prior to any action being taken, irrespective of the reason that they leave).



Two conditions must be met before we let Disclosure Scotland know that something has happened:

Condition 1 – A person has been permanently removed/removed themselves from regulated work

Condition 2 – At least 1 of the following 5 grounds apply

A person has:

- Caused harm to a child or protected adult
- Placed someone at risk of harm
- Engaged in inappropriate conduct involving pornography
- Engaged in inappropriate sexual conduct
- Given inappropriate medical treatment

When both of these conditions have been met, it is a legal requirement that we must let Disclosure Scotland know by making a referral within 3 months of the permanent removal of the individual.

Where there is an historical allegation of harm or inappropriate behaviour about someone who is no longer in regulated work with us but which we believe would, in all probability, have led to the 2 conditions being met, we will consider whether we want to make a referral. The legal responsibility applies only after 28 February 2011 when PVG was first introduced.

Where it is necessary to make a referral, this process will be carried out by the DCPO. In their absence, the referral process will be carried out by the Business Operations Manager. Those who are in a position which may involve carrying out disciplinary action which may result in the removal from regulated work or dismissal of someone in regulated work must ensure they notify the DCPO or, in their absence, the Business Operations Manager of the legal requirement to make a referral where the conditions above have been met.

Failure to make a referral where required, may result in our organisation being prosecuted. It is therefore essential that those involved in carrying out disciplinary action notify the DCPO or the Business Operations Manager when both conditions for making a referral have been met.



APPENDIX 1: PROTECTION STATEMENT

PROTECTING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS AT SPARTANS COMMUNITY FOUNDATION ACADEMY

SCF is fully committed to safeguarding, promoting and supporting the protection and wellbeing of all children, young people and vulnerable adults in our care. We recognise our responsibility to promote safe practice and to protect them from harm, abuse and exploitation. We embrace difference and diversity and respect the rights of all children, young people and vulnerable adults.

To keep children/young people/vulnerable adults safe we will:

- Promote their wellbeing through opportunities to take part in our youth work and community coaching activities safely
- Put in place policies and procedures to promote the wellbeing and protection of children/young people/vulnerable adults
- Recruit, train and support our volunteers/staff to prioritise the wellbeing of children/young people and vulnerable adults who take part in our activities and protect them from harm
- Require all our volunteers and staff to adopt and abide by our child/young person/vulnerable adult protection policy
- Respond to any wellbeing or protection concerns in line with our policy and procedures
- Monitor, review and evaluate our protection and wellbeing policy and procedures regularly

If you have any concerns about the wellbeing of a child/young person or vulnerable adult at SCF, please contact one of our DCPO's: Kenny Cameron kennycameron@spartanscf.com 07748481074 or Paul Weir paulweir@spartanscf.com 07915526468 or Abigail Blair abigailblair@spartanscfa.com 07368237707

If you have an immediate and serious concern about the safety of a child/young person or vulnerable adult and you cannot contact the Designated Child Protection Officer, contact the police and/or your local social work child protection team.

The Edinburgh Council social work and child protection team can be contacted at 0131 200 2324 or socialcaredirect@edinburgh.gov.uk



APPENDIX 2: SELF-DECLARATION FORM



SELF-DECLARATION FORM FOR REGULATED WORK WITH CHILDREN AT SPARTANS COMMUNITY FOUNDATION

The role of [INSERT ROLE TITLE HERE] at SCF is 'regulated work' with children. Before SCF can appoint you, even to an unpaid position, it must check that you are suitable to do this type of work. You will be asked to become a Protection of Vulnerable Groups (PVG) Scheme Member and to make a self-declaration of any relevant convictions or investigations.

Under the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 applicants are required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1 '*Offences which must always be disclosed*'. Applicants are not required to disclose spent convictions for offences included in schedule B1 '*Offences which are to be disclosed subject to rules*' until such time as they are included in a higher-level disclosure issued by Disclosure Scotland.

Details of Schedule A1 Offences can be found at:

<http://www.disclosurescotland.co.uk/news/documents/UKSCOffencesthatwillalwaysbedisclosedv1website10September2015.pdf>

Details of Schedule B1 Offences can be found at:

<http://www.disclosurescotland.co.uk/about/documents/UKSCOffencesthatwillbedisclosedsubjectorulesv1website10September2015.pdf>

Information given is confidential. It will be managed according to SCF Data Protection Policy and will not be shared outside of Academy officials responsible for making safe appointment decisions.

PERSONAL DETAILS

Title:		Tel No:	
Full Name:		E-mail:	
Address:			
Post Code:			



DETAILS OF ROLE AT SCF e.g. assistant FooTEA

--

Section 1 – Unspent Convictions and Cautions (must be disclosed)

Please give the date and details of all the offence(s) with which you were charged, the sentence that you received and the court where your case(s) was heard.
--

Please outline the circumstances that led to your offence(s).

Please give details of the sentence imposed and how it was completed (for example paid fine as required). Include information on conditions attached to your probation/community service/supervised attendance order.

Section 2 – Details of any disciplinary action in relation to children

Have you been disciplined because of inappropriate behaviour towards a child, young person or vulnerable adult which may have harmed them or put them at risk of harm? YES/NO If YES, please give details.
--

Section 3 – Relevant non-conviction information (including any police information)

Please give details of any investigations and outline the reasons and circumstances and disposal if known*.

***Please note that Section 3 a) does not require details of any spent alternatives to prosecution, e.g. police warnings or procurator fiscal warnings.**



Are you, or have you ever been, known to any Social Work Department/Social Services Department as an actual or potential risk to children? YES/NO

If YES, please provide details.

Section 4 – Other relevant information

Please give details of any other relevant information which you think we should be aware of when considering your application:

Section 5 – Protection of Vulnerable Groups (Scotland) Act 2007

Before signing the declaration below, please read the following notes on the *Protection of Vulnerable Groups (Scotland) Act 2007* (PVG Act):

1. It is an offence to do, or to seek or agree to do any regulated work (paid or unpaid) from which you are barred.
2. *Section 35* of the same act makes it an offence for an organisation to offer regulated work (paid or unpaid) to someone who is barred from that work.
3. A person is barred from regulated work with children if they are:
 - The subject of an automatic listing (under *section 14* of the PVG Act).
 - Included on the PVG Children's List and/or the Disclosure and Barring Service Children's List which covers the rest of the UK.
 - 'Considered for listing' while information on their suitability is assessed.

Please **delete** the following statements as appropriate:

*I confirm that I am not barred from regulated work with children as set out in sections 14 and 15 of the PVG Act, nor am I under 'consideration for listing' as set out in section 12 of the same Act.

OR

*I am under 'consideration for listing'

Section 5 – Declaration

1. I hereby declare and represent that, except for as disclosed above, I have not at any time, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence.
2. I will assist SCF to request a Scheme Record/Scheme Record Update (as appropriate under the PVG Act) for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.



3. I agree to inform SCF if I am convicted of an offence while a member of staff/volunteer. I understand that failure to do so may lead to the immediate suspension of my work (paid or unpaid) for SCF and/or the termination of my services.
4. If I become 'considered for listing', I understand this will result in precautionary suspension.

I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal. I understand that deliberately giving false information can result in prosecution.

Signed: _____ **Date:** _____

Please complete and return in a sealed envelope marked, '**Private and Confidential –Self Declaration**' to the Chief Executive, Spartans Community Foundation



APPENDIX 3: SCF GENERAL CONSENT FORM

This is a screen grab showing the SCF General Consent Form. The full form can be accessed here: <https://app.upshot.org.uk/signup/5f23b8a1/>

SFC Youth Work Consent Form

Please fill in this consent form to give permission for your child to attend youth work clubs and activities at Spartans Community Foundation.

This form is collected through a system called Upshot that we can use to send out updates such as emails and surveys to you. Please give us permission to contact you in this way.

Young person's details

First name *

Last name *


Nickname

Address line 1 *

House/flat number



APPENDIX 4: SCF INCIDENT REPORT FORM

 SPARTANS COMMUNITY FOUNDATION INCIDENT REPORT FORM	
Date of incident:	Time of incident:
Name of person:	
Gender of person:	
Address of person:	
Phone number of person:	
Status of person (please circle) Contractor Customer Employee Participant Volunteer Other:	
Name of person reporting:	
Description of injury:	
Description of how injury occurred:	



Action (please circle)

First aid Advised to see doctor Sent to hospital

Other:

Additional Notes



APPENDIX 5: TYPES OF ABUSE, RACISM AND BULLYING AND SUGGESTED SUPPORT

The following types of abuse are explained with specific reference to children and young people. However, as a matter of good practice at SCF they also refer to working with vulnerable adults.

Emotional Abuse

“...is 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 of 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.

Examples of Emotional Abuse

- Persistent failure to show any respect to a child e.g. continually ignoring a child.
- Constantly humiliating a child by telling them they are useless.
- Continually being aggressive towards a child making them feel frightened.
- Acting in a way that is detrimental to the child’s self-esteem.

Signs that may raise concerns about emotional abuse include:

- Low self-esteem.
- Significant decline in concentration.
- Running away.
- Indiscriminate friendliness and neediness.
- Extremes of passivity or aggression.
- Self-harm or mutilation.

Physical Injury

“...is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after.”

Most children sustain accidental cuts and bruises throughout childhood. These are likely to occur in parts of the body like elbows, shins and knees. An important indicator of physical abuse is where the bruises or injuries are unexplained or the explanation does not fit the injury or the injury appears on parts of the body where accidental injuries are unlikely e.g. on the cheeks or thighs. The age of the child must also be considered. It is possible that some injuries may have occurred for other reasons e.g. skin disorders, rare bone diseases.



Examples of Physical Abuse

- Bodily harm that may be caused by:
- Over training or dangerous training of athletes.
- Over playing an athlete.
- Failure to do a risk assessment of physical limits or pre-existing medical conditions.
- Administering, condoning or failure to intervene in drug use.

Signs that may raise concerns about physical abuse include:

- Refusal to discuss injuries.
- Aggression towards others.
- Improbable excuses given to explain injuries
- Fear of parents being approached for an explanation.
- Running away.
- Untreated injuries.
- Excessive physical punishment.
- Avoiding activities due to injuries or possibility of injuries being discovered.
- Unexplained injuries, particularly recurrent.

Neglect

"...is 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."

Neglect may also result in the child being diagnosed as suffering from 'non-organic failure to thrive', where they have significantly failed to reach normal weight and growth of development milestones and where physical and genetic reasons have been medically eliminated. In its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation. This can lead to serious 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.

Examples of Physical Neglect

- Exposing a child to extreme weather conditions e.g. heat and cold.
- Failing to seek medical attention for injuries.
- Exposing a child to risk of injury through the use of unsafe equipment.
- Exposing a child to a hazardous environment without a proper risk assessment.
- Failing to provide adequate nutrition and water.

Signs that may raise concerns about physical neglect include:

- Constant hunger.
- Poor personal hygiene and/or poor state of clothing.



- Constant tiredness.
- Frequent lateness or unexplained non-attendance (particularly at school).
- Untreated medical problems.
- Low self-esteem.
- Poor peer relationships.
- Stealing.

Sexual Abuse

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

Some of the aforementioned activities can occur through the internet. Boys and girls are sexually abused by males and females, including persons to whom they are and are not related and by other young people. This includes people from all walks of life.

Some children/young people/vulnerable adults may never be able to tell someone they have been sexually abused. Changes in a person's behaviour may be a sign something has happened. In some cases there may be no physical or behavioural signs to suggest that a person has been sexually abused.

Examples of Sexual Abuse

- Exposure to sexually explicit inappropriate language or jokes.
- Showing a child/young person/vulnerable adult pornographic material or using a child/young person/vulnerable adult to produce such material.
- Inappropriate touching.
- Sexual intercourse and/or sexual activity with a child under 16.

The following signs may raise concerns about sexual abuse:

- Lack of trust in adults or over familiarity with adults, fear of a particular adult.
- Social isolation – being withdrawn or introverted, poor peer relationship.
- Sleep disturbance (nightmares, bedwetting, fear of sleeping alone).
- Running away from home.
- Girls taking over the mothering role.
- School problems e.g. falling standards, truancy.
- Reluctance or refusal to participate in physical activity or to change clothes for games.
- Low self-esteem.
- Drug, alcohol or solvent abuse.
- Display of sexual knowledge beyond the child's age.
- Sexual promiscuity, over-sexualised behaviour, compulsive masturbation.
- Eating disorders.



- Unusual interest in the genitals of adults, children or animals.
- Anxiety, depression, self-harm/mutilation, suicide attempts.
- Bruises, scratches, bite marks to the thighs or genital areas.
- Pregnancy.
- Discomfort/difficulty in walking or sitting.
- Fear of medical examinations.
- Urinary tract problems, vaginal infections or genital damage.
- Genital odour, venereal /sexually transmitted diseases.
- Stained underwear, soiling or wetting.
- Itchiness, soreness, discharge, unexplained bleeding from the rectum, vagina or penis.
- Fear of bathrooms, showers, closed doors.
- Abnormal sexual drawings.
- Having irrational fears.
- Developmental regression/acting younger than their age.
- Psychosomatic factors e.g. recurrent abdominal or headache pain.
- “Grooming” including over the internet.

Race and Racism

All organisations working with children, young people and vulnerable adults, including those operating where black and ethnic communities are numerically small, should address institutional racism, defined in the Macpherson Inquiry Report on Stephen Lawrence as:

“The collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion”

Guidelines for Identifying and Managing Bullying

Bullying may be seen as particularly hurtful behaviour where it is difficult for those being bullied to defend themselves. It can be a ‘one-off’ occurrence or repeated over a period of time and can take many forms including children/young people/vulnerable adults being bullied by adults, their peers and in some cases by members of their families. Bullying can be difficult to identify because it often happens away from others and those who are bullied often do not tell anyone. Bullying is not always deliberate.

Examples of Bullying:

- Physical e.g. theft, hitting, kicking (in some cases, this might constitute an assault).
- Verbal (including teasing) e.g. spreading rumours, threats or name-calling, ridicule or humiliation.
- Emotional e.g. isolating a child from the activities or social acceptance of the peer group.
- Parents who push too hard, coaches with a win at all costs mentality, a person who intimidates inappropriately or an official who places unfair pressure on a person.
- Cyber bullying e.g. sending insulting messages via text or emails; posting images or upsetting information on social networking sites or forums etc.
- Using abusive or insulting behaviour in a manner that causes alarm or distress.



- Prejudiced based – singling out children who are perceived as different due to, e.g. race, gender, sexual orientation, disability, children who are asylum seekers, looked after children, young carers and so on.
- Having belongings stolen or damaged.
- Being targeted because of who the child is or who they are perceived to be.

Identifying Bullying

Bullying can be difficult to pick up because it often happens away from others and victims do not tend to tell. However, you can watch for signs that may indicate the presence of bullying. The following lists common bully victim behaviour.

If a child/young person/vulnerable adult:

- Hesitates to come to activities
- Is often the last one picked for a team or group activity for no apparent reason or gets picked on when the other participants think your back is turned.
- Is reluctant to go to certain places or work with a certain individual.
- Has clothing or personal possessions go missing or become damaged.
- Has bruising or some other injury.
- Keeps 'losing' their pocket money.
- Is quite nervous, withdraws from everybody else and becomes quiet and shy, especially in the case of those who are normally noisy and loud.
- Becomes suddenly prone to lashing out at people, either physically or verbally when they are usually quiet.

When talking about bullying, it's never helpful to label people as 'bullies' or 'victims'. Labels can stick for life and can isolate people, rather than helping them to recover or change their behaviour. It is preferable to talk about someone displaying bullying behaviour rather than label them a 'bully' – behaviour can be changed with help and support.

Action to help children/young people/vulnerable adults on the receiving end of bullying behaviour:

- Cultivate an ethos where there's an anti-bullying culture – it is especially important that adults are good role models for children young people/vulnerable adults.
- Take all signs of bullying very seriously.
- Encourage all individuals to speak and share their concerns. Help those being bullied to speak out and tell the person in charge or someone in authority. Create an open environment.
- Take all allegations seriously and take action to ensure the young person is safe. Speak with those being bullied and those displaying bullying behaviour separately.
- Reassure the individual that you can be trusted and will help them, although you can't promise to tell no one else.
- Keep records of what is said i.e. what happened, by whom and when.



- In cases of cyber bullying advise young people who are being bullied by text, email etc. to retain the communication or to print it out.
- Report any concerns to the person in charge at the organisation where the bullying is occurring.

Support for children and young people involved in bullying behaviour:

- Talk with the young person (or people), explain the situation and try to get them to understand the consequences of their behaviour.
- In some cases it might be worth considering seeking an apology from those involved in bullying behaviour (for example where those on the receiving end wish reconciliation). Apologies are only of real value however, when they are genuine.
- Be sensitive and use good judgment when it comes to informing parents/carers/guardians of those whose negative behaviour is impacting on others. Put the child/young person/vulnerable adult at the centre – will telling the parents/carers/guardians result in more problems?
- If appropriate, insist on the return of 'borrowed' items and compensation for the person/people being bullied.
- Impose consequences as necessary, e.g. exclusion from the activities until behaviour standards are improved.
- Encourage and support those displaying bullying behaviour to change this behaviour. Ask them to consider the impact their actions are having.
- Keep a written record of action taken.

Child Sexual Exploitation

Child sexual exploitation (CSE) is a type of sexual abuse. When a child or young person is exploited they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they're in a loving and consensual relationship. This is called grooming. They may trust their abuser and not understand that they're being abused.

Children and young people can be trafficked into or within the UK to be sexually exploited. They're moved around the country and abused by being forced to take part in sexual activities, often with more than one person. Young people in gangs can also be sexually exploited.

Sometimes abusers use violence and intimidation to frighten or force a child or young person, making them feel as if they've no choice. They may lend them large sums of money they know can't be repaid or use financial abuse to control them.

Anybody can be a perpetrator of CSE, no matter their age, gender or race. The relationship could be framed as friendship, someone to look up to or romantic. Children and young people who are exploited may also be used to 'find' or coerce others to join groups.



Examples of Child Sexual Exploitation:

- Send or post sexually explicit images of themselves
- Film or stream sexual activities
- Have sexual conversations.

The following signs may raise concerns about child sexual exploitation:

- Unhealthy or inappropriate sexual behaviour.
- Being frightened of some people, places or situations.
- Being secretive.
- Sharp changes in mood or character.
- Having money or things they can't or won't explain.
- Physical signs of abuse, like bruises or bleeding in their genital or anal area.
- Alcohol or drug misuse.
- Sexually transmitted infections.
- Pregnancy.
- Having an older boyfriend or girlfriend.
- Staying out late or overnight.
- Having a new group of friends.
- Missing from home or care, or stopping going to school or college.
- Hanging out with older people, other vulnerable people or in antisocial groups.
- Involved in a gang.
- Involved in criminal activities like selling drugs or shoplifting.

Criminal Exploitation

“Criminal exploitation is child abuse where children and young people are manipulated and coerced into committing crimes.”

Signs of Criminal Exploitation:

- Frequently absent from and doing badly in school.
- Going missing from home, staying out late and travelling for unexplained reasons.
- In a relationship or hanging out with someone older than them.
- Being angry, aggressive or violent.
- Being isolated or withdrawn.
- Having unexplained money and buying new things.
- Wearing clothes or accessories in gang colours or getting tattoos.
- Using new slang words.
- Spending more time on social media and being secretive about time online.
- Making more calls or sending more texts, possibly on a new phone or phones.
- Self-harming and feeling emotionally unwell.
- Taking drugs and abusing alcohol.
- Committing petty crimes like shop lifting or vandalism.
- Unexplained injuries and refusing to seek medical help.



- Carrying weapons or having a dangerous breed of dog.

Child Trafficking

Trafficking is where children and young people tricked, forced or persuaded to leave their homes and are moved or transported and then exploited, forced to work or sold. Children are trafficked for:

- sexual exploitation.
- benefit fraud.
- forced marriage.
- domestic slavery like cleaning, cooking and childcare.
- forced labour in factories or agriculture.
- committing crimes, like begging, theft, working on cannabis farms or moving drugs.

Signs of Child Trafficking

- Spend a lot of time doing household chores.
- Rarely leave their house or have no time for playing.
- Be orphaned or living apart from their family.
- Live in low-standard accommodation.
- Be unsure which country, city or town they're in.
- Can't or are reluctant to share personal information or where they live.
- Not be registered with a school or a GP practice.
- Have no access to their parents or guardians.
- Be seen in inappropriate places like brothels or factories.
- Have money or things you wouldn't expect them to.
- Have injuries from workplace accidents.
- Give a prepared story which is very similar to stories given by other children.

Female Genital Mutilation (FGM)

FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting', but has many other names.

Signs FGM May Happen

- A relative or someone known as a 'cutter' visiting from abroad.
- A special occasion or ceremony takes place where a girl 'becomes a woman' or is 'prepared for marriage'.
- A female relative, like a mother, sister or aunt has undergone FGM.
- A family arranges a long holiday overseas or visits a family abroad during the summer holidays.
- A girl has an unexpected or long absence from school.
- A girl struggles to keep up in school.
- A girl runs away or plans to run away from home.

Signs FGM may have happened



- Having difficulty walking, standing or sitting.
- Spending longer in the bathroom or toilet.
- Appearing quiet, anxious or depressed.
- Acting differently after an absence from school or college.
- Reluctance to go to the doctors or have routine medical examinations.
- Asking for help – though they might not be explicit about the problem because they're scared or embarrassed.

Forced Marriage

A forced marriage is where one or both people do not (or in cases of people with learning disabilities or reduced capacity, cannot) consent to the marriage as they are pressurised, or abuse is used, to force them to do so. It is recognised in the UK as a form of domestic or child abuse and a serious abuse of human rights.

Signs of Forced Marriage

- The victim or family come from a community where Forced Marriage and 'Honour' is culturally embedded.
- An announcement of engagement to a stranger not previously mentioned.
- Parents removing a child from education, preventing further education or extra-curricular activities.
- There may be noticeable levels of absenteeism, lateness – school, college or employment
- There may feel like an element of 'surveillance' and control by the family or community members.
- Significant personality changes may become evident. The victim may appear depressed, withdrawn, anxious or suicidal. There may be noticeable deterioration in the victim's self-esteem and appearance.
- The victim may run away, go missing from home or have a fear of returning home.
- The victim may talk about a family holiday abroad and may seem anxious about this.
- May fail to return home from a visit to the family's country of origin.
- Early and/or unwanted pregnancy.
- Reports of self-harm or suicide attempts, particularly in the early stages of marriage.
- Domestic incidents or crimes at the family home. The fact that a victim was forced to marry may only reveal itself years after the marriage has taken place.
- Victims appear to be dominated – subject to financial control, no access to mobile phone, internet etc.



APPENDIX 6: EXAMPLE WELFARE CONCERN REPORT FORM

Name of young person/vulnerable adult:		
Gender of young person/vulnerable adult:	Date of Birth:	School:
Address:		
Postcode:		
Name, address and contact number of the person reporting:	Name of DCPO:	
Date incident first reported:		
Is the Young Person aware a referral is being made (state reasoning) YES <input type="checkbox"/> NO <input type="checkbox"/> Reason:	Is the parent/carer aware a referral is being made (state reasoning) YES <input type="checkbox"/> NO <input type="checkbox"/> Reason:	
Reason for concern (state briefly what the child/young person/vulnerable adult said/ and/or what was observed that caused the concern. Include dates, times and location)		
Action to be taken by DCPO		

APPENDIX 7: SCF WELLBEING CONCERN FORM

Wellbeing Concern Form

**getting
it right**
for every child

BABY'S/CHILD'S/YOUNG PERSON'S DETAILS	
Name	<input type="text"/>
Date of birth	<input type="text"/>

PERSON RECORDING DETAILS	
Name	<input type="text"/>
Agency / Establishment	<input type="text"/>

AREA OF CONCERN
Please tick relevant box(es) on 'Wellbeing Wheel' and use these headings to record the details below.



DESCRIPTION OF CONCERN(S)

If appropriate include strategies to address the issue and/or any actions taken. Please also summarise any previous concerns.

Signature	<input type="text"/>	Date	<input type="text"/>
-----------	----------------------	------	----------------------



APPENDIX 8: STAFF/VOLUNTEER DECLARATION



Staff/Volunteer Declaration

I _____ have read and agree to abide by SCF Child/Young Person and Vulnerable Adult Wellbeing and Protection Policy.

Signature:

Date signed:

Witnessed by (print name):

Witness Signature:

Date signed: