



Scrán Academy Child Protection Policy and Procedures

Child Protection Policy Statement

Scrán Academy is fully committed to promoting children and young people's rights, notably their right to be protected from harm, abuse and exploitation and to be involved in any decisions that directly affect them. Scrán Academy has a duty of care to implement effective policies and procedures for safeguarding the welfare of children and young people. In order to achieve this we will ensure our staff, trustees and volunteers are carefully selected, screened, trained and supervised. Furthermore, we will endeavour to keep up to date with national developments relating to the care and protection of children and young people.

We are committed to protecting children and young people by:

- Ensuring that the child/young person's welfare is and always will be the paramount consideration as everyone has a right to be protected from abuse and neglect
- Providing a safe environment with leaders that adhere to good safeguarding practice
- Empowering children and young people to 'have a voice' by actively encouraging them to think about how to keep themselves safe and how to protect themselves and their peers from inappropriate behaviour shown by adults or other children or youth
- Ensuring that children/young people and carers are informed of our policy and procedures
- Taking all allegations of abuse seriously and responding without delay by reporting to the police or statutory authorities as required.

Scrán Academy will:

1. Ensure that all workers understand their legal and moral obligations to protect children and young people from harm, abuse and exploitation
2. Develop best practice in relation to the recruitment of all workers (paid staff, trustees, and volunteers)
3. Provide opportunities for all newly appointed workers (paid and unpaid) through the provision of induction training, which gives an overview of the organisations purpose, values, structure and services
4. Ensure that all workers understand their responsibility to work to the standards and procedures detailed in the organisations Code of Conduct and Child Protection procedures
5. Ensure that all workers understand their obligations to report care or protection concerns about a child/young person, or a worker's conduct towards a child/young person, to the



organisation's designated person for child protection which is the CEO. In absence of the CEO the Academy Co-ordinator and Youth employability Co-ordinator will act as the deputy child protection co-ordinator.

6. Ensure that all procedures relating to the conduct of workers are implemented in a consistent and equitable manner

7. Ensure that the designated child protection officer understands their responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. police and/or social work)

8. Ensure that the organisation meets all its responsibilities in adhering to the requirements of the Protection of Vulnerable Groups (PVG) Act 2007

9. Provide opportunities for all workers (paid and unpaid) to develop their skills and knowledge particularly in relation to the care and protection of children and young people

10. Ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to the organisation's complaints procedures.

CHILD PROTECTION PROCEDURES

Section 1 – Introduction

- Scran Academy is committed to providing a safe environment for young people. This Child Protection Policy and Procedures reflects this commitment and aims to ensure that all concerns about the care and protection of children and young people are effectively managed
- The Chief Executive is responsible for developing and reviewing the organisation's Child Protection Policy statement and other care and protection policies and guidelines. However, all workers (paid or unpaid) for Scran Academy are required to implement the child protection procedures
- Section 5 of the Children (Scotland) Act 1995 states that "it shall be the responsibility of a person who is 16 or over and who has care and control of a child under 16, to do what is reasonable to safeguard the child's health, development and welfare". This places on Scran Academy (unless otherwise clearly stated for any specific reason i.e. during school time with attendance of teachers) a Duty of Care for the children and young people we work with. Scran Academy also recognizes that all children and young people have the right to freedom from abuse as outlined in the UN Convention of Rights of the Child.
- Scran Academy has a commitment to children's rights, notably their right to be protected from harm, abuse and exploitation and to be involved in decisions that directly affect them
- Scran Academy considers other organisations Child Protection processes and related risks when working in partnership.



Section 2 – Creating a Safe Team (Recruitment)

Scran Academy recognises that appropriate recruitment and selection procedures are a vital part in developing and maintaining a safe environment for children and young people. The following procedures are in place to ensure that only suitable applicants are accepted as volunteers or staff of Scran Academy:

- All applicants (staff and volunteers) will be asked to complete an application form
- All applicants (staff and volunteers) will be asked to complete a self declaration form
- Successful applicants (paid/ unpaid positions) will be asked to provide two suitable references
- All suitable applicants (paid and unpaid positions) will be asked to attend an interview
- A self-declaration form will be used so that interviewed applicants can declare and discuss any convictions (and their context) with the organisation.
- All successful applicants will be given a clear role description to define specific responsibilities and the behaviours expected.
- All successful applicants appointed into a 'regulated work' position, as defined by the PVG Act, will be required to become members of the PVG Scheme or, if already a member, provide their PVG Scheme Record and permit access to a PVG Scheme Record Update
- All trustees will be required to become members of the PVG Scheme or, if already a member, provide their PVG Scheme Record and permit access to a PVG Scheme Record Update
- Each staff member/volunteer will sign a code of conduct to gain agreement on expectation and conduct. This will be reviewed on a yearly basis.
- Any applicant found to be fully listed on the Children's List will not be appointed to a regulated work (paid or unpaid) position.

Section 3 – Supporting a Safe Team

Scran Academy recognises that the recruitment process is only the beginning of protection for the young people and team. The way the team supports each other and takes responsibility for each other is crucial. The following procedures are in place to ensure that each member of our team are fully supported:

- Each worker will receive an induction process at the start of their employment which will help them to understand the role they play in our organisation.
- All successful applicants will be subject to a 3-month probation period and be given regular feedback about their performance and any concerns.
- Each person will have understood suitable child protection training which will be reviewed on a regular basis. This will be mandatory training for each member of Scran Academy.
- Each adult will never be left alone with an individual young person. Where possible always have 2 adults present in groups or in transport.

Section 3 – Training

All newly appointed staff and volunteers at Scran Academy will receive training, support, information and guidance to ensure they understand their role and responsibilities with regard to Child Protection. This will include:



- Details of the structure of the organisation will be provided, including the details of overall responsibility for child protection within the organisation
- Details of the organisations aims and objectives will be provided
- An assessment of staff (paid and unpaid) training and development requirements will be completed
- roles and responsibilities of staff and volunteers within the organisation will be clarified
- Clear details of the expectations, roles and responsibilities of all newly appointed staff and volunteers will be provided
- staff and volunteers must sign up to the organisation's Child Protection procedures
- Training, information and a copy of the organisations Code of Conduct will be provided
- contact details, roles & responsibilities of the Child Protection Officer will be provided.

Section 4 - Responding to suspicion or allegation of abuse

Members of staff (paid and unpaid) have a duty to report any suspicions, allegations or disclosures to the Chief Executive. However, the first concern must be the reassurance of the child or young person and their protection from any potential risk. During the reporting process the young person should be protected from further contact with the individual involved in the allegation. A worker or volunteers' role is not to investigate or decide if abuse has taken place. A worker or volunteer's role is to observe, record and report. The following steps should be followed in response to suspicion/ allegation of abuse:

Are you concerned about the safety of a child or young person? For example, if:

- A child/young person has alleged that they are being abused
- You see or suspect abuse
- The organisation has received a third-party report that a child/young person is being abused/neglected
- There are signs and indicators which could point to abuse/neglect

Then ACT IMMEDIATELY. Discuss your concerns with the Chief Executive as soon as possible. If the allegation is about either of those individuals, contact the other, or an appropriate member of the Board. These steps should be taken as soon as possible.

Discussions should focus on:

- Nature of concern
- Risks to the child or young person
- Action and next steps to be taken.



In following the procedures, please keep in mind -

DO NOT INVESTIGATE

Staff and volunteers should not attempt to investigate the situation any further or interview the child or young person regarding the situation.

CONFIDENTIALITY

Details of suspicion, allegations or disclosures should only be passed on to the Chief Executive. If responding to an allegation from a young person staff and volunteers must not promise to keep the information they disclose confidential.

RECORD INFORMATION

Detailed written records should be made of all events and what the young person or other individuals have said (where this applies). A form can be supplied to help structure this. It can also be used to inform Social Work/Police of the events that have occurred. Records should be signed and stored in a secure place.

SEEK ADVICE / REFER TO APPROPRIATE AGENCY

The Chief Executive should contact the Social Work Department and/or the Police and ask to speak to the Duty Officer about a child protection issue. If the report is received during an evening then the Social Work department Emergency Duty team and/or the Police should be contacted. Any further action should only be taken in line with the advice given by the Social Work Department. This includes whether the parent or carer of the young person should be informed of the child protection concerns. Where an allegation is made against a worker (paid or unpaid), the above process still applies. A referral will be made to Disclosure Scotland if an individual harms a child or puts a child at risk of harm and as a result of this, Scrans Academy take the decision to remove them or they leave of their own accord, come to the end of a contract, retire or have been made redundant. Disclosure Scotland referral form is available on the Government website scotland.gov.uk

Section 5 - Responding when a child or young person discloses abuse

It is likely that a child or young person who has been abused will have given a lot of thought as to whether they should disclose the abuse. It is highly likely that they will be nervous and afraid that they might be rejected, blamed or not believed. It is important that staff and volunteers follow the steps outlined below:

1. Stay calm - Remain calm and natural. You have been approached because you are trusted, not because you are an expert counsellor. Do not promise to keep the information secret; you may have to inform an appropriate person. You must take any disclosure seriously and reassure the young person that you believe them.

2. Listen - Listen and take the allegation seriously. Give them the time and opportunity to tell you as much as they are able and willing to. Do not pressurise them and allow them to disclose information at their own pace. You should not investigate, ask leading questions or ask specific or explicit questions. You should only clarify what they are willing to tell you in their own words. Do this in an appropriate place, such as a room where other people can see in through



an open door or window. Whilst it's important to respect the young person's privacy it should not be at the expense of other child protection measures.

3. Reassure - Reassure them that you believe what they are saying and that you know it is not their fault. You should also give them some indication of what you will do next with the information that they have given you.

4. Confidentiality - Reiterate that you cannot promise to keep the information secret. You must take any disclosure seriously. Details of the disclosure should only be passed on to the Children Protection leads (aforementioned), who should refer the case to the appropriate authorities. Wherever possible try not to discuss concerns that you have in a way that may lead others to suspect that they are being abused.

5. Record - If able to, make brief notes during initial disclosure, explaining to the young person why you are doing it. If it's not possible to do so at the time, record the details as soon as possible after the disclosure with as many facts as possible (dates, times, actual words used).

6. Look after yourself - Being trusted with a disclosure of abuse directly from a young person can be emotionally draining, worrying and very stressful. Whilst it's essential that confidentiality is maintained at all times, it's important that you consider your own emotional feelings and discuss any anxieties you have with the Child Protection lead. If appropriate, they will arrange additional support for you.

Section 6 - Protection of Workers

Deciding to report a colleague or volunteer you suspect of abusing or otherwise harming a child can be stressful and difficult and you may be worried about the person concerned taking action against you. The law does give you protection if you raise concerns or report a colleague as long as the report was not malicious or vexatious.

Section 7 - Data Protection and management of confidential information

STATEMENT:

Scrان Academy is committed to the safe and secure management of confidential information. All personnel information, including volunteer information, and PVG data, is kept locked and can only be accessed by those that require it to carry out their role. Only relevant information is kept and this is regularly reviewed and outdated information destroyed appropriately. Scrان Academy is also committed to the rights of children and young people to confidentiality and this will be respected by all workers. However, where a worker feels that the information disclosed by a child or young person should be referred to their line manager for investigation by an appropriate agency, the young person should be told that confidentiality cannot be kept. The same principles will apply for hard copies and electronic storage alike. Any breaches will be reported to the CEO, or Chair of Trustees.

Section 8 - Review of Child Protection policy and procedures

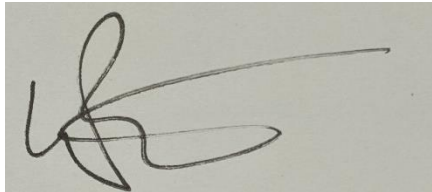
This policy and procedures document will be reviewed annually by Child Protections leads and the Advisory Board. All staff and volunteers will be notified of any changes.

This policy has been approved by: Trustees

On behalf of: Scran Academy

Date: 26/06/2023

Signed:

A handwritten signature in black ink on a light grey background. The signature is stylized and appears to be 'W. Bain'.

Will Bain – Designated Child Protection Lead and Head of Services



APPENDIX 1:

Child Welfare Report Form

- A report should be made by the person who has had the initial concerns about a child's welfare using this pro forma
- The report should be handed to the Chief Executive in a sealed envelope
- Child Protection lead should contact the appropriate Social Work Dept/Police.

Your Name:

Date:

What is the concern?

Name and contact details of child/young person/s you concern relates to:

Outline your reasons for concern:

Brief outline of any action you have already taken to protect the child/young person:

Signature:

Role:

Date:



Follow up action taken by NAME OF PERSON RESPONSIBLE FOR CHILD PROTECTION:

Signature:

Role:

Date:

APPENDIX 2

Understanding of Abuse

Abuse to children or vulnerable young people is described under the following headings:

1. Neglect

The persistent or severe neglect of a child or young person, whether wilful or unintentional, which results in serious impairment to physical health and development. For example:

- 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 proper risk assessment.
- failing to provide adequate nutrition and water. Signs which 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

2. Physical Injury

Actual or attempted physical injury to a child or young person where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented.

For example:

- Deliberately hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise harming a child. Signs which 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 if recurrent.

3. Emotional Abuse

The adverse effect on the behaviour and emotional development of a child or young person, caused by failure to provide for their basic emotional needs. For example:

- 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 which is detrimental to the child's self-esteem (e.g name calling, sarcasm, constant criticism) Signs which 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

4. Sexual Abuse

Any child or young person below the age of 16 may be deemed to have been sexually abused when any person, by design or neglect, exploits the child or young person directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or any other person including organised networks. This includes forcing or enticing a child to take part in sexual activities whether or not they are aware of or consent to what is happening. Sexual abuse may involve physical contact, and non-contact acts such as forcing children to look at or be involved in the production of pornographic material, to watch sexual activities or encouraging them to behave in sexually inappropriate ways.

For example:

- exposure to sexually explicit inappropriate language or jokes.
- showing a child pornographic material or using a child to produce such material.
- inappropriate touching.

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
- drug, alcohol or solvent abuse
- display of sexual knowledge beyond the child's age.

5. Other abusive behaviour towards children and young people



Staff, volunteers and committee members should also be aware of other, perhaps less obvious, forms of abuse. These may be dismissed by perpetrators as 'just fun' or 'having a laugh' with young people but can have a serious impact and cannot go unchallenged:

- Bullying of any form, including name calling or constant criticism
- 'Picking on' because of family background, manner of dress or physical characteristic
- Racism, or sectarianism if any form
- Sexual orientation, gender or other areas considered hateful or prejudice
- Favouritism and exclusion - all young people should be equally supported and encouraged
- Abusive language or gestures.

Transport Procedures

Transporting of children or vulnerable adults: Request permission if volunteers/staff are required to transport young people in their cars or minibuses. Ensure all vehicles are insured.

Whilst acknowledging that same gender abuse can occur, ensure where possible, if a mixed group of children or vulnerable adults are taken away, the group has a male and female member of staff accompanying them.

All reasonable safety measures are taken e.g. children in the back seat, seatbelts.

Residential Guidelines

All staff must adhere to child protection policies and procedures whilst away on residential visits. The following guidance will be specific to residential events –

- There will be specific male and female accommodation. Male and Female should not be found in bedrooms of the opposite sex.
- There should be separate toilets and showers for the staff and young people. If not, possible these should be single cubicle.
- Staff and young people should have separate sleeping quarters.
- No alcohol will be consumed whilst on residential visits with young people when representing Scrans Academy.

Child Protection Leadership Chart

