

SCRAN ACADEMY CHILD PROTECTION PROCEDURES

2024

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Scran Academy Child Protection Policy and Procedures

Child Protection Policy Statement

Scran 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. Scran 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 all of our workers, including 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.

Definitions:

Workers – for the purposes of this document the term “workers” will include paid and unpaid staff, volunteers and trustees

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.

Scran 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.
3. Provide opportunities for all newly appointed workers 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 Child Protection Lead, which is the CEO. In absence of the CEO the Services and Impact Manager and the Employability Coordinator will act as the deputy Designated Child Protection Lead.
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 officers understand 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 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 Designated Child Protection Lead is responsible for developing and reviewing the organisation's Child Protection Policy statement and other care and protection policies and guidelines. However, all workers 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 workers of Scran Academy:

- All applicants will be asked to complete an application form.
- Successful applicants will be asked to provide two suitable references.
- All suitable applicants will be asked to attend an interview.
- All applicants will be asked to complete a self-declaration form to declare any convictions. Any declarations and their context will be discussed as part of the interview process.
- All successful applicants will be given a clear role description to define specific responsibilities and the behaviours expected.
- All successful applicants to Scran Academy will be in a 'regulated work' position, and, 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 are 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 worker will sign a code of conduct (appendix IV) to gain agreement on expectation and conduct. This will be reviewed on a yearly basis.

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 new workers will be subject to a 3-month probation period and be given regular feedback about their performance and any concerns.

Training

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

- Details of the structure of the organisation, including the structure of responsibility for child protection within the organisation.
- Suitable child protection training, refreshed annually. In the case of staff members, this will be recorded in staff member's CPD logs and be mandatory for each staff member.
- Details of the organisations aims and objectives.
- An assessment of worker training and development requirements through a process of support and supervision.
- A values charter and competency framework underpinning roles and responsibilities of workers
- The organisations Child Protection procedures

- contact details, roles & responsibilities of the Designated Child Protection Lead and Deputies will be provided.

Section 4 - Responding to suspicion or allegation of abuse

Child abuse happens when a person harms a child. It can be physical, sexual or emotional, but can also involve neglect. Children may be abused by:

- family members
- friends
- people working or volunteering in organisational or community settings
- people they know
- strangers

General signs of abuse Children experiencing abuse often experience more than one type of abuse over a period of time. Children who experience abuse may be afraid to tell anybody about the abuse. They may struggle with feelings of guilt, shame or confusion – particularly if the abuser is a parent, caregiver or other close family member or friend.

Many of the signs that a child is being abused are the same regardless of the type of abuse. Anyone working with children or young people needs to be able to recognise the signs. These include a child:

- being afraid of particular places or making excuses to avoid particular people
- knowing about or being involved in 'adult issues' which are inappropriate for their age or stage of development, for example alcohol, drugs and/or sexual behaviour
- having angry outbursts or behaving aggressively towards others
- becoming withdrawn or appearing anxious, clingy or depressed
- self-harming or having thoughts about suicide
- showing changes in eating habits or developing eating disorders
- regularly experiencing nightmares or sleep problems
- regularly wetting the bed or soiling their clothes
- running away or regularly going missing from home or care
- not receiving adequate medical attention after injuries.

These signs do not necessarily mean that a child is being abused. There may well be other reasons for changes in a child's behaviour such as a bereavement or relationship problems between parents or carers.

Workers have a duty to report any suspicions, allegations or disclosures to the Designated Child Protection Lead or deputies. 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's role is not to investigate or decide if abuse has taken place, rather a worker'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 Designated Child Protection Lead or deputies as soon as possible. If the allegation is about any of those individuals, contact one of the others, or an appropriate member of the Board (contact details are available in the back of the staff handbook). 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

workers 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 Designated Child Protection Lead or deputies. If responding to an allegation from a young person, workers 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). You may need to take notes in situ, but all information should be recorded on the Child Welfare Report form (appendix i) and sent through an encrypted email to the Designated Child Protection Lead. It can also be used to inform Social Work/Police of the events that have occurred.

SEEK ADVICE / REFER TO APPROPRIATE AGENCY

The Designated Child Protection Lead 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 out of work hours 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, the above process still applies. A referral will be made to Disclosure Scotland if a worker harms a child or puts a child at risk of harm, at which point Scran Academy may also take the decision to remove the worker from tenure in accordance with disciplinary and grievance procedures (available in the staff handbook). 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 workers 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 must only be passed on to the Designated Children Protection lead or deputies, who must 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 Designated Child Protection lead or deputies. If appropriate, they will arrange additional support for you.

Section 6 - Protection of Workers

Deciding to report a worker 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 deliberately aiming to harass.

Section 7 - Data Protection and management of confidential information

STATEMENT:

Scran Academy is committed to the safe and secure management of confidential information. All personnel information, including volunteer information, and PVG data, is kept securely 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. Please refer to our privacy policy for details.

Scran 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 for investigation by an appropriate agency, the young

person should be told that confidentially 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 Protection leads and the Board of Trustees. All workers will be notified of any changes.

This policy has been approved by:

On behalf of: Scran Academy

Date: 30/04/2024

Signed:

A handwritten signature in black ink, appearing to be 'Will Bain', written on a light-colored background.

Will Bain – Designated Child Protection Lead and Chief Executive

APPENDIX I - Child Welfare Report Form

- A report must be made by the person who has had the initial concerns about a child's welfare using this pro forma
- The report must be sent to the Child Protection Lead via encrypted email.
- Child Protection lead must 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 II - 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

Workers 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.

APPENDIX III - Lone Working, Transport and Residential Procedures

Lone Working Policy

It is best practice for there to be more than one Scran Academy worker present when working with young people, however, some roles may require lone working situations, for instance 121s. In these circumstances workers will have appropriate disclosure checks, child protection training, and will be aware of Scran Academy Child Protection procedures. In addition, workers must:

- Make their line manager aware of who they are meeting, where they are, and how long they expect to be.
- If in public, make sure they are meeting somewhere where they can be seen or heard by other people.
- Make a record as soon as possible of the nature of the meeting, including the date, time, place and nature of the meeting, as well as what happened. This must be recorded on our CRM.

If you are a worker who has not had appropriate disclosure checks or child protection training, and you find yourself unexpectedly alone with young people, you must:

- Call colleagues, or another adult to let them know you are alone with young people.
- Make a record as soon as possible afterward of why you were alone with young people and what happened. Pass this record to your line manager, who will ensure it is recorded on our CRM.
- Try to make sure you are somewhere you can be seen or heard by other people.

Transport Procedures

Workers must request permission from their line manager if they are required to transport young people in their personal vehicles. Workers must also ensure all personal vehicles are appropriately insured.

For all journeys if workers are lone working (ie. It is just them and young people), they must make contact with their line manager to communicate the following:

- Before departure:
 - Where and what time young person/people enter their vehicle.
 - The destination and an estimated journey time.
- Upon arrival:
 - The arrival time and destination.

All reasonable safety measures must also be taken, for example seatbelts must be secured.

If there has been a disclosure made in the vehicle during the journey, then the processes detailed in sections 4 and 5 of the Scran Academy Child protection procedures must be followed.

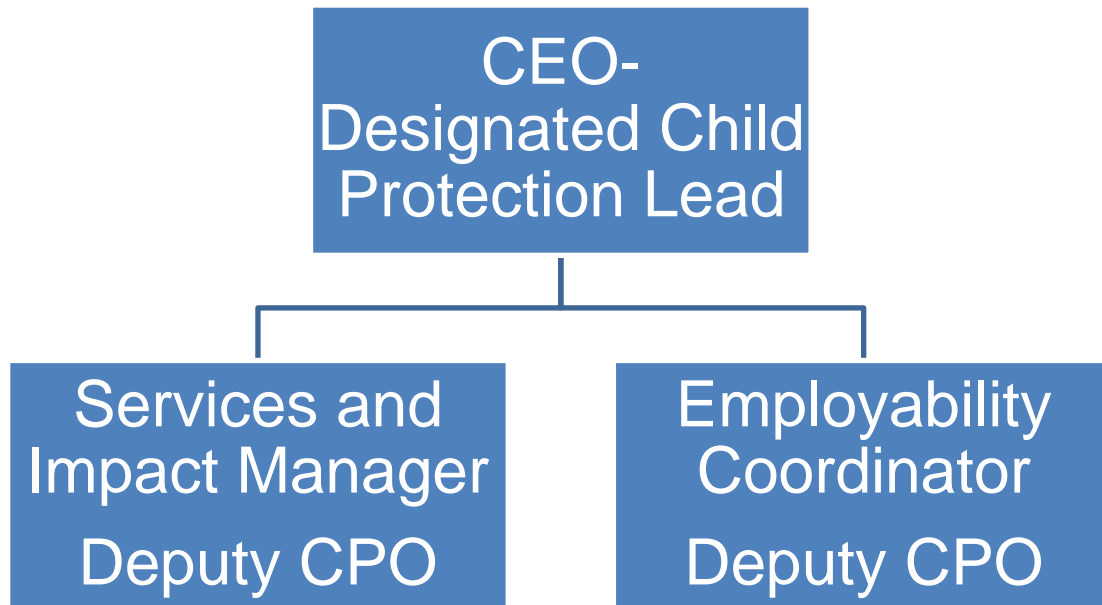
Residential Guidelines

Whilst acknowledging that same gender abuse can occur, ensure where possible, if a mixed group of young people are taken on residential, the group has a range of genders represented in the workers accompanying them.

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, female and gender neutral accommodation. Males and females must not be found in bedrooms reserved for other genders.
- There should be separate toilets and showers for the workers and young people. If this is not possible there must be single cubicles available and use must be timetabled by child protection trained workers.
- Workers and young people must have separate sleeping quarters.
- No alcohol will be consumed whilst on residential visits with young people when representing Scran Academy.

APPENDIX IV – Child Protection Leadership Schematic



APPENDIX V – Employee code of conduct

Purpose:

It is important to set out the standards of behaviour Scrان Academy expects from all workers. An Employee Code of Conduct does this in an open and transparent way.

Aim:

The rules in relation to the conduct of all workers are set out in this Code of Conduct and there are examples of what the organisation considers to be gross misconduct which could result in summary termination of employment.

Employee behaviour:

The following general standards are required by all workers:

- Workers should behave in a respectful, professional and polite manner and ensure their behaviour does not breach the Equality Act 2010
- Workers should comply with all reasonable management instructions
- Workers should cooperate fully with colleagues and management
- Workers should uphold and further the organisation's positive public image at all times
- Satisfactory standards of performance should be maintained at all times
- The organisation's policies and procedures should be adhered to at all times.

Workers should ensure they have read and understood the relevant policies and procedures especially the Child Protection Policy and the Equality, Diversity & Inclusion Policy.

Scrان Academy Values

Workers should endeavour to behave in accordance with the Scrان Academy Values – We Love, We Unite, We Trust, We Lead – and the associated Staff Values Statement should be read and understood. The Values Statement is not a policy document, but is an agreed set of guidelines which outlines the principles we ascribe to in working together as a team supporting young people.

Attendance and timekeeping:

Workers will not be paid if any working time is lost due to lateness or unauthorised absence. Persistent lateness will be dealt with under the organisation's disciplinary policy. The following is required of workers:

- Workers should be present and ready to start work in line with their contractual working hours.
- With the exception of agreed breaks, workers must remain in the workplace and continue to work until they have completed their contractual working hours or delivered on their agreed jobs.
- Workers should ensure they notify their line manager in accordance with the organisation's absence procedure if they are going to be absent from work.
- Workers should liaise with their line manager if they wish to leave early or arrive late.

Communications:

Workers should have their personal mobile device either switched off, or in silent mode, during working hours. Discretion should be exercised when using a personal mobile device and any use must not cause a distraction from work for the employee themselves or their colleagues.

In addition, it is forbidden to:

- Give personal phone numbers or home phone numbers to young people.
- Take pictures of young people, colleagues or organisation premises using personal mobile devices.
- Transfer files via Bluetooth or other insecure mobile networks.

Only certain job roles require the provision of an organisation mobile phone. Where provided, they are for business use only.

Workers should ensure they keep the organisation mobile phone in good working order. The mobile phone should remain charged and connected to the network (as far as coverage permits) during working hours so business calls can be received as necessary.

When visiting clients and customers, or on other sites, you may be required to turn off your organisation mobile phone. Workers must observe any such requirements and ensure they comply with them.

The cost of line rental and normal business call usage will be covered by the organisation.

Email and internet use:

The organisation will not tolerate the use of email and internet for unofficial or inappropriate purposes, including:

- Any messages that could constitute bullying, harassment or other detriment.
- Accessing personal social networking sites using company equipment or during work time.
- On-line gambling.
- Accessing or transmitting pornography.
- Accessing other offensive, obscene or otherwise unacceptable material.
- Transmitting copyright information and/or any software available to the user.
- Posting confidential information about other workers, the Company or its customers or suppliers.

Workers' work email addresses should not be used to send personal emails.

Social media

Social media usage for work purposes is controlled by the Communications and Engagement Officer and the Designated Child Protection Lead. Approval will be granted where this is required for an employee's job role.

Social media usage for personal reasons does not need approval by the organisation, however, when using social media, either in a personal or work capacity, during or outside working hours, workers must adhere to the following guidelines.

Posts on social media must not:

- Compromise the organisation, disclose confidential data or disclose sensitive data.

- Damage the organisation's reputation or brand.
- Breach laws on copyright or data protection.
- Contain content that is of a libellous or defamatory nature.
- Engage in bullying or harassment.
- Be of illegal, inappropriate or offensive content.
- Interfere with your work commitments.
- Use the organisation's name or reputation to promote any other product or any political opinions.

Representing the organisation:

Scran Academy recognises the importance of work life balance. Whilst we do not intend to restrict outside activities, it is important to remember that activities during or outside of working hours which result in adverse publicity to the organisation, or which cause us to lose faith in your integrity, may give us grounds for your dismissal.

When attending any work-related social function an appropriate standard of conduct is expected from all workers. This includes but is not limited to any Christmas lunch, nights out, dinners or other social events with suppliers, clients, customers, etc.

Work-related social functions can be a great opportunity to celebrate and get to know your colleagues better. However, it is important to remember that our policies on anti-harassment and bullying, personal harassment, disciplinary and equal opportunities apply fully at these events.

Fraternisation:

Whilst you are encouraged to be friendly towards our clients/customers it is important that workers do not cross the professional boundaries. Workers should maintain professionalism at all times and under no circumstances should become overfamiliar or fraternise with clients/customers in a way that may be seen to disrupt the operations or reputation of the organisation.

Workers who are found to have acted unprofessionally or inappropriately may be liable for disciplinary action in line with organisation procedures.

Alcohol and drugs:

Use of drugs and alcohol during working hours is not permitted. If an employee is suspected of use during working hours, the employee may be subject to disciplinary action under the organisation's disciplinary policy.

Workers must not be under the influence of drugs or alcohol during working hours and must not support or influence others to use alcohol or drugs. Workers suspected of using or dealing drugs in the workplace will be reported to the police.

The organisation's Alcohol and Drugs policy contains more information on this area.

Health and safety:

Any accidents, however minor they may appear, must be recorded in an organisational accident book as soon as possible. There is an accident book at each of our working sites, including one on the Scran Van.

Workers are responsible for ensuring they are familiar with the organisation's health and safety policies and procedures, including the consequences of breaching these.

If workers are attending the premises of a third party or service user, they are required to familiarise themselves with the applicable policies and procedures.

Workers must ensure they handle any hazardous materials with care.

Breaching any rules surrounding health and safety may lead to disciplinary action. A breach may be considered gross misconduct which can result in summary termination of employment.

Smoking and Vaping:

In accordance with the Health Act 2006, the organisation does not permit smoking in the workplace, either on organisation premises or in organisation vehicles. Scran Academy promotes a working environment which is smoke-free, pleasant and healthy. This prohibition extends to the use of e-cigarettes and Vapes.

The organisation's Smoking and Vaping Policy contains more information on this area.

Bribery:

Bribery is, in the conduct of the organisation's business, the offering or accepting of any gift, loan, payment, reward or advantage for personal gain as an encouragement to do something which is dishonest, illegal or a breach of trust. Bribery is a criminal offence.

Workers will face disciplinary action if it is discovered that they have accepted, offered or given any bribe, which could include dismissal for gross misconduct. Accepting a bribe also carries separate criminal liabilities for the employee personally and for the organisation.

No gift should be given nor hospitality offered by workers to any party in connection with organisation business without receiving prior approval from the employee's line manager.

The organisation's anti-bribery policy contains more information on this area.

Flexibility:

The organisation may request, from time to time, that workers work extra hours at short notice, subject to the needs of the business.

These requests will be made to workers as the need arises through the employee's line manager.

Workers may also be requested to perform work which is additional to their usual duties and/or to carry out their role at a workplace other than their usual location of work.

Confidentiality:

All information gained during the course of your employment is considered confidential, for the duration of your employment and post-employment. Workers are expected to keep this information confidential, unless required by law not to do so.

Competing with the organisation:

Workers who undertake external activities that place them, or could place them, in competition with the organisation may be subject to disciplinary action.

If an employee wishes to undertake other employment while employed by the organisation, permission is required from the employee's line manager.

Young People:

Scran Academy prides itself on always providing young people with the highest standard of care. The needs and general wellbeing of young people is an overarching focus that must be at the forefront of all workers' minds during the performance of their roles. All workers must treat young people with dignity and respect.

Workers must be aware that their behaviour and activities can impact on others, including young people. If a complaint is made by a young person, or their family or support workers etc, workers must not try to resolve these themselves. Instead, workers must refer the complaint to their line manager immediately.

Abuse:

Given the risk of potential abuse to young people we work with, all workers are to be aware at all times of the possibility of abuse.

Abuse of young people is regarded by the organisation as an act of gross misconduct and the allegation could result in summary dismissal, in line with the organisation's disciplinary procedure. Information on the definitions and signs of abuse can be found in the Child Protection Policy

Property and equipment:

Workers who cause any damage to organisation property through misuse, recklessness or carelessness may be required to repay the cost of repair or replacement. The organisation reserves the right to recover this cost by way of a deduction from your salary.

When an employee's employment is terminated, workers must return all organisation property, including IT equipment, stationery, mobile phone or tablet, car and any other items belonging to the organisation.

Searches:

The organisation may require searches to be conducted of workers by authorised persons. Authorised persons are the CEO, the Services and Impact Manager and the Food and Learning Manager. The organisation may reasonably request to search employee's person, clothing, bags, lockers or vehicles.

Only an authorised person will conduct the search, with an independent witness also in attendance. If an employee refuses to permit such a search, the appropriate authorities may be contacted to carry out the search for the organisation.

Failure to permit to a search may lead to disciplinary action. A refusal may be considered gross misconduct which can result in summary termination of employment.

Personal property:

The organisation is not responsible for the loss, theft or damage to any personal property brought by workers on to our premises or stored in organisation vehicles. Workers are responsible for the security and safety of their personal possessions at all times. Workers should keep these items safe in their lockable desk drawers/lockers.

Lost property should be handed to an employee's line manager if found.

Environment:

Scran Academy commits to keep use of consumables to a minimum by promoting the effective and efficient usage of equipment, facilities, supplies and services.

Workers should make every effort to reduce wastage, recycle, turn off excessive lights or heating/cooling equipment, use water resources appropriately and switch off any electronic equipment which is not in use.

Handling money:

Workers that have been authorised to handle monetary transactions on behalf of the organisation are responsible for those transactions they carry out.

If the organisation suffers any loss due to a monetary transaction where the loss is caused by the carelessness or negligence of an employee, there will be a deduction from pay from that employee's salary to cover the loss suffered.

Breaches:

Breaches of this code of conduct are likely to be regarded as an act of misconduct to be addressed under the organisation's disciplinary procedure. Some of the above sections indicate the level of offence that could occur if breaches are found.

Gross misconduct:

The following offences are examples of gross misconduct:

- Unauthorised use of the organisation's assets and equipment.
- Insubordination e.g., refusal to carry out duties or obey reasonable instructions, except where personal safety may reasonably be in jeopardy.
- Intentional sexual harassment, harassment, bullying.
- Serious breach of rules, policies or procedures, especially those designed to ensure safe operation.
- Divulging or misusing confidential information.
- Theft or unauthorised possession of any property or facilities of the organisation or of any employee of the company.
- Consumption of alcohol or drugs, or intoxication by reason of alcohol or drugs, which could affect work performance in any way or have an impact on safety.
- Having illegal drugs in the possession, custody or control of the employee while at work or on organisation premises.
- Defrauding or attempting to defraud the organisation, its customers, clients, service users, suppliers or fellow workers.
- Unauthorised or inappropriate use of email, internet and/or computer systems
- Falsification of organisational records including accounts, expenses claims or self-certification forms.
- Serious damage to organisation property.
- Violent, dangerous or intimidatory conduct.
- Bringing unauthorised person(s) onto organisation premises.
- Conviction of any criminal offence which may render the employee unsuitable for the role.
- Serious abuse of time-keeping and attendance procedures.
- Failure to follow an organisation standard operating procedure.

Declaration

I have received and read the Scran Academy code of conduct and associated policy documents that outline and explains our procedures when working for Scran Academy.

I understand the principles and procedures behind these documents, and agree to abide by them, and accept that any behaviour that would constitute a breach of the policies will result in disciplinary action being initiated.

Signature:

Date:

I agree that a copy of this Code of Conduct will be held securely on my personnel file in accordance with Scran Academy privacy and data protection policies.

Document version control

Version number	Change or update	Author or owner	Date
1.0	First version	Will Bain	30/04/2024