



because everyone remembers their first boss

## Child and Adult Protection Policy and Procedures

March 2021

This policy was developed with the support of NSPCC  
Scotland



### Purpose and aim of the policy

WorkingRite are committed to creating a safe environment in which to work with children, young people and adults at risk of harm. (referred to as child/yp/adult throughout this policy)

The purpose of this policy is to protect children/adults and their families who are involved with WorkingRite from harm and to provide staff with the overarching principles that guide our approach to child/adult protection.

Children, Young People and Adults at Risk of Harm have contact with WorkingRite in many different ways. For example:

- In an education setting where our workers are engaging with pupils
- Through partner referrals of young people to the programme
- As young people work with our Project Coordinators on our programme
- On work placement where young people are being supported by us

This policy applies to **ALL** staff including volunteers (referred to as 'staff' throughout this policy)

## Who is a Child/Adult at risk of harm?

### CHILD

For the purposes of this policy the definition of a 'child' or 'young person' is anyone aged under 18 years of age as supported by the Children and Young Person Act (2014) (Scotland). Where a young person in Scotland aged 16-18 requires protection it must be noted that the Adult Support and Protection (Scotland) Act 2007 legislation may apply.

### ADULT AT RISK OF HARM

An adult at risk of harm is a person (aged 16 years or over) who is:

- unable to safeguard their own well-being, property, rights or other interests
- at risk of harm
- more vulnerable because they are affected by disability, mental disorder, illness or physical or mental infirmity

### **Legal Framework**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children/adults in Scotland.

#### Children and Young People

- Children Act (Scotland) 1995.
- Getting it right for Every Child (GIRFEC) 2005
- The Protection of Vulnerable Groups (Scotland) Act 2007
- Child and Young People (Scotland) Act 2014
- National Guidance for Child Protection Scotland (2014)
- UNCRC

#### Adults at Risk of Harm

- [The Adult Support and Protection \(Scotland\) Act 2007](#)
- [Adults with Incapacity \(Scotland\) Act 2000](#)
- [Mental Health \(Care and Treatment\) \(Scotland\) Act 2002](#)

#### Other legislation

- [Human Rights Act 1998](#)
- [The Data Protection Act 2018](#) (GDPR)
- Disclosure Scotland Act 2020
- Equality Act 2010



because everyone remembers their first boss

## Policy statement

WorkingRite believes that everyone has a responsibility to promote the welfare of all children/adults at risk to keep them safe from harm and practice in a way that protects them. No one who comes onto contact with WorkingRite should ever experience abuse of any kind.

We recognise that:

- the welfare of children/adults at risk is paramount in all the work we do and in all the decisions we take
- all children/adults at risk, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse recognises that additional needs of children from minority ethnic groups and disabled children and the barriers they may face, for example with communication or the impact of discrimination
- some children/adults at risk are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, adults at risk, their parents, carers and other agencies is essential in promoting their welfare.

### **WorkingRite will meet this commitment by:**

- Valuing, listening to and respecting them
- Appointing a Designated lead for adult/child protection, and the CEO who takes lead responsibility for their protection at the highest level in the organisation
- Adopting child/adult protection best practice through our policies, procedures and code of conduct for staff
- Apply safer recruitment of all 'staff' ensuring all necessary checks are made.
- Ensure all staff understand and follow this policy for the protection of children and adults at risk which is reviewed annually.
- Ensure all those involved with WorkingRite and their families know about this policy and what to do if they have a concern by making our policy fully accessible through our website and to our trainees
- Providing effective management for staff through supervision, support, training and quality assurance measures so that all staff follow our code of conduct confidently and competently
- Record, store information and destroy securely in line with data protection legislations and guidance.
- Build culture where staff, volunteers and children/adults know how they are expected to behave and feel comfortable about sharing concerns through various media platforms.
- Use our procedures to manage any allegations against staff appropriately



because everyone remembers their first boss

- Creating and maintaining an anti-bullying environment and ensuring we have a policy and procedure to help us deal with any bullying that does arise
- Ensure we have effective complaints and whistleblowing measures in place
- Supporting children and young people within GIRFEC framework and SHANARRI indicators

## Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents, including:

### Designated Protection Officer (DPO)

Designated Protection Officer (East) – Scott Christie 07527075981

Designated Protection Officer (West) – Tracey Quinn 07741905253

### Role of the DPO and Deputy DPO

- Be the first point of contact for any concerns for all staff
- responsibility to regularly review and update the child/adult protection policy and procedure annually.
- Advise and provide guidance to all staff about welfare, wellbeing and protection issues across children, young people and adults at risk of harm.
- Have a working knowledge of the relevant legislation and national guidance in protecting children, young people and vulnerable adults.
- To act as the first point of contact, source of support, advice and expertise for all staff about the safety and welfare of a child or adult
- Manage all referrals, refer all cases of suspected abuse to the appropriate agency either Social Care and/or Police and ensure that appropriate information is available, confirmed in writing under confidential cover as quickly as possible.
- To be familiar with Adult Protection Committee (APC) and Child Protection Committees (Scotland) (CPC) procedures
- To ensure that WorkingRite's policy and procedure to protect children and adults are implemented and followed and that all staff know where they can find these
- To liaise with appropriate local agencies for support and advice and know where to find local contacts
- Advise and organise mandatory training of all staff about their responsibilities to protect and keep safe children and adults.
- To collect monitoring data on all welfare, wellbeing and protection activities across WorkingRite and evaluate their effectiveness.
- To lead on developing, reviewing, updating and disseminating WorkingRite's Protection policy and procedures and monitoring its implementation
- Support staff after any an incident in relation to child protection and the

young people we support

## This policy follows the 4Rs of Protection

- **Recognise** any concerns for a young person/adult at risk that you are working with, this may be welfare/wellbeing or child/adult protection.
- **Respond** appropriately to any concerns about a child/young person/adult at risk within organisation policy and procedures
- **Refer** – this will be the responsibility of the DPO following discussion with yourself and others. This may include calling **local statutory services or the NSPCC Helpline on 0808 800 5000**
- **Record** – once you have discussed any concerns with the DPO you must record this information using your organisational recording form

## Categories of Abuse

### What is Child Abuse?

Child abuse and neglect is the maltreatment of a child in any form. An individual may abuse or neglect a child or adult at risk of harm directly, or may be responsible for abuse or neglect because they fail to prevent significant harm by another person. 'Significant Harm' is circumstances where "a child or young person's basic needs are not being met in a manner which is appropriate to his or her individual needs and stages of development and the child is. It can occur within a relationship of trust and can happen to a child/adult regardless of their age, gender, race, disability or ability, sexual orientation, religion or socio-economic status.

The main types of abuse are: **physical, emotional, sexual and neglect.**

Children/young people and adults at risk of harm may be abused in a family or in residential care or in the community, including artistic and sporting activities by any individual known to them or by a stranger.

Children with disabilities are at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse has occurred.

The lists below must **not be used as a checklist** but will give some guidance on how to recognise child abuse and neglect. Different types of abuse may overlap or co-exist.

**Physical Abuse** - is the causing of physical harm to a child or young person and 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 (this is known as fabricated or induces illness).

**Emotional Abuse** - is 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 on a child. It may involve causing children to feel frightened or in



because everyone remembers their first boss

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.

**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. Child sexual exploitation involves a young person under the age of 18 being manipulated, forced, pressurised or coerced into taking part in a sexual act in exchange for something.

**Neglect** - 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. In its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation.

#### **Other areas to be aware of:**

**Bullying or Cyber-Bullying** - Cyberbullying, is often the same type of behaviour as other bullying, for example name-calling, spreading rumours and leaving people out, but it takes place online, on social networking sites, in chatrooms, and via mobile technologies, gaming and instant messaging platforms. The impact of this is as hurtful and damaging as other forms of bullying behaviour. Advances in technology are simply providing an alternative means of reaching people – where malicious messages were once written on school books or toilet walls, they can now be sent via mobile phone or the internet, making their reach greater, more immediate and much harder to remove or erase.

Some online behavior is illegal. Children and young people need to be made aware of the far-reaching consequences of posting inappropriate or harmful content on forums, websites, and social networking platforms.

WorkingRite will not condone bullying inflicted on or by children.

Any physical violence by children on their peers during activities at WorkingRite should be stopped immediately. Any sexist, racist or other derogatory remarks will be highlighted as unacceptable. In addition and where other forms of bullying are present, WorkingRite staff will raise their concerns with the DPO who will in turn address the issue directly with the children involved.

Where bullying outside the activity is highlighted by a child as an issue, WorkingRite staff will discuss the issue with the DPO to explore possible action. This may include notifying the parent or carer of the issue.



because everyone remembers their first boss

WorkingRite staff have a responsibility to take the necessary steps to stop and report all incidents of harm against children witnessed in working with our young people. Staff should report any concerns to the DPO to agree appropriate action to take.

## **Child Sexual exploitation**

Child sexual exploitation is a form of child sexual abuse in which a person(s), of any age takes advantage of a power imbalance to force or entice a child into engaging in sexual activity in return for something received by the child and/or those perpetrating or facilitating the abuse. As with other forms of child sexual abuse, the presence of perceived consent does not undermine the abusive nature of the act of children or young people, and victims can be boys or girls. For more information [The Signs, Help and Advice | Child Sexual Exploitation \(csethesigns.scot\)](#)

## **Female Genital mutilation (FGM)**

FGM is the partial or total removal of external female genitalia for non-medical reasons and is an offence in Scotland to carry out this procedure or carry it out (or arrange to carry it out) [Protecting children from female genital mutilation \(FGM\) | NSPCC Learning](#)

A 24 hour FGM advice line is available through the NSPCC by calling: **0800 028 3550**

## **Forced Marriage**

Forced marriage - is considered to be an abuse of human rights. Children and young people are protected by the **Forced Marriage etc. (Protection and Jurisdiction) (Scotland) Act 2011**. Further information can be found by calling the forced marriage Helpline on **0800 027 1234** which is open 24 hours or by visiting: [Forced marriage in Scotland - mygov.scot](#)

## **Social Media and Online Safety**

There are many benefits for children and young people when using social media and can be a benefit to organisations but there are risks when using social media to communicate with children. more information can be found at [Social media and online safety | NSPCC Learning](#)

## **Adult Protection**

An adult at risk of harm is a person (aged 16 years or over) who: is unable to safeguard their own well-being, property, rights or other interests. is at risk of harm. is more vulnerable because they are affected by disability, mental disorder, illness or physical or mental infirmity.

What is harm?

Harm includes all harmful conduct; and in particular includes:



because everyone remembers their first boss

- conduct which causes physical harm
- conduct which causes psychological harm, for example, causing fear, alarm or distress
- unlawful conduct which appropriates or adversely affects property, rights or interests – for example, theft, fraud, embezzlement or extortion
- conduct which causes self-harm

As with child protection, abuse of adults includes physical, emotional, neglect (and acts of omission) and sexual abuse. Further categories include financial or material:

## **Procedure to follow if concerned** - references and linked to overall policy

Procedure for concerns for an adult or young person at risk of harm with clear actions to be taken with timescales – Appendix 1

## **Code of Conduct where a disclosure is made**

### **Disclosure of abuse, what to do (Respond) (including historical abuse)**

Adults don't always recognise, understand or react appropriately when a child/young person or adult starts to tell them about experiences of abuse and that this can mean that they don't get the support they need. **If a child/adult discloses abuse, remember that this may be the beginning of a legal process, as well as of a process of recovery. Legal action against a perpetrator can be seriously damaged by any suggestion that the child/adult has been led in any way.**

The following guidance should be followed as far as possible:

- Show them you care, help them OPEN UP. Give them your full attention and you're your body language open and encouraging. Be compassionate, be understanding and reassure them their feelings are important. Phrases like "you've shown such courage today" help.
- Take your time SLOW DOWN. Respect pauses and don't interrupt them – let them go at their own pace. Recognise and respond to their body language. And remember that it may take several conversations for them to share what's happened to them.
- Show you understand REFLECT BACK. Make it clear you're interested in what they're telling you. Reflect back what they've said to check your understanding – and use their language to show its their experience.

Staff should be aware that:

- it is **not their responsibility to investigate** suspected cases of abuse
- they should not take any action beyond that in their organisations procedures **and**



- they cannot promise a child/adult complete confidentiality – they must explain that they may need to pass information to other professionals to help keep the child or other children safe.

**If we have concerns, we MUST ACT** – it may be the final piece of the jigsaw that is needed to protect that child, or we may prevent other children from being hurt.

If the child/adult decides to withdraw at this stage, the adult should stress that they can have further discussions in the future – that there will always be someone to listen to them. They should also be given alternative sources of support such as the telephone number of **Childline – 0800 11 11**. However, the child/adult should also be told that their current concerns will be passed on.

- **Affirm their feelings** as expressed by them (show empathy).
- **Ask open, non-leading questions – Remember it is not your role to investigate** Keep questions to the absolute minimum necessary to ensure a clear and accurate understanding of what has been said.
- **Re-assure** that they are being courageous in ‘telling’.
- **Do not make value judgements** about an alleged abuser/s and what has taken place.
- **Explain that information will be passed on** to another member of staff and explain why this is important.
- **Explain the next step, be open and honest**, reassure that they will be kept informed of what is happening and will be supported as appropriate. Any information subsequently shared with the child/adult should always be appropriate to their age and stage of development and should not breach the confidentiality of any other parties involved.
- **Treat the allegation very seriously** and report it immediately to DPO/Depute DPO/Establishment Head.
- **Write down** exactly what you have been told using the pro-forma shown in this guidance. Always try to record what the child/adult said (if a verbal allegation) and the words they used. If the allegation came to light through other sources (e.g. drama, play etc.), include any original material (if available) with the completed pro-forma. A copy of the record may be required (at a later date) as part of the child/adult protection process or as evidence for future criminal prosecution.
- **Remember that the child’s/adult’s welfare is paramount** even where the child’s parents/carers are considered to be the primary client(s) of your service.
- **On no account speak with the parent/carer** about what has happened until the DPO has advised on the next step.
- **Where the need for urgent medical intervention** is indicated, the DPO must take action to ensure medical treatment. First aid and urgent removal to hospital accompanied by an appropriate staff person will be a priority, followed by immediate notification to Police, as appropriate.
- **Ask for support.** It is recognised that dealing with child/adult protection concerns can have stressful consequences for workers so the provision of support is essential
- DPO to make decision to refer to statutory agencies with timescales, option to consult with others
- Discuss concerns with DPO – it is not staff responsibility to deal with concerns on their own



because everyone remembers their first boss

- Escalation of concerns – clear roles and responsibilities.
- Include immediate danger/medical attention

Children and young people from birth to 18, or beyond if still in school, may have a Named Person to help support their wellbeing within the GIRFEC approach (this needs to be checked if applicable within your own area). The Named Person is a central point of contact if a child, young person or their parent(s) want information or advice, or if they want to talk about any worries and seek support. They can also, when appropriate, reach out to different services who can help. The Named Person will be the headteacher, or guidance teacher or other promoted member of staff - for a school age child. For Pre-school children this will be their health visitor

The Named Person will be a point of contact for any concerns about a child's welfare and wellbeing, the Named Person will carefully consider the situation by asking five questions:

- **What is getting in the way of this child's or young person's wellbeing?**
- **Do I have all the information I need to help this child or young person?**
- **What can I do now to help this child or young person?**
- **What can my agency do to help this child or young person?**
- **What additional help, if any, may be needed from others?**

Once they have considered the situation, a Named Person will discuss this with the child's parent(s) and other appropriate professionals if required, to assess what needs to be done to improve the child's or young person's wellbeing. They may plan what action(s) will be taken next and arrange appropriate review dates for the plan. Each situation and concern will be unique to the child or young person, and the way they are supported will be tailored to their individual needs. If a matter is serious enough then a referral will be made to Social Work Services or Police Scotland (please note if named person is not in place within the local authority area the child lives in you can call your local social work office or NSPCC on 0808 800 5000 to discuss your concerns)

### **Escalation process – what to do if concerns are not being appropriately acted upon.**

Escalating is the course of action that should be taken when there are concerns that a child's/adults safety is compromised and the current action of WorkingRite is not supporting the protection of a child or adult at risk of harm. This also applies if WorkingRite has concerns that an external agency is not acting on concerns appropriately.

If you have concerns about the safety or welfare of a child/adult and feel they are not being acted upon by your DPO you can take further advice from social care yourself, contact the NSPCC Helpline however in the first instance, the aim should be to resolve the disagreement at the lowest level between those involved. If this fails, the matter will be raised with WorkingRite for further discussion and agreed course of action. A record of all conversations and actions must be kept.

**WorkingRite acknowledge that:**



because everyone remembers their first boss

- Problem resolution is an integral part of professional co-operation and joint working to protect children/adults.
- Professional disagreement requires resolution in a constructive and timely fashion.
- At no time must professional disagreement distract from ensuring the child/adult is safe.
- The aim must be to resolve a professional disagreement at the earliest possible stage.

## **Managing Allegations against staff and volunteers**

Any concerns about the welfare of a child or vulnerable adult arising from alleged poor practice, abuse or harassment by an employee of WorkingRite must be discussed with the DPO and reported immediately (see appendix 2)

Concerns about a member of staff may fall into any of the following three categories where someone has;

- Behaved in a way that has harmed the child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to as a member of staff s/he is unsuitable to work with children

## **Supporting Employees**

- Employers have a duty of care to their employees. They should ensure they provide effective support for anyone facing an allegation and provide the employee with a named contact if they are suspended.
- Suspension should be carefully considered and is not automatic, however in the interests of protection of both the young person and staff member suspension without prejudice will be considered whilst investigations are carried out
- It is essential that any allegation is dealt with very quickly, in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation
- All options to avoid suspension should be considered prior to taking that step.

Where it is clear that an investigation by the police is unnecessary, the DPO should discuss the next steps with the head or the organisation and HR.

- Keep Records on an individual's file until retirement or 10 years if that will be longer.
- Decisions regarding suspension are with the employer
- If WorkingRite removes an individual (paid or unpaid) from work such as looking after children or adults (or would have, had the person not left first) because the person poses a risk of harm to children or adults, the organisation must make a referral to the Disclosure Scotland. It is an offence to fail to make a referral without good reason

## **Whistleblowing**



because everyone remembers their first boss

WorkingRite understand that staff and volunteers will often be the first to know when someone inside or connected with the organisation is doing something illegal, dishonest, or improper, but may feel apprehensive about voicing their concerns. However, it is in the interest of everyone, and the organisation that individuals with knowledge of wrongdoing are supported in reporting such behaviour. (See Appendix 3 Whistleblowing policy)

Any individual with knowledge of any such activities should inform their DPO who will take the matter further as appropriate and necessary or alternatively call NSPCC Whistleblowing advice line on 0808 028 0285.

## **Recording, storing and sharing information**

Sharing information appropriately and in a timely fashion is a very important part of keeping a child safe from harm. Care must also be taken to ensure that both adults and children confidentiality is maintained and that information is handled and disseminated on a need to know basis only. Individuals must be confident that information held about them by WorkingRite will only be disclosed to others either with their consent or when there is a legal duty to do so.

The principles of the Data Protection Act 1998 must be adhered to when handling personal information, that is: personal information is obtained and processed fairly and lawfully; only disclosed in appropriate circumstances; accurate, relevant and not held for longer than necessary; and kept securely. The Act allows for the disclosure (in other words, sharing) of personal information without consent of the subject in certain conditions, including for the purposes of the prevention and detection of a crime, for example where there is a child protection concern.

It is best practice to gain verbal or written consent from a parent/carer/guardian before any personal contact data relating to them is shared with another organisation (such as children's social care). However, you may not need to seek consent to share information if it might be unsafe to seek (e.g. seeking consent might increase the risk to the child) or causes an unjustified delay or if it would prejudice the prevention, detection or prosecution of a serious crime. The most important consideration is whether the child needs to be protected. If in doubt about whether to share information with parents about this, advice should be sought from children's social care or the NSPCC helpline.

The principles for information sharing are that it is necessary and proportionate; relevant; adequate; accurate; timely; secure; and that a record is kept of having shared the information.

**Information-sharing for child protection: general principles:** The wellbeing of a child is of central importance when making decisions to lawfully share information with or about them.

- The wellbeing of a child is of central importance when making decisions to lawfully share information with or about them.
- Children have a right to express their views and have them taken into account when decisions are made about what should happen to them.
- The reasons why information needs to be shared and particular actions taken should be communicated openly and honestly with children and, where appropriate, their families.



because everyone remembers their first boss

- In general, information will normally only be shared with the consent of the child (depending on age and maturity). However, where there is a risk to a child's wellbeing, consent should not be sought and relevant information should be shared with other individuals or agencies as appropriate.
- At all times, information shared should be relevant, necessary and proportionate to the circumstances of the child, and limited to those who need to know.
- When gathering information about possible risks to a child, information should be sought from all relevant sources, including services that may be involved with other family members. Relevant historical information should also be taken into account.
- When information is shared, a record should be made of when it was shared, with whom, for what purpose, in what form and whether it was disclosed with or without informed consent. Similarly, any decision *not* to share information and the rationale should also be recorded.
- Agencies should provide clear guidance for practitioners on sharing information. This should include advice on sharing information about adults who may pose a risk to children, dealing with disputes over information-sharing and clear policies on whistle-blowing.
- It is not necessary to seek consent when there is legislative requirement to share information; for example, when making a referral to the Children's Reporter, or the prevention and detection of crime.

(adapted from National Guidance Child Protection Scotland 2014)

#### External request for information

When information is requested by other organisations this must be passed to the DPO for consideration who will discuss with the relevant staff before a decision is made. A decision to share information or not must be recorded and stored appropriately.

#### Disclosure

When a child/adult discloses something to you that causes concern (whether historical or not) it is important to clearly record this information. Any concerns about a child/adult at risk of harm must be recorded within 24 hours by the individual who identified or to whom the disclosure was made regardless of whether or not it will be ultimately passed on to the statutory authorities.

#### Storage

WorkingRite adheres to the NSPCC Child Protection records retention and storage guidance

[Child protection records retention and storage guidelines \(nspcc.org.uk\)](https://www.nspcc.org.uk/child-protection-records-retention-and-storage-guidelines)

## **SOCIAL MEDIA**

It is recognised that Social Media sites have become a significant way of life for many people and that, when used appropriately, are a positive way of keeping in touch with friends and colleagues as well as providing an opportunity to communicate through media.

There are instances, however, where these sites can be used inappropriately in terms of content or substantial use during working hours.



because everyone remembers their first boss

- A staff member should not refer to any confidential information relating to their employment. This includes potentially sensitive or confidential information about WorkingRite
- Any misuse of a Social Networking site including acts committed that may bring WorkingRite into disrepute, may result in disciplinary action against the staff member and could constitute gross misconduct.
- Social Networking sites should not be used for accessing or sharing illegal content.
- If a member of staff is concerned by information or content posted on one of WorkingRite's official sites (i.e. Twitter, Facebook, YouTube, Instagram) they should raise this concern with their DPO/line manager.
- Staff should refrain from using language which could cause offence to others.
- Privacy should be respected always – if a staff member wishes to post a photograph or information on an individual, they should gain prior permission from the individual and must not be posted on personal pages.
- Viewing and updating personal sites is not permitted during working times. Reasonable access of these sites is acceptable during breaks and lunch periods.
- Staff must not friend/follow on their personal sites those that attend WorkingRite under any circumstances

### **Photography**

Permission must be sought to use imagery of participants in any activities of WorkingRite It must be made clear where the photographs/videos are to be used. (Appendix 4 Photography filming and Media consent form)

### **Recruitment and Employment**

WorkingRite will take all reasonable steps to prevent unsuitable people from working with children and adults. All staff and volunteers will be interviewed, require to be members of PVG and have two suitable references of their suitability to work with children/young people/adults.

WorkingRite will ensure that all employees who come into contact with children and adults will be PVG (Disclosure (Scotland) Act 2020) registered to ensure that the employee is not barred from working with children or adults.

### **SELECTION**

- All applicants, for paid and unpaid positions, will complete an Application Form including a self declaration and disclosure form (Appendix 5)
- Shortlisted applicants will be invited to attend an interview.
- Shortlisted applicants will be asked to provide references, and these will always be taken up prior to confirmation of appointment.
- We will follow up each reference with a telephone call or personal contact, during which we will discuss the applicant's suitability to work with children/vulnerable adults.

### **TRAINING**



because everyone remembers their first boss

- successful applicants will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure.
- Relevant training and support will be provided on an ongoing basis, and will cover information about their role and opportunities for practising skills needed for the work.
- Training on specific areas such as Health & Safety, Identifying and Reporting Abuse, and Confidentiality, will be given as a priority to new staff and volunteers and will be regularly reviewed.
- Trustees to complete annual declaration of criminal and financial self declaration form (Appendix 6)

## **SUPERVISION**

- All staff and volunteers will have a designated line manager, who will provide regular feedback and support.
- Every member of staff will receive Child Protection training as part of their induction to WorkingRite and continued CPD
- Every member of staff and volunteer will attend an Annual Review, where their performance, skills, motivation and expectations will be discussed. Annual Reviews will be recorded and copies made available to staff member/volunteer.

## **Recruitment of Ex-offenders**

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

- We will request the appropriate level of PVG only where it is necessary and relevant to the position sought.
- Where a position requires a PVG, we will make this clear on the application form, job advert and any other information provided about the post.
- At interview, we will ensure that open and measured discussions can take place about offences.
- Failure to reveal information at interview, that is directly relevant to the position sought, could lead to the withdrawal of an offer of employment.
- At interview, or when receiving a PVG which indicates a conviction, we will take into consideration the following: -
  - Whether the conviction is relevant to the position being offered
  - The seriousness of the offence revealed
  - The length of time since the offence took place
  - Whether the applicant has a pattern of offending behaviour
  - Whether the applicant's circumstances have changed since offending took place



because everyone remembers their first boss

We will ensure that all our staff members/volunteers involved in the recruitment process are aware of the Policy and have received relevant training and support.

### **Safeguarding Children in Work Placements**

WorkingRite recognises its responsibilities to ensure that all children and young people involved in work placements, are protected by adequate procedures to safeguard their welfare. To meet these responsibilities, WorkingRite requires all employers who provide work experience opportunities, to confirm their agreement to provide the safeguards stated below.

1. The employer agrees to monitor the young person's welfare, and to take appropriate action should any suspicions of improper conduct arise.
2. All students and apprentices, who will be in the workplace, will have a designated supervisor.
3. Ensure that the supervisor/employer has completed and signed the welfare declaration before the young person takes up the placement (Appendix 7)
4. This supervisor will be made aware of WorkingRite's Child Protection policy, and will be given basic guidance on relevant issues.
5. The employer will build a relationship of trust with the young person, to the point where he/she feels confident enough to raise concerns about his/her welfare, should they arise.
6. The employer agrees to notify WorkingRite of any such issues immediately.
7. WorkingRite agrees to nominate an appropriately trained member of staff to be the first line contact on issues of child protection. This contact will brief the employer, and supervisor, prior to the young person commencing the placement, and will be available to give advice on any issue which may arise.

### **Learning and development**

WorkingRite has a responsibility to ensure all new staff undertake an induction programme. As part of this induction programme, WorkingRite will ensure all staff are made aware of and understand their responsibilities in respect of its Protection Policies. Child Protection Training will be undertaken by all staff and refreshed 3 yearly. This will apply also to Charity Trustees.

### **Other sources for help**

NSPCC – 0808 800 5000





because everyone remembers their first boss

Childline [www.childline.org.uk](http://www.childline.org.uk) 0800 1111

NETAWARE – Guide to apps, games and social media [Net Aware: Your guide to social networks, apps and games \(net-aware.org.uk\)](http://Net Aware: Your guide to social networks, apps and games (net-aware.org.uk))

CEOP – Child Exploitation Online Protection [www.ceop.police.uk/saety-crime](http://www.ceop.police.uk/saety-crime)

thinkyouknow - online safety education programme for CEOP [www.thinkyouknow.co.uk](http://www.thinkyouknow.co.uk)

Social Work – (insert local office number here)

Police Scotland – 101 or 999 for emergency

This policy came into force on March 2021

We are committed to reviewing our policy and good practice annually.

This policy and accompanying procedures were last reviewed

on.....31/03/21 ..... (date)

Signed:  .....  
**Tracey Quinn, Head of Operations**

Date: .....31/03/2021.....

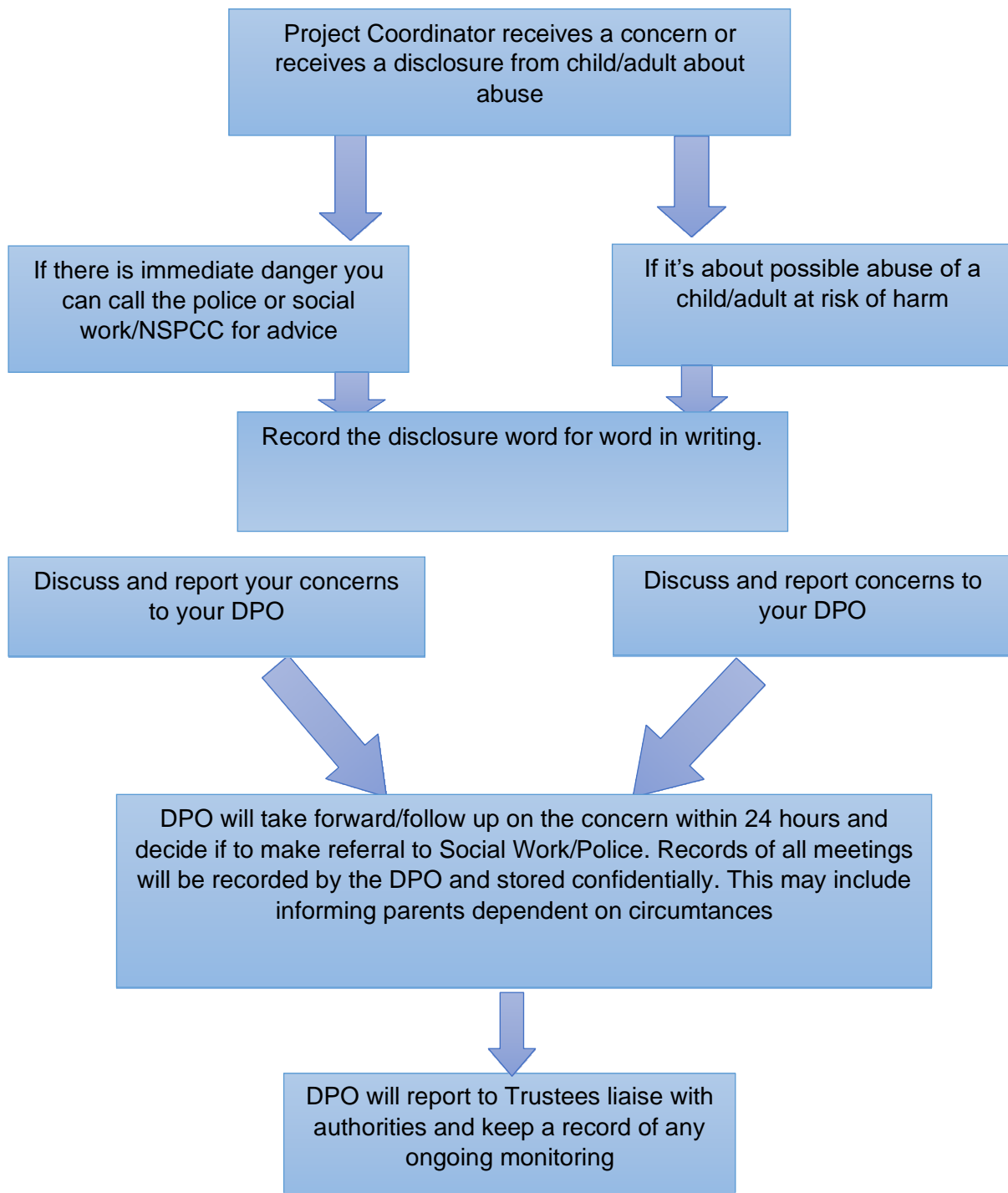
Policy approved & reviewed by Trustees

on.....08/04/21 ..... (date)

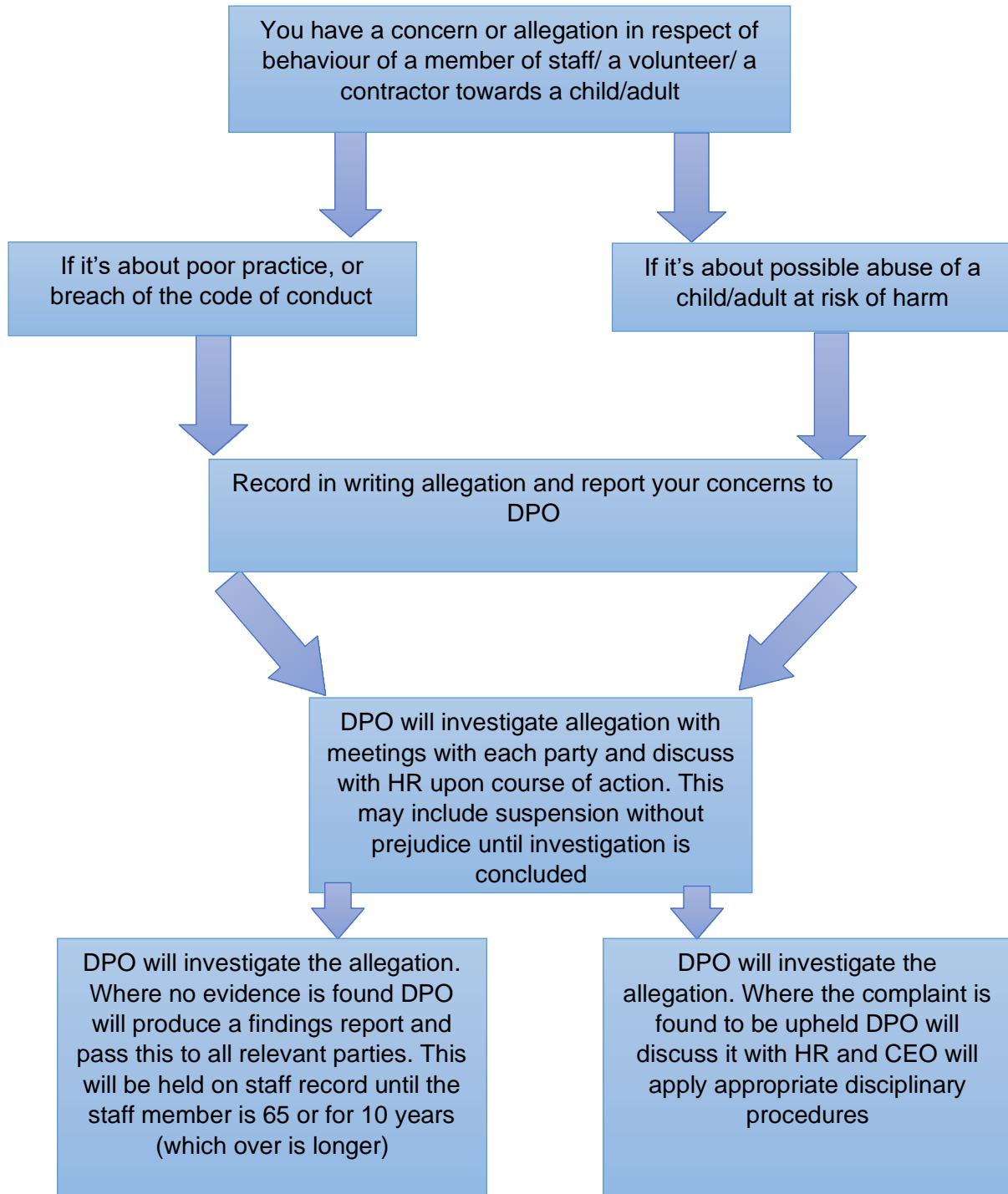
Signed:  .....  
**Dennis Murphy, Chief Executive Officer**

Date: .....08/04/21.....

## Appendix 1..Disclosure/concern for a child, young person or adult at risk of harm



## Appendix 2 - Allegations against WorkingRite staff





because everyone remembers their first boss

**Appendix 3 – WorkingRite Photography, filming and media consent form**

**Appendix 4 WorkingRite Whistleblowing Policy**

**Appendix 5 Self declaration and disclosure form**

**Procedure for working in partnership with other organisations/Work Placement providers**

**Appendix 6 Trustee annual criminal/financial declaration**

**Appendix 7 WorkingRite Welfare Declaration**