



## OYCI Child Protection Policy and Procedures

Updated 18 February 2025

### Child Protection Policy Statement

OYCI is fully committed to promoting children's rights, notably their right to be protected from harm, abuse and exploitation and to be involved in any decisions that directly affect them. OYCI 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 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.

OYCI 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 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 organisation's purpose, values, structure and services
4. Responding to urgent situations where you believe a child may be in immediate danger:

#### Call 999

- Do not put yourself at risk of harm by challenging anyone especially if they appear to be under the influence of drink/drugs, are acting violently or unpredictably
- Make a note of any important information e.g. car registration, location, time, description, witnesses

If not in immediate danger, follow child protection procedures and child protection lead will call 101.

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Incident report needs to be done asap and focus on fact not opinion; each staff member needs to complete a separate report. Differentiate what you've heard from others from facts and identify where information came from when making notes.

5. 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, specifically workers will adhere to the following requirements:
  - a. **Delivery in schools during school hours:** one staff member can deliver a session/meet with young people – as schools have a number of trained first aiders our worker does not necessarily need to be first aid trained as long as first aid trained school staff are available. Workers should try to minimise situations where they are alone with a young person in a confined area, if for example they were in a classroom alone with a young person they should keep the door open and take other sensible measures to ensure everyone is kept safe, for example telling another staff member that they need to speak to a young person alone/in a closed environment (this might be needed if a young person was especially upset or wanted to make a disclosure to a member of staff).
  - b. **Delivery in schools after school hours:** see 'delivery in external premises' as outlined below.
  - c. **Delivery in our base/external premises:** 2 or more staff present, one of whom is first aid trained and minimise instances where alone with a young person. Staff can be alone with a group of young people during delivery – for example if splitting into two groups in two different rooms of the base to work on different activities. Or if a young person needed first aid, or a young person was particularly upset. Unobserved 1-2-1 contact should be avoided wherever possible
  - d. **Outdoors delivery:** due to the increased risk in an outdoor setting, staffing requirements will be in line with the risk level of the activity as follows:
    - High risk – in-house delivery in an environment where emergency access and/or public services are restricted; the environment itself poses risk e.g. water risk, woodland areas, hills or uneven terrain etc.
    - Medium risk – a) delivery by a duly qualified and insured third party of any outdoor and/or adventurous activity. b) in-house delivery of outdoor activities in a publicly accessible area
    - Low risk - in-house delivery of activities in a controlled area, including work with approved partner organisations, for example in the Ben Cleuch Garden

High risk	Minimum 3 staff and compliance with relevant adult/child ratios.
Medium risk	Minimum 2 staff as well as any third party instructors/staff
Low risk	Minimum 2 staff

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If in doubt as to the correct risk level, staff should consult with the Chief Officer or other qualified staff for guidance. Risk assessments for outdoor activity should include procedures for emergency evacuation where necessary.

- e. **Giving young people lifts:** this is something to be avoided if possible, however not giving a young person a lift may present more risk to the young person than giving them a lift. For example, an instance where a parent has not picked up their young person from provision, they have no way of getting home and can't access taxis/public transport. In such instances ideally a second staff member is in the car, but if this isn't possible the staff member should advise colleagues/Chief Officer, the young person/people should sit in the back of the car for the duration of the journey. The staff member should make a note of the date and the times of the journey.
6. Ensure that all workers understand their obligations to report care or protection concerns about a child/young person, or a workers conduct towards a child/young person, to the organisation's designated person for child protection
7. Ensure that all procedures relating to the conduct of workers are implemented in a consistent and equitable manner
8. Ensure that the designated child protection officer understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. police and/or social work)
9. Ensure that the organisation meets all its responsibilities in adhering to the requirements of the Protection of Vulnerable Groups (PVG) Act 2007
10. 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
11. 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
12. Endeavour to keep up to date with national developments relating to the care and protection of children and young people

## CHILD PROTECTION PROCEDURES

### Section 1 - Introduction

- OYCI 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 OYCI Trustees are responsible for developing and reviewing the organisation's Child Protection Policy statement and other care and protection policies and guidelines.

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However, all workers (paid or unpaid) for OYCI 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 OYCI a Duty of Care for the children and young people we work with. OYCI 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. OYCI will constantly strive to provide a safe environment, free from any forms of abuse, for all the young people in its care. OYCI understanding of abuse can be found in Appendix 2
- OYCI has a commitment to children's rights, notably their right to be protected from harm, abuse and exploitation and to be involved in any decisions which directly affect them

## Section 2 - Recruitment

OYCI 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 OYCI in young person facing roles. Some administrative/back office roles may not be considered 'regulated work' and therefore will not require PVG, these will be considered on a case by case basis:

- All applicants (staff and volunteers) will be asked to complete an application form or send in a CV and covering letter
- All applicants (staff and volunteers) will be asked to complete a self declaration form
- All successful applicants (paid and unpaid positions) will be asked to provide 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 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
- 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 - Training

All newly appointed staff and volunteers at OYCI in 'regulated work' positions, and Trustees, 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

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- Details of the organisations aims and objectives will be provided
- An assessment of staffs (paid and unpaid) training and development requirements will be completed
- The 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
- All staff and volunteers must agree and sign up to the organisations Child Protection Policy and procedures
- Training, information and a copy of the organisations Code of Conduct will be provided
- The contact details and roles and responsibilities of the organisations 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 Trustees. 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.

As a worker or volunteer your role in child protection is not to investigate or decide if abuse has taken place. Your role is to observe, record and report. The following steps (over page) should be followed in response to suspicion or allegation of abuse:

Where an allegation is made against an OYCI 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, we 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. The form for referral to Disclosure Scotland is available on the Government website [www.scotland.gov.uk](http://www.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:

### 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.



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## **Listen and take the allegation seriously**

Listen to what the child or young person is saying. 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. Try to 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.

## **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.

## **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 Child Protection Officer or Trustee, who should refer the case to the appropriate authorities.

**Child protection Officer:** Shona Ulrichsen, tel: 07962208142

**Trustee:** Chairperson Christine Arjun, tel: 07807451290

Wherever possible you should try not to discuss any concerns that you have about a child or young person in a way that may lead others to suspect that they are being abused.

## **Record**

If you are able to, make brief notes during the 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).

## **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 Officer or Trustee. If appropriate, the Child Protection Officer or Trustee will arrange additional support for you.

**Child protection Officer:** Shona Ulrichsen, tel: 07962208142

**Trustee:** Chairperson Christine Arjun, tel: 07807451290

## **Section 6 -**

## **Protection of Workers who report care and protection concerns**

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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**

OYCI is committed to the safe and secure management of confidential information. All personnel information, including volunteer information, is kept digitally password controlled, or 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.

OYCI 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.

## **Section 8 - Review of Child Protection policy and procedures**

This policy and procedures document will be reviewed annually by the Trustees and all staff and volunteers will be notified of any changes.

This policy has been approved by: Christine Arjun, Chairperson

On behalf of: OYCI Trustees

Date: 13 March 2023

Signed: Christine Arjun

*Reviewed by Board and updated 21 May 2024*

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## 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 Child protection Officer or Trustee in a sealed envelope
- The Child Protection Officer or Trustee should contact the appropriate Social Work Dept/Police

Name:

Date:

Who is putting the child/young person at risk? (eg staff member, family member)

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

Outline your reasons for concern:

Key Points



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

Signature:

Designation:

Date:

Follow up action taken by Child Protection Officer or Trustee:

Signature:

Designation:

Date:

## APPENDIX 2

### OYCI - Understanding of Abuse

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

#### 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 a proper risk assessment of the activity.
- 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

#### 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

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- 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

## 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

## Sexual Abuse

Any child or young person below the age of 18 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.

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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

## **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 be allowed or go unchallenged:

- Bullying of any form, including name calling or constant criticism
- 'Picking on' a young person because of their family background, manner of dress or physical characteristic
- Racism or sectarianism if any form
- Favouritism and exclusion - all young people should be equally supported and encouraged
- Abusive language or gestures