

Child and Adult Protection Policy and Procedures

Last Updated September 2022



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1. POLICY STATEMENT

1.1. INTRODUCTION

This policy covers all individuals working at all levels and grades for the BIT Collective and follows the [National guidance set out by Scottish Government](#). This may include senior managers, officers, directors, employees, freelance workers, contractors, part-time and fixed-time employees, casual staff, volunteers and performers ('staff' or 'volunteers').

The BIT Collective has two Designated Child Protection Officers:

Luisa Brown - Safeguarding Team	luisabrownmusic@gmail.com 07794426805
BIT Collective Welfare Officer	bitcollectivewelfare@gmail.com

The purpose of this policy is:

- To protect children/young people and adults at risk of harm who receive the BIT Collective services.
This includes the children of adults who use the service.
- To provide staff and volunteers with the overarching principles that guide our approach to protecting all children/young people and adults at risk of harm from abuse.
- To ensure all staff are clear about how to identify and respond to concerns about child welfare and wellbeing and especially those that are of a child protection nature.
- To ensure all staff have a clear understanding of the principles and practice involved in the protection of children within the Scottish Government GIRFEC (Getting it Right For Every Child) framework and applying the principle that every child in Scotland has the right to be Safe, Healthy, Achieving, Nurtured, Responsible, Respected and Included.
- To ensure that all staff/volunteers understand the importance of prevention in responding proactively and efficiently to all concerns.

The BIT Collective believes that a child/young person or adult at risk of harm should never experience abuse of any kind. We have a responsibility to promote the welfare and wellbeing of all children and young people within GIRFEC and keep them safe. We are committed to practice in a way that protects them.

The following policy aims specifically to protect children and adults at risk of harm and includes best practice in terms of Health and Safety and allegations against staff of the BIT Collective.

Staff and volunteers undertaking the BIT Collective projects are issued with a copy of the Child and Adult Protection Policy and agree to comply with this. All staff and volunteers in regulated work involving direct unsupervised communication or contact with children or adults at risk of harm must become members of the Protection of Vulnerable Groups Scheme (PVG).

1.1. AIMS AND OBJECTIVES

The BIT Collective will create a healthy, positive, and safe experience for all participants regardless of race, ethnicity, gender, religion, or sexual identity. Some participants are additionally vulnerable because of the impact of previous experiences, their dependency, disability, communication needs or other issues.

We will achieve this by:

- valuing all participants, listening to and respecting them; recruiting staff and volunteers safely, ensuring all necessary checks are made through PVG membership and references where necessary;
- providing effective management for staff and volunteers through supervision, support and training for child/adult protection where they will be working directly with children and adults at risk;
- establishing procedures to minimise risk to participants by undertaking a risk assessment at the outset of a project
- adopting child/adult protection practices through procedures and a code of conduct for staff and volunteers;
- implementing and maintaining systems for appropriate use and storage of photography and secure storage of child/adult protection concerns;
- allocating each project a Designated Child Protection Officer who will report to the Safeguarding Team;
- sharing information about child protection and good practice with children, parents, staff, and volunteers;
- sharing concerns with agencies that need to know including social work and police, and involving parents and children appropriately.

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

This policy was last reviewed in September 2022

1.2. DESIGNATED CHILD PROTECTION PERSON/OFFICER

The Designated Child Protection Officers (DCPO) for the BIT Collective who are responsible for dealing with any concerns about the protection of children are:

Luisa Brown Safeguarding Team luisabrownmusic@gmail.com / 07794426805

BIT Collective Welfare Officer bitcollectivewelfare@gmail.com

The role of the DCPO is to:

- To act as the first point of contact for staff or volunteers concerned about the safety and welfare of a child
- To be responsible for contacting the Social Work Department in cases where a child/adult is at risk of harm
- To be familiar with Child Protection Committees (CPC) procedures
- To ensure that all staff/volunteers know where they can find the child protection policy and procedures

- To liaise with appropriate local agencies for support and advice and know where to find local contacts
- To organise training of staff about how to respond to child protection concerns and advise of training needs
- To collect monitoring data on all welfare, wellbeing and child protection activities across the organisation.
- To support staff reporting concerns and advise as appropriate and make appropriate decisions about the actions to take to protect children.
- To demonstrate an awareness and understanding of current issues within the field of keeping children and young people safe, such as child sexual exploitation and online safety
- To lead on reviewing, updating and developing the BIT Collective Child and Adult Protection Policy and Procedures and monitoring its implementation

2. PROCEDURES

2.1 CHILD PROTECTION PROCEDURES

If the BIT Collective has any concerns about a child or adult at risk of harm's welfare and wellbeing, the DCPO should call the local social work office or NSPCC on 0808 800 5000 to discuss concerns, or in the case of immediate risk of harm, contact Police Scotland or the local social work office.

2.2 RECRUITMENT

All the BIT Collective personnel will complete a full application form and be subject to interviews by suitably trained staff. Successful candidates who will work directly with children and protected adults must undergo a Disclosure Scotland check by becoming a member of the PVG membership scheme prior to their employment and supply two references noting their suitability to work with children/young people/adults at risk of harm.

Freelance staff in this circumstance must also complete PVG application and submit references from previous projects that they have worked on to provide suitability to work with children/young people/adults at risk of harm.

In accordance with the Disclosure Scotland Code of Practice, the BIT Collective will ensure the following practice:

- Disclosures will only be requested when necessary and relevant to a particular post/role and the information provided on a Disclosure certificate will only be used for these purposes
- The individual's consent is obtained before seeking and using Disclosure information
- Disclosure information will only be shared with the BIT Collective personnel who are authorised to see it in the course of their duties
- Where additional disclosure information is provided to the the BIT Collective this will only be discussed with the applicant should the information have an impact on the outcome of the recruitment process
- Disclosure information will be stored securely for that time and will be accessible only to the BIT Collective authorised personnel. Thereafter, information will be shredded and disposed of through confidential waste

Advice will be sought from child protection agencies (Children in Scotland, NSPCC) to ensure that the BIT Collective's recruitment for personnel who work directly with children follows best practice.

2.3 TRAINING

- All personnel must be made aware of the Child/Adult Protection Policy, including procedures and guidelines.
- Personnel will be notified of updated changes in policy, procedures and guidelines.
- 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.
- Freelance staff will be given the BIT Collective Child Protection policy informing them of responsibilities to report any concerns that they identify.

2.4 DISCLOSURE OF INFORMATION

If a child discloses abuse, remember that this may be the beginning of a legal process, as well as of a process of recovery for the child. Legal action against a perpetrator can be seriously damaged by any suggestion that the child has been led in any way.

The following guidance should be followed as far as possible:

- Remain calm;
- If someone discloses, listen carefully to what is being said, never stop a child or adult at risk;
- Do not promise to keep anything a secret, and do not make promises that you cannot keep;
- Explain that you will need to pass on the information and what action you will be taking;
- Be reassuring that they were right to tell you, and that you take them seriously.
- Do not interrupt;
- Keep questions to a minimum; if you must ask some, keep them open and not leading;
- Do not destroy any evidence;
- Write an account of the conversation immediately. Put the date and timings on it, and mention anyone else who was present.
- Where appropriate use the Child/Adult Protection Concern form (Appendix 3). Then sign it, and hand your record in to your designated child protection officer, who should contact the NSPCC, Police Scotland or local children and family social work office.
- Report the incident immediately following the reporting lines shown in the following diagram;
- Remember that it is not your responsibility to decide if abuse has occurred, but to report what is seen and/or heard.

If accident/incident occurs:

- Make a record of the accident on the Accident/Incident Recording Form (Appendix 4);
- Have the record countersigned by the individual responsible for the child;
- Pass a copy to a Designated Child Protection Officer/ BIT Collective Welfare Officer

2.5 ALLEGATIONS AGAINST STAFF

Any concerns about the welfare of a child or vulnerable adult arising from alleged abuse or harassment by an employee/freelancer of the BIT Collective must be reported immediately to the Designated Child Protection Officer.

In the first instance if a DCPO is the subject of an allegation, it should be made to a separate DCPO.

Staff can also follow the BIT Collective Whistleblowing Policy.

2.6 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
- It is essential that any allegation is dealt with 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

2.7 SUPERVISION

All staff and volunteers will have a designated manager, who will provide regular feedback and support.

2.8 RECRUITMENT OF EX-OFFENDERS

The BIT Collective 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.
- During interviews, 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
 - 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.

2.9 HOW ALLEGATIONS ARE PROCESSED

Where an investigation by the police is unnecessary, the two DCPOs should discuss the next steps.

The BIT Collective will:

- 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 the BIT Collective 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.

2.10. WHISTLEBLOWING

The BIT Collective understands that employees 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.

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

Allegations of malpractice or wrongdoing can be raised through the BIT Collective's Whistleblowing Policy.

2.11. GUIDELINES FOR VISITING GROUPS IN SCHOOLS/COMMUNITY GROUPS WITH MINORS

The BIT Collective will inform schools of their own child protection policies and procedures.

The BIT Collective will be guided by individual schools as to pupil: supervising adult ratio, but reserves the right to end or refuse to provide an activity if it is felt that inadequate supervision is provided for either a school or community group.

The BIT Collective will consult with the schools Depute/Headteacher (Primary School) or pupil support teacher (secondary) if they identify any child protection concerns during their time in the school. This will be recorded as per all concerns using the form in Appendix 3.

DEALING WITH ALLEGATIONS OR SUSPICIONS OF ABUSE

Actions below must be taken immediately.

The recipient of the information informs the young person/people and supervising adult or carer of the BIT Collective's Child Protection procedure and that this will be shared with the DCPO when:

- The concern involves a clear allegation of abuse by the child concerned
- The concern involves immediate risk of harm
- The concern does not involve immediate risk of harm

Contact Police Scotland, Social Work and/or the Local Authority Designated Officer (LADO).

DCPO may take advice from NSPCC or Social Work

In all cases a Child/Adult protection concern form completed by the original recipient of the information (Appendix 3).

Blank forms are kept by Senior BIT Collective Staff members and are taken to all in-person projects in a Health and Safety file.

The DCPO will inform the Welfare Officer what actions have been taken.

The DCPO/Welfare Officer will recommend appropriate next steps:

- DCPO will liaise with the relevant authorities on behalf of the Board, including: Police Scotland, Local Authority Designated Officer, Child Protection, Agencies and line manager to support the child/adult
- Disciplinary and/or criminal action may follow as well at the BIT Collective's disciplinary procedures applying.

The BIT Collective has two Designated Child Protection Officers:

Luisa Brown - Safeguarding Team

luisabrownmusic@gmail.com
07794426805

BIT Collective Welfare Officer

bitcollectivewelfare@gmail.com

3. CODE OF CONDUCT

All personnel and volunteers of the BIT Collective will demonstrate exemplary behaviour in order to protect children and adults at risk of harm and keep themselves safe. Below are the standards of behaviour required of all staff and other personnel engaged on the BIT Collective business:

3.1. GENERAL CONDUCT

All personnel should:

- Ensure that a supervising adult or carer is present for activities and thereby meeting their responsibility for ensuring the safety of those taking part in the activity.
- Wherever possible avoid spending time with young people unobserved.
- Where absolutely necessary invite the young person to bring a friend, move into view of others or leave the door open.
- Where a private conversation is absolutely necessary inform another member of staff of your whereabouts and approximately how long you will be with the young person.
- Workers and volunteers should watch out for each other. Are colleagues being drawn into situations that could be misinterpreted? How colleagues' view each other's practice will be how outsiders will view it including parents.
- Treat all children/adults at risk equally and with respect.
- Be aware of any physical contact with a young person. Where necessary for example when there has been an accident ensure that you are treating the person for the injury. Do not continue with any additional contact wherever it is unnecessary.
- Be an excellent role model – this includes not smoking, drinking alcohol or using inappropriate language while in the company of children.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Gain permission when touch is required. For example, when showing the correct way to use an instrument.

3.2. UNACCEPTABLE PRACTICES

- Do not have or be perceived to have favourites or spend excessive amounts of time with any child away from others.
- Do not give lifts to young people outside agreed activities.
- Do not take young people to your home. Always make sure that you made a record of any home visit and your manager was aware of this.
- Where it is necessary to take a young person in your car ensure that a colleague is aware of this and approximately how long you will be. Take a mobile phone to communicate any reasons for delays. Ask the young person to sit in the back.
- Do not initiate physical contact unless initiated by the child.
- Engage in rough, physical or sexually provocative games, including horseplay.
- Do things of a personal nature that a child could do for him/herself, including dressing, bathing and grooming.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.

- Do not buy goods or use the services of service users or their friends.
- Do not accept any money or gifts from service users. Tell young people of the project policy and ensure the service user does not feel offended.
- Do not give money or gifts to service users.
- Do not borrow money from service users.
- Do not 'friend' or 'follow' on any social media sites.
- Physically restrain a child unless you are trained and the restraint is to:
 - prevent the physical injury of the child/the BIT Collective personnel/member of the public
 - prevent damage to property
 - prevent or stop the commission of a criminal offence.

3.3. 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. Staff should refer to the BIT Collective Online Safeguarding policy and, in particular, note the points below.

- If a member of staff is concerned by information or content posted on one of the BIT Collective official sites they should raise this concern with their DCPO/line manager.
- 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 post on personal pages.
- Staff/volunteers must not friend/follow on their personal sites children or adults at risk that attend BIT Collective events under any circumstances.
- At the start of all the BIT Collective events staff will note that permission for social media posts should be sought from anyone included in photographs/video, in particular if the person posting does not know others.

3.4. PHOTOGRAPHY AND VIDEOGRAPHY

Permission must be sought to use imagery of participants in any activities of the BIT Collective. It must be made clear where the photographs are to be used and is sought in the following ways:

SCHOOLS: head teachers must give written permission for pupils who participate in projects to be photographed/filmed in accordance with the school policy and notify the BIT Collective of any pupils who cannot be included. These pupils must be identified on the day.

WORKSHOPS: members of the public who have booked into workshops and other the BIT Collective events must be emailed prior to the event to inform them that the BIT Collective will be taking photos/filming and requesting confirmation from parents/carers if they or their child do not wish to be photographed/filmed.

EVENTS: signs must be placed at public events to indicate that the BIT Collective will be taking photos/filming and they should note to inform staff if they do not wish their child/young person to be photographed/filmed. Photographers must be briefed accordingly, and if necessary use stickers to identify anyone who doesn't wish to be photographed.

FREELANCE STAFF: contracts indicate that the BIT Collective will take photos/film at events and to note any objection of appearing in these.

3.5 ONLINE WORKING

All the BIT Collective staff, workshop leaders, musicians and participants will be expected to uphold the same level of professionalism as for a live project. This includes using a dedicated and appropriate space/background during the workshop and wearing appropriate clothing.

The BIT Collective requires written agreement from parents or guardians for online working and will provide a practical guide to equipment set-up and expected behaviour for participants and staff.

All online activity will be initiated by a member of the BIT Collective Staff. They will remain a host for the duration of the session(s) and will be available via phone and email for an hour before and after the session for safeguarding, technical support, and content quality if needed.

Sessions will be recorded and stored on a password protected drive for one month after the end of a project for safeguarding purposes only. These recordings will not be shared for any other reason and will be deleted after one month.

Subject to obtaining prior audio, photography and video permissions for participants, members of the BIT Collective Staff may record any part of the workshop for use later in the project or for marketing and fundraising.

Schedules for the project will be sent out in advance. The team should not engage in any individual communication, including one-to-one chat on Zoom or other apps.

Anyone acting as a BIT Collective staff member or on behalf of The BIT Collective (e.g. contracted freelancer) should copy in another member of staff and a parent/guardian in all written communications with participants.

Workshop Leaders and Musicians will be required to confirm in writing that they have read the general the BIT Collective Child and Adult Protection Policy and this specific online guidance in addition to having a current PVG.

The BIT Collective will use Zoom as the primary means of communication between staff and participants. Zoom has been identified by multiple national and regional music organisations as an appropriate platform to use for its security and usability. The BIT Collective will keep up to date on all security features and updates within Zoom. Participants will be required to use first names only on their accounts.

Any further software will be investigated fully by the BIT Collective staff and appropriate briefing of this software will be given. If necessary, training will be undertaken.

If a participant does wish to share any content, they must obtain prior agreement from anyone represented in the content.

4 APPENDICES

APPENDIX 1: LEGISLATION & DEFINITIONS

Legislation

Children Act (Scotland) 1995 notes a child is under the age of 16. If a Child is over 16 and has been subject to a Compulsory Supervision Order (CSO) by the Children's Hearing (Scotland) Act 2011 or if the child is registered disabled or has been looked after and accommodated, they remain a child until 18.

Child and Young Person (Scotland) Act 2014 notes that Local Authorities supporting looked after young people will also have to provide “advice, guidance and assistance” up to the age of 26 where this is something that would be helpful to them

Adult Support and Protection (Scotland) Act 2007 supports those aged 16+

The Protection of Vulnerable Groups (Scotland) Act 2007 (PVG)

Who is a 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). The extension of the use of the term ‘child’ beyond 16 years of age is to ensure that there is not an abuse of the position of trust that exists in a position of trust relationship. Where a young person aged 16-18 requires protection it must be noted that the Adult Support and Protection (Scotland) Act 2007 legislation may apply.

What is child protection?

Child protection means protecting a child from child abuse or neglect. Abuse or neglect need not have taken place; it is sufficient for a risk assessment to have identified a likelihood or risk of significant harm from abuse or neglect.

Who is an adult at risk of harm?

An adult at risk of harm is any person aged 16 or over who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs);
- Is experiencing, or at risk of, abuse or neglect;
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

What is child abuse?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be

abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger. Assessments will need to consider whether abuse has occurred, or is likely to occur.

There are four main categories of abuse, Physical, Emotional, Sexual and Neglect. The following definitions show some of the ways in which abuse may be experienced by a child, but are not exhaustive, as individual circumstances may vary, staff should be alert to this.

Physical Abuse

Physical Abuse is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent/carer feigns symptoms of, or deliberately causes, ill-health to a child (this is known as fabricated or induced illness).

Possible indicators of physical abuse are:

- repeat injuries;
- inherent suspicious injuries;
- burns and scalds;
- fractures; and,
- fabricated/induced illnesses

Sexual 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. Activities may involve physical contact, including penetrative or non-penetrative acts. It may also involve non-contact activities, such as involving children in looking at, or in the production of, indecent images or watching sexual activities, using sexual language towards a child or encouraging children to behave in sexually inappropriate ways.

Possible indicators of sexual abuse are:

Physical signs such as

- bruises
- scratches
- bite marks to thighs or genital areas;

and/or behavioural signs such as:

- precocity,
- withdrawal
- inappropriate sexual behaviour.

Emotional Abuse

Emotional Abuse is the persistent emotional neglect or ill-treatment that has severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued in so far as they meet the needs

of another person. It may involve the imposition of age- or developmentally-inappropriate expectations on a child. It may also involve causing children to feel frightened or in danger, or exploiting/corrupting children. Some level of emotional abuse is present in all types of ill-treatments of a child; it can also occur independently of other forms of abuse.

Possible indicators of emotional abuse are:

- excessive dependence,
- attention seeking; and,
- self-harming.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of a child's health or development. It may involve a parent failing to provide adequate food, shelter, clothing, or to protect a child from physical harm or danger or to ensure access to appropriate medical treatment. It may also include neglect of, or failure to respond to, a child's basic emotional needs.

Possible indicators of neglect are:

- inadequate clothing,
- poor growth;
- poor hunger; and,
- poor hygiene.

Further categories of harm

Bullying

Bullying although not on its own a category of abuse, it is important that staff and volunteers are alert to the impact that bullying can have and this includes online cyber bullying and offensive, intimidating, malicious or insulting behaviour. Bullying is an unacceptable form of behaviour through which a child/young person or groups feel threatened, abused or undermined by another individual or group.

Bullying is behaviour that can be defined as a repeated attack of a physical, psychological, social or verbal nature by those who are able to exert influence over others. Bullying can take many forms. It may include physical aggression, intimidation, threatening, extorting, pressuring, name-calling or teasing and can be online cyber bullying. Less obvious examples such as ignoring or excluding someone are also regarded as bullying and their possible effects should not be underestimated. Bullying can cause stress and can affect a child's health.

Further information can be found at: <http://www.respectme.org.uk/>

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.

Further information can be found at the Scottish Government website: <http://www.csethesigns.scot/>

Domestic Abuse

Domestic Abuse takes the form of actions that can result in physical, sexual and psychological harm and suffering for women and children. It is widely unreported and it is crucial that staff are aware of the signs of domestic abuse.

Further information can be found at Police Scotland: <http://www.scotland.police.uk/keep-safe/advice-for-victims-of-crime/domestic-abuse/>

Forced Marriage

Forced marriage is not condoned in Scotland and is an abuse of human rights. Children who are forced or subjected to emotional, physical or sexual abuse as a result, 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:

<http://www.scotland.gov.uk/Topics/Justice/crimes/forced-marriage>

Female Genital Mutilation

Female Genital Mutilation (FGM) It is an offence in Scotland to carry out this procedure or carry it out (or arrange to carry it out) abroad, even in countries where it is legal. Further information on FGM can be found at:

http://www.nspcc.org.uk/inform/resourcesforprofessionals/minorityethnic/female-genital-mutilation_wda96841.html

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

Radicalisation

Radicalisation is a non-specific word and may mean different things to different people. In the Scottish Government's published Revised Prevent Duty guidance: for Scotland (2015), radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups. Staff and volunteers should understand what radicalisation means and why people may be vulnerable to it.

Further information can be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445978/3799_Revised_Prevent_Duty_Guidance_Scotland_V2.pdf

Child Trafficking and Modern Slavery

Child Trafficking and Modern Slavery are child abuse. Children are recruited, moved or transported and then exploited, forced to work or sold. Children are trafficked for:

- child sexual exploitation
- benefit fraud
- forced marriage
- domestic servitude such as cleaning, childcare, cooking
- forced labour in factories or agriculture
- criminal activity such as pickpocketing, begging, transporting drugs, working on cannabis farms, selling pirated DVDs and bag theft.
- Many children are trafficked into the UK from abroad, but children can also be trafficked from one
- part of the UK to another.
- Further information can be found at: <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/child-trafficking/>

APPENDIX 2: FURTHER INFORMATION

The following agencies/government departments are involved in developing child protection policy:

www.nspcc.org.uk

Up to date research, policy, practice guidance, training, information service etc.

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

Up to date information on GIRFEC and multi-agency guidance on protecting Scotland's children

www.ceop.police.uk

Online reporting of inappropriate behaviour towards children online.

Training and Knowledge share opportunities

www.thinkuknow.co.uk

Advice and online resources for children and carers at risk of online and offline sexual exploitation:

www.childreninScotland.org.uk/

Children in Scotland

www.childline.org.uk

Childline – Childline is the free 24-hour helpline (0800 1111) for children and young people in the UK.

Children 1st

<https://www.children1st.org.uk/>

APPENDIX 3: CHILD/ADULT PROTECTION CONCERN FROM

When completing this form, record what the young person has said in their own words and your concerns/observations, legibly and accurately. Do not ask leading questions, as this can later be interpreted as suggesting offences for the child to recall.

Project.....

Child's/Adults name.....

Age (if under 18).....

Address.....

...

Telephone Number.....

Date of

birth.....

Name of parents/carers.....

Is the main carer aware of the referral?

Does the child/adult know a referral is being made?.....

Any special circumstances relation to the child (e.g. special needs, health and welfare issues)

.....

The reason for your concern (e.g. bruising, behaviour) State briefly what child said or what you observed that caused concern. Include time, date, event, place and people who were present as well as what was said:

.....

.....

Child's account of what happened (if given):

.....

.....

Who have you spoken to and what was said?

.....

.....
(continued overleaf)

Action you have taken following this disclosure:

You must inform the young person or his/her supervising adult/carer of the action you are going to take. Do not give an undertaking of absolute confidentiality, but assure the child that the matter will be disclosed only to people who need to know about it.

.....
.....
.....

Your name (please print)

.....

Your signature.....

Date.....

....

Please return this form as soon as possible to the BIT Collective Welfare Officer.

APPENDIX 4: ACCIDENT/INCIDENT/NEAR MISS RECORDING FORM

Date.....

Project.....

...

Your

name.....

..

Participant(s)'

name.....

...

Carer/supervising adult's name (if applicable).....

Describe the accident/incident/near miss below:

What actions have been taken?

Your

signature.....Date.....

Participant's signature.....Date.....

Carer/supervising adult's signature.....Date.....

Please return this form as soon as possible to bitcollectivewelfare@gmail.com

APPENDIX 5: DEALING WITH DISCLOSURES OF RISK/HARM FLOWCHART

