



Child Protection Procedures

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Section 1 - Introduction

- The Brave Jnr Ltd 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 Child Protection Officer is responsible for developing and reviewing the organisation's Child Protection Policy statement and other care and protection policies and guidelines. However, all workers (paid or unpaid) for The Brave Jnr Ltd 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 The Brave Jnr Ltd a Duty of Care for the children and young people we work with. The Brave Jnr Ltd 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.
- The Brave Jnr Ltd will constantly strive to provide a safe environment, free from any forms of abuse, for all the young people in its care. YOUR The Brave Jnr Ltd understanding of abuse can be found in Appendix 2
- The Brave Jnr Ltd 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 - Training

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

- Details of the structure of the organisation will be provided, including the details of overall responsibility for child protection within the organisation
- Details of the organisations aims and objectives will be provided
- An assessment of 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
- 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 3 - 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 Child Protection Officer. 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.

Where an allegation is made:

SEEK ADVICE and REFER TO APPROPRIATE AGENCY

The Child Protection Officer should contact the Social Work Department and/or the Police and ask to speak to the Duty Officer about a child protection issue. If the report is received during an evening then the Social Work department Emergency Duty team and/or the Police should be contacted. Any further action should only be taken in line with the advice given by the Social Work Department. This includes whether the parent or carer of the young person should be informed of the child protection concerns.



Section 4 - 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.

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 NAME OF PERSON RESPONSIBLE FOR CHILD PROTECTION, who should refer the case to the appropriate authorities

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).

Section 5 - Data Protection and management of confidential information

The Brave Jnr Ltd is committed to the safe and secure management of confidential information. All personnel information, including volunteer information, is kept locked and can only be accessed by those that require it to carry out their role. Only relevant information is kept and this is regularly reviewed and outdated information destroyed appropriately.

The Brave Jnr Ltd 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 people 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 NAME OF PERSON RESPONSIBLE FOR CHILD PROTECTION and all staff and volunteers will be notified of any changes.

