



East and Midlothian Public Protection Committee

Minimum requirements for an agency Child Protection policy

Minimum requirements for an agency Child Protection policy

The following is guidance for agencies either writing or updating their Child Protection Policy. Each agency is required to provide statements relating to each header and based on the practice within their own agency. The examples of information provided below are not exhaustive and should be used as a guide for the minimum information required.

Front page

Title of document	
Date of publication / review monitoring	
Designated Child Protection Officer (CPO) and contact details	Include contact details outwith normal working hours

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Key principles – High Level Statements	<p>This statement should focus on your agency's overarching responsibility in respect of keeping children safe.</p> <p>Each agency has a duty and responsibility to ensure that every child is safe and protected and that their overall wellbeing needs are met. It is the agency's responsibility to ensure that anyone working within the agency, including volunteers, is aware of and adhere to agency procedures.</p>
Duty of Care	<p>It is the responsibility of anyone working within the agency, including volunteers, where abuse is suspected, evidenced or witnessed, that concerns are shared with the agency's designated child protection officer / co-ordinator and in accordance with agency procedures.</p> <p>Support will be offered to anyone working within the agency, including volunteers, by their line manager during and following any child protection process.</p>

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Roles and Responsibilities	<ul style="list-style-type: none"> ➤ Listen, Value and Respect; ➤ Work in an open and transparent way; ➤ Identify and report information immediately; ➤ The designated child protection co-ordinator will determine who any information shared will be passed on to;
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<p>Good Practice: Do's and Don'ts</p>	<p><u>Do's:</u></p> <ul style="list-style-type: none"> ➤ Listen, support and respect; ➤ Re-assure the child that they have done the right thing by speaking to you; ➤ Report any concern immediately; ➤ Record the information gathered as soon as possible using the identified agency recording method; ➤ Be mindful of changes in a child's behaviour, both physical and emotional presentation and any increased vulnerabilities. <p><u>Don'ts:</u></p> <ul style="list-style-type: none"> ➤ Make false promises; ➤ Promise confidentiality; ➤ Interview the child or ask any leading questions; ➤ Assume that someone else will share the concern; ➤ Take any further action unless instructed to do so.
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<p>Information Sharing: Consent</p>	<ul style="list-style-type: none"> ➤ Never promise a child confidentiality and remind them that any child protection concerns will be shared and with who; ➤ Always share information if concerned about a child's safety or wellbeing; ➤ Where there are child protection concerns parental consent is not needed.
<p>Note Taking and Record Keeping</p>	<ul style="list-style-type: none"> ➤ Record information shared as soon as possible including the date and time; ➤ Record any information shared in the child's own words; ➤ Differentiate between and state what is fact and what is opinion; ➤ Record the presentation and emotional state of the child; ➤ Record information shared on your identified agency's recording sheet / system. <p>You may wish to make note within your agency's Child Protection policy what arrangements are in place for secure storage of child protection information / records.</p>

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<p>Allegations Against Staff</p>	<p>Each agency should note what action would be taken on receipt of an allegation against anyone working within the agency, including volunteers and in accordance with what policy:</p>
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	<ul style="list-style-type: none"> ➤ All allegations against anyone working within the agency, including volunteers, are taken very seriously and investigated; ➤ Any allegations made against anyone working within the agency, including volunteers, will be shared with partner agencies in accordance with relevant policies / procedures; ➤ Any suspicion of criminality will be shared with Police Scotland.
Safe Recruitment: Selection / Induction (including volunteers and part time staff)	<ul style="list-style-type: none"> ➤ Anyone working within the agency, including volunteers, will be PVG checked; ➤ All PVG checks should be kept up to date; ➤ References will be sought and verified for anyone working within the agency, including volunteers, prior to appointment; ➤ Anyone working within the agency, including volunteers, will receive an induction and support for child protection which follows National and agency guidance; ➤ Induction will cover the expectations of anyone working within the agency, including volunteers; ➤ Each agency should provide a statement about how your agency will manage whilst awaiting a PVG or reference check.
Internet Safety: Social Media / New Technologies / Photography / Video Recording	<ul style="list-style-type: none"> ➤ Each agency should provide a statement about the safe boundaries your agency expects staff to have in relation to the use of social technology; ➤ Each agency should ensure that they include a statement in relation to its policy of photographing and filming of children; ➤ Each agency should also include a statement about what safeguards are in place in relation to a child's use of social technology within the agency.
Whistle Blowing and Support	<ul style="list-style-type: none"> ➤ Each agency should include a statement and a link in relation to its whistle blowing policy.
Staff Training and Development	<ul style="list-style-type: none"> ➤ It is a mandatory requirement that anyone working within the agency, including volunteers, has undertaken Child Protection awareness raising and response training prior to engaging in direct contact with children; ➤ Awareness raising and response training should be refreshed by anyone working within the agency, including volunteers, via agreed methods (i.e. face to face or e-learning) a minimum of every 24 months.

<p>Links to Key Legislation / Guidance / Procedures</p>	<p>An exhaustive list is not necessary, however, a minimum list of key legislation / guidance / procedures should include the following:</p> <ul style="list-style-type: none"> ➤ National Guidance for Child Protection (2014) http://www.gov.scot/Publications/2014/05/3052 ➤ Inter-agency Child Protection Procedures – Edinburgh and the Lothian’s http://emppc.org.uk/file/Child_Protection/Inter-agency_Child_Protection_Procedures_-_Edinburgh_the_Lothians_Oct_2015.pdf ➤ Getting it Right for Every Child Guidance http://www.gov.scot/Topics/People/Young-People/gettingitright ➤ National Framework for Child Protection Learning and Development in Scotland (2012) http://www.gov.scot/Resource/0039/00391307.pdf ➤ Local Information Sharing Policies (Edinburgh and the Lothian’s) http://emppc.org.uk/file/Child_Protection/Edinburgh_and_Lothian_-_A_practitioner_guide_to_information_sharing_confidentiality_consent_Edin_Lothians_-_27-10-14.pdf ➤ Protection of Vulnerable Groups (Scotland) Act 2007 http://www.legislation.gov.uk/asp/2007/14/contents ➤ United Nations Convention on the Rights of the Child https://www.gov.uk/government/policies/creating-a-fairer-and-more-equal-society/supporting-pages/the-united-nations-convention-on-the-rights-of-the-child-uncrc
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