

# TD1 Youth Hub

(Trading Name of Eildon West Youth Hub Ltd - SC 207926)

## **Safeguarding, Child Protection, Policy & Procedures**

### **References:**

[Youth Work Essentials](#)

[Safeguarding in Education](#)

[Scottish Borders Child Protection Procedures](#)

[NSPCC Safeguarding Policy](#)

[National Guidance for Child Protection Scotland](#)

### **Annexes:**

- A. [Child Welfare Report Form](#)
- B. [Understanding of Abuse](#)
- C. [Best Practice](#)
- D. [Code of Practice](#)
- E. [Code of Behaviour](#)
- F. [Quick Reference Flow Chart - Welfare of Child](#)
- G. [Detailed Flow Chart Child Protection & Social Worker](#)
- H. [Thinking about Risk of Harm](#)
- I. [Additional Guidance](#)

### **Mission Statement**

**TD1 Youth Hub 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. TD1 Youth Hub 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.**

### **TD1 Youth Hub 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. 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.

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5. 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.
6. Ensure that all procedures relating to the conduct of workers are implemented in a consistent and equitable manner.
7. 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).
8. Ensure that the organisation meets all its responsibilities in adhering to the requirements of the Protection of Vulnerable Groups (PVG) Act 2007.
9. 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.
10. 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.
11. 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

- TD1 Youth Hub 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
- All staff and volunteers are 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 TD1 Youth Hub 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 TD1 Youth Hub a Duty of Care for the children and young people we work with. TD1 Youth Hub 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. TD1 Youth Hub will constantly strive to provide a safe environment, free from any forms of abuse, for all the young people in its care. TD1 Youth Hubs understanding of abuse can be found in Annex 2
- TD1 Youth Hub 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

TD1 Youth Hub 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 TD1 Youth Hub:

- All applicants (staff and volunteers) will be asked to complete an application form

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- 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 TD1 Youth Hub 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
- 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
- All training will be recorded in their Personal Development File (Training Record).

## 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 Manager and or nominated 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.

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 should be followed in response to suspicion or allegation of abuse;

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## Are you concerned about the safety of a child or young person? For example, if:

- A child/young person has alleged that they are being abused
- You see or suspect abuse
- The organisation has received a third-party report that a child/young person is being abused/neglected

There are signs and indicators which could point to abuse/neglect

## Act Immediately

Discuss your concerns with the Manager or nominated Child Protection Officer as soon as possible. If the allegation is about the Manager or nominated Child Protection Officer contact the Chair of TD1 Youth Hub. These steps should be taken as soon as possible.

### Discussions should focus on:

Nature of concerns; Risks to the child or young person; Action and next steps to be taken.

## In following the procedures below please bear in mind:

**Do Not Investigate** - Staff and volunteers should not attempt to investigate the situation any further or interview the child or young person regarding the situation.

**Confidentiality** - Details of suspicion, allegations or disclosures should only be passed on to the Manager or nominated Child Protection Officer. If responding to an allegation from a young person you must not promise to keep the information they disclose confidential.

## Record Information

Detailed written records should be made of all events and what the young person or other individuals have said (where this applies). A form is supplied in Appendix 1 to help structure this. It can also be used to inform Social Work/Police of the events that have occurred. Above and beyond the facts, any opinions or personal interpretations of the facts presented can be recorded but it should be clear they are opinions, rather than facts. Records should be signed and stored in a secure place

## Seek Advice and Refer to Appropriate Agency

The Manager or nominated 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.

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Where an allegation is made against a (your organisation) 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.

### **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 Manager or nominated Child Protection Officer, 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).

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

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## **Section 6 - Protection of Workers who Report Care and Protection Concerns**

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**

TD1 Youth Hub 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.

TD1 Youth Hub 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 Safeguarding, Child Protection Policy and Procedures**

This policy and procedures document will be reviewed annually by the Child Protection Officer upon which, the Board, all staff and volunteers will be notified of any changes.

This policy has been approved by: Garry G Brown – TD1 Youth Hub Child Protection Officer  
On behalf of: TD1 Youth Hub

Date: 1<sup>st</sup> April 2024

eSigned: *Garry G Brown*

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## Annex A

**to Safeguarding, Child Protection, Policy  
& Procedures**

**Dated 1st April 2024**

### **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 Manager or nominated Child Protection Officer in a sealed envelope

The Manger or nominated Child Protection Officer 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:

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Key Points

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

Signature:

Designation:

Date:

Follow up action taken by Manager or nominated Child Protection Officer:

Signature:

Designation:

Date:



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## Annex B

### to Safeguarding, Child Protection, Policy & Procedures

Dated 1st April 2024

## 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

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## Annex C

### to Safeguarding, Child Protection, Policy & Procedures

Dated 1st April 2024

#### Best Practice

TD1 Youth hub should provide an environment in which there are caring and safe relationships between adults and children. For such relationships to develop, informed common sense and sound professional practice must be evident.

The key principles are:

- Treat everyone with respect.
- Where it is important and appropriate for you to be alone with a child or young person never have the door locked and, where possible, maintain a gap/barrier between you and a child or young person.
- Empower children and young people to feel comfortable and confident to point out to you attitudes or behaviour they do not like.
- 'Hands on' educational instructions/support should only be used when verbal or self-modelling is inappropriate or it is necessary for health and safety reasons. Whenever necessary, where possible, it should be done within earshot, and preferably, within vision of others.
- The use of physical restraint on a child or young person should involve the absolute minimum force necessary and is only permissible when you are certain that a child or young person is at imminent risk of endangering themselves, yourself, others or property. Where possible, summon a colleague to witness the situation and give you support. Any incident should be recorded.
- If another member of staff is seen to behave inappropriately with a child or young person then you must not ignore it but share it with your line manager.
- If you strongly suspect that a child or young person is becoming inappropriately attracted to you, you are strongly advised to share your concerns with your line manager.
- In circumstances where your relationship with, or feelings towards, a child or young person is at risk of being construed as unprofessional behaviour, you are urged to seek advice and support from your line manager or a full time worker.
- From time to time, personal circumstances may arise which adversely affect your professional relationships with a child or young person (e.g. bereavement, health or relationship breakdown.) Should this be the case, you are encouraged to seek advice and support from your line manager.
- Keep yourself abreast of the local authority Child Protection Procedures. Make time on staff meetings/planned activity time to discuss the topic of keeping children and young people safe and minimising risk to staff. Make sure you understand the issues of boundaries and safety when working with children or young people.
- Avoid physical horseplay with a child or young person, or any other actions another adult might misinterpret, no matter how innocent or well intentioned your actions might be.

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## Annex D

### to Safeguarding, Child Protection, Policy & Procedures

Dated 1st April 2024

#### Code of Practice for Staff & Volunteers Working with Children & Young People

Adults working with young people must:

- Check the location of telephone; first aid kits and fire exits
- Carry out a fire safety briefing with each group and/or practice a fire drill with each group regularly
- Never allow young people to enter the building or commence activities without supervision
- Ensure that all equipment and facilities meet safety standards and are appropriate to the age and the ability of participants
- Keep a register with details of participants including access to emergency contact numbers
- Ensure that they have details of any medical needs including medication carried, allergies suffered, any action to be taken in an emergency
- Keep a sessional register
- Ensure that two adults attend all sessions unless there are circumstances where there may be additional risks
- Ensure that there is a male and female adult present wherever possible in mixed sex groups, and;
- Consider the number of adults present in relation to the number of young people and the nature of the activity

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## Annex E

### to Safeguarding, Child Protection, Policy & Procedures

Dated 1st April 2024

#### Code of Behaviour

Adults working with young people must:

- Never use any form of physical punishment to discipline participants
- Avoid participating in physical contact, including games, horseplay etc., with young people
- Encourage an environment where each individual treats all others with respect
- Respect a young person's right to personal privacy
- Always give positive reinforcement and encouragement
- Ensure parents/carers have given consent to the taking of photographs/making of videos and any publication/showing that may take place at a later date
- Have separate sleeping accommodation for leaders and young people during residential activities
- Set and monitor the boundaries between a working relationship and friendship with young people, i.e., out of club/group activities
- Give all young people equal opportunities to participate as appropriate to their age and development
- Project a positive role model
- Be aware of the emotional development of young people in relation to those performing leadership roles
- Not drink alcohol, use illegal substances, smoke, or use inappropriate language when working with young people
- Avoid being alone in a vehicle with a child or young person
- Be aware of social/emotional and physical signs of child abuse and reporting procedures
- Challenge bullying, use of inappropriate language and racial intolerance, and
- Be sensitive to changes in circumstances including bereavement and family break-up

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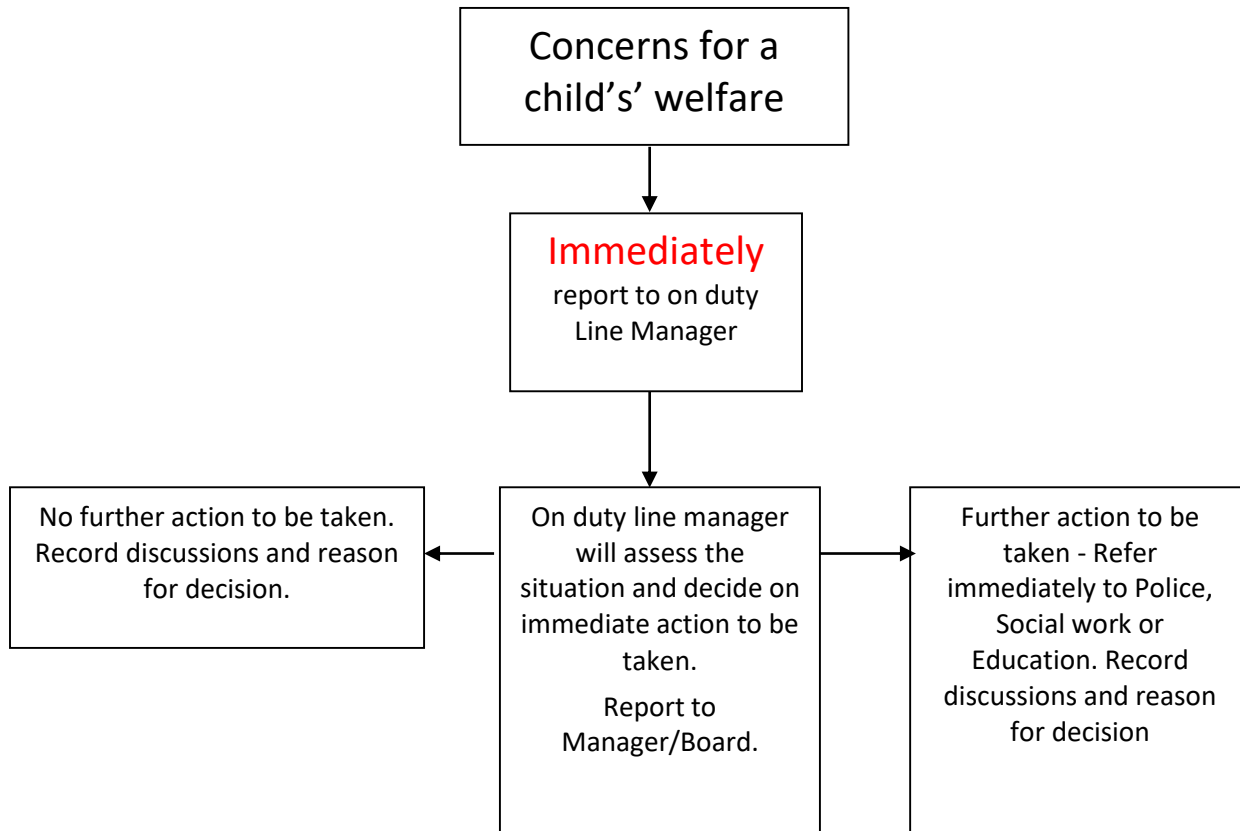
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## Annex F

to Safeguarding, Child Protection, Policy  
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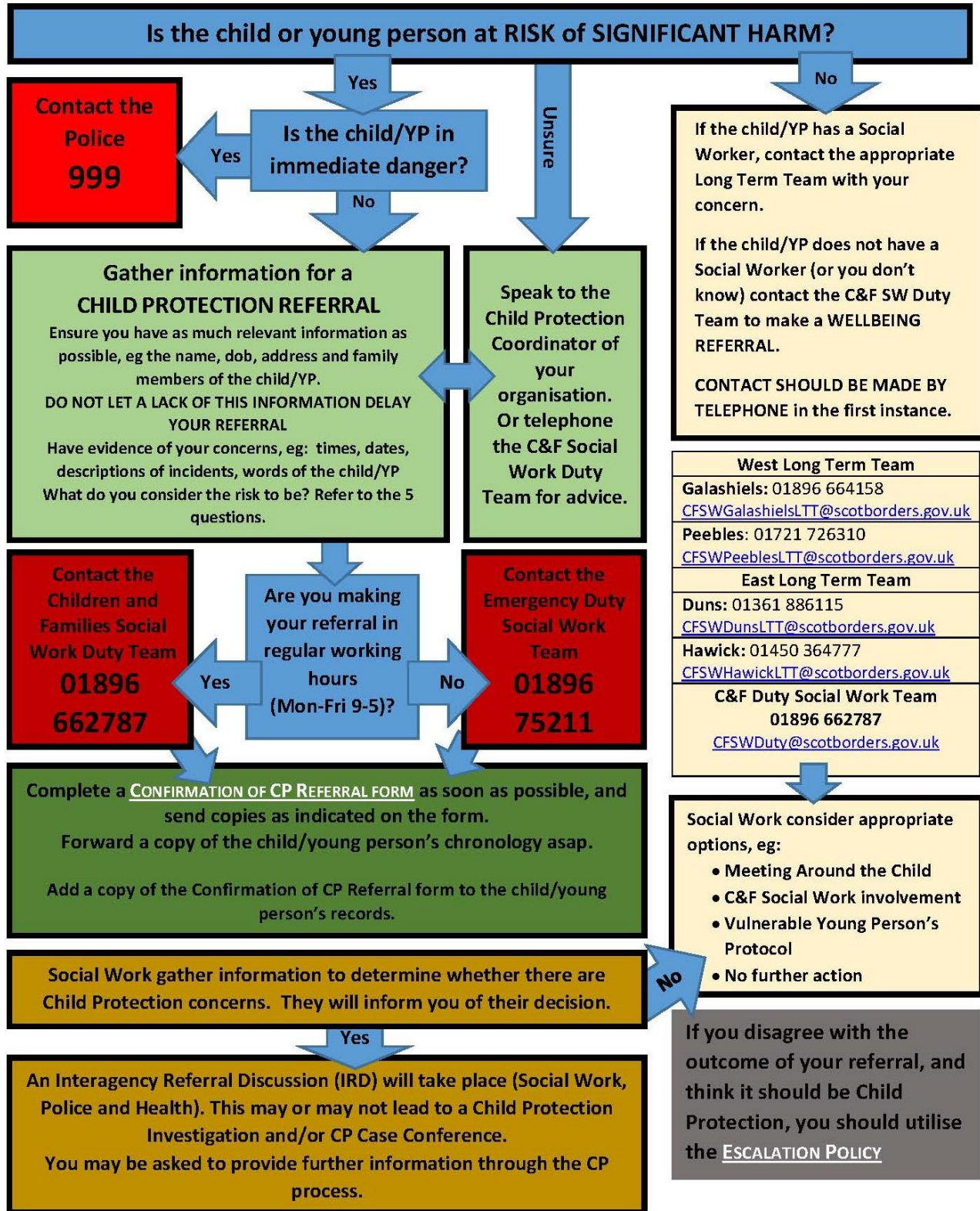
### RESPONDING TO CONCERNS OVER THE WELFARE OF A CHILD OR YOUNG PERSON



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## Annex G to Safeguarding, Child Protection, Policy & Procedures - Dated 1st April 2024





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## Annex H

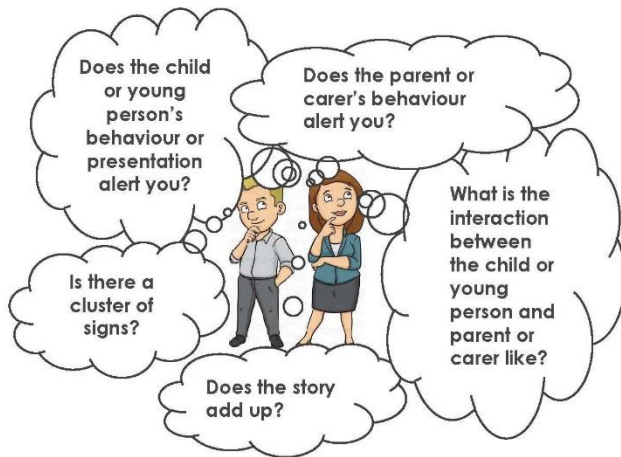
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## Thinking about risk of harm

### SPOTTING THE SIGNS



### THE FIVE RISK QUESTIONS

- What has been happening?
- What is happening now?
- What might happen?
- How likely is it?
- How serious would it be?

### ALSO CONSIDER

Who or what presents the danger/threat to the child's well-being? ♣ Where does the abuse occur – at home or in the wider community? ♣ What is the level of intent – is the abuse an act of commission or omission? ♣ Is the harm isolated to a single event or cumulative, reflecting more than one risk factor? ♣ What is the actual or likely impact of any harm?

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## Annex I

### to Safeguarding, Child Protection, Policy & Procedures

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#### **Additional Guidance:**

The organisation should tell parent or guardians about the nature of any group's activities, the names of the adults involved, and the times, venues etc.

Groups should obtain permission for excursions from parents or guardians and detail arrangements for their safe return.

Staff should be aware of the Internet and Social Media Policy which outlines additional measures for good practice.

Staff are expected to keep referring to the policies and procedures folder of the organisation to keep up to date and refreshed on policies and procedures. Staff should make full use of training opportunities provided and discuss with their line manager any un-certainties.

The following systems and documentation should be accessible and usable at all times:

- session register
- evaluation sheets
- accident and incident book
- staff message book
- child protection procedures
- contact details of on-duty staff