

WELLBEING & PROTECTION OF CHILDREN AND YOUNG PEOPLE POLICY

Reviewed March 2023

Policy Statement

General Principles

Denis Law Legacy Trust, Streetsport and Robert Gordon University (RGU) recognise the responsibility to promote wellbeing and aim to ensure that children and young people are protected and kept safe from harm or threat (physically or emotionally) whilst they are with colleagues in these organisations. In order to achieve this, we will ensure our colleagues are carefully selected, screened, trained and supervised, and information protocols are followed.

Terminology

- The term “colleagues” refers to employees of the Streetsport programme and of RGU, volunteers and group members of the programme (associated partners).
- The term “unsupervised work” relates to any work that is conducted away from the supervision of a senior worker or staff member who has already completed an advanced disclosure or PVG check. For example, if you were the person responsible for the running of a session that did not have either the Session Lead or equivalent present at that venue.
- For the purposes of this policy and associated procedures a child is recognised as someone under the age of 18 years.

Aims of this Policy

- Recognise that all children and young people, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Promote that child wellbeing and protection is everyone's responsibility.
- RESPOND, RECORD, REPORT; ensure that prompt and appropriate action is taken where there's concern that a young person's wellbeing may be threatened.
- To ensure that young people are in a safe environment with people they can trust and recognise that children and young people have the right to express views on all matters which affect them.

Means of Delivering the Aims

- The appointment of the DLLT COO as the Child Wellbeing and Protection Officer (CWPO) to lead on child wellbeing and protection. The SDM will act as the designated deputy in the absence of the COO.
- Recruit, train, support and supervise colleagues to adopt best practice to safeguard and protect children and young people from abuse and to reduce risk.
- It is the responsibility of DLLT COO to regularly review this policy and associated procedures in accordance with changes in legislation and guidance on the protection of children and young people. Following any changes within DLLT or following any issues

or concerns raised about the wellbeing and protection of children and young people. In all other circumstances, at least every three years.

Recruitment: Selection and Screening

Staff: [Recruitment and Selection Policy \(1\).pdf](#)

Volunteers:

All prospective volunteers to DLLT will:

- Complete the 'volunteer application form'.
- Attend a 'volunteer information meeting' with the Volunteer Officer (VO), who will explore motivations, experience, skill, and knowledge of the prospective volunteer.
- The VO will set out the responsibilities and expectations required of DLLT and explain the PVG membership process.
- Prospective volunteers will attend a 'taster session' under the supervision and support of a Session Lead/or equivalent.
- If deemed appropriate for appointment, the volunteer will be issued with the 'PVG Process' and 'volunteer agreement' documents.
- Once a successful PVG Certificate has been returned the volunteer can progress into a 'regulated role'.
- On-going monitoring and supervision will be provided to volunteers by staff.

Training

All new colleagues will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services, and structure. It is mandatory for staff to hold a relevant safeguarding certificate. Staff who do not hold one of these on appointment must complete a Sport Scotland Child Wellbeing and Protection Workshop within their probation period. Upcoming courses can be found here [Training courses \(sportscotland.org.uk\)](https://sportscotland.org.uk). Staff must notify their line manager of their availability to attend one of these courses. Once booked by line manager it is the responsibility of the staff member to complete the e-learning element (module 1) and attend the workshop (module 2).

Internal training and support will be provided on an ongoing basis, and will cover information about their role, and opportunities for practicing skills needed for the work. Training on specific areas such as health & safety procedures and dealing with disclosures will be given as a priority to new staff during their induction period and volunteers as and when the opportunity arises. Generally during quarterly training events.

Supervision

All working colleagues will have a designated "line manager" who will provide regular feedback and support, and supervise the policy procedures, in this instance it is the Streetsport Development Manager. The Streetsport Development Manager then reports to the COO.

Colleagues Considered for Listing

If the charity is notified that a colleague in regulated work with children is under consideration for listing by Disclosure Scotland, a precautionary suspension will be put in place pending the outcome.

Responding to Child Wellbeing and Protection Concerns

Key Principles

1. RESPOND, RECORD, REPORT
2. The wellbeing of the child or young person is paramount consideration.
3. Children have the right to say what they think in all matters affecting them and to have their views considered (Article 12, UNCRC). Where appropriate seek their consent for further reporting of the concern.
4. If concerns about a child or young person's wellbeing indicates that they are in need of protection, the information must be passed on to police/social work with or without the child's consent for the purpose of their protection.
5. Allegations of abuse must always be taken seriously and reported to police/social work. Streetsport colleagues cannot investigate allegations or decide whether a child or young person has been abused.
6. If there is any uncertainty about how to respond to a concern, advice should be sought from a senior staff member.

Ways a Concern May Arise

A concern about a child may come to the attention of a staff member or volunteer through:

- a direct disclosure by a child
- through observation of a child, demonstrated by a change in their behaviour, appearance, or nature.
- information that is shared by another individual (adult or child) or organisation.

Child Wellbeing Concerns

RESPOND: a wellbeing concern will relate to one or more of the SHANARRI indicators. Circumstances like a family bereavement, divorce or bullying can impact wellbeing. Colleagues can respond by speaking to the child and showing concern. Common sense is advised in these situations and the best interests of the child will be considered as to what is the best way forward for each individual child. Where appropriate, consent should be gained from the child regarding future actions and further support e.g., reporting/signposting.

RECORD: if directed by a senior colleague you may be required to provide a written record. This will be uploaded into Tootoot Sport.

REPORT: wellbeing concerns should be passed on to either the Session Lead or Streetsport Development Manager as soon as possible.



Child Abuse Concerns More information on Child Abuse Concerns including signs and indicators can be found here: [Child Wellbeing and Protection in Sport - Abuse Signs and Indicators](#)

Allegations of abuse will always be taken seriously. If a child says or indicates they are being abused or information is obtained which gives concern that a child is being abused, the information will be responded to on the same day.

RESPOND: Please be advised that if at any time it becomes apparent that the immediate safety of the child or young person is compromised, then take whatever action is required to ensure the child's or young person's immediate safety. Pass the information immediately to the police and seek their advice.

Good practice

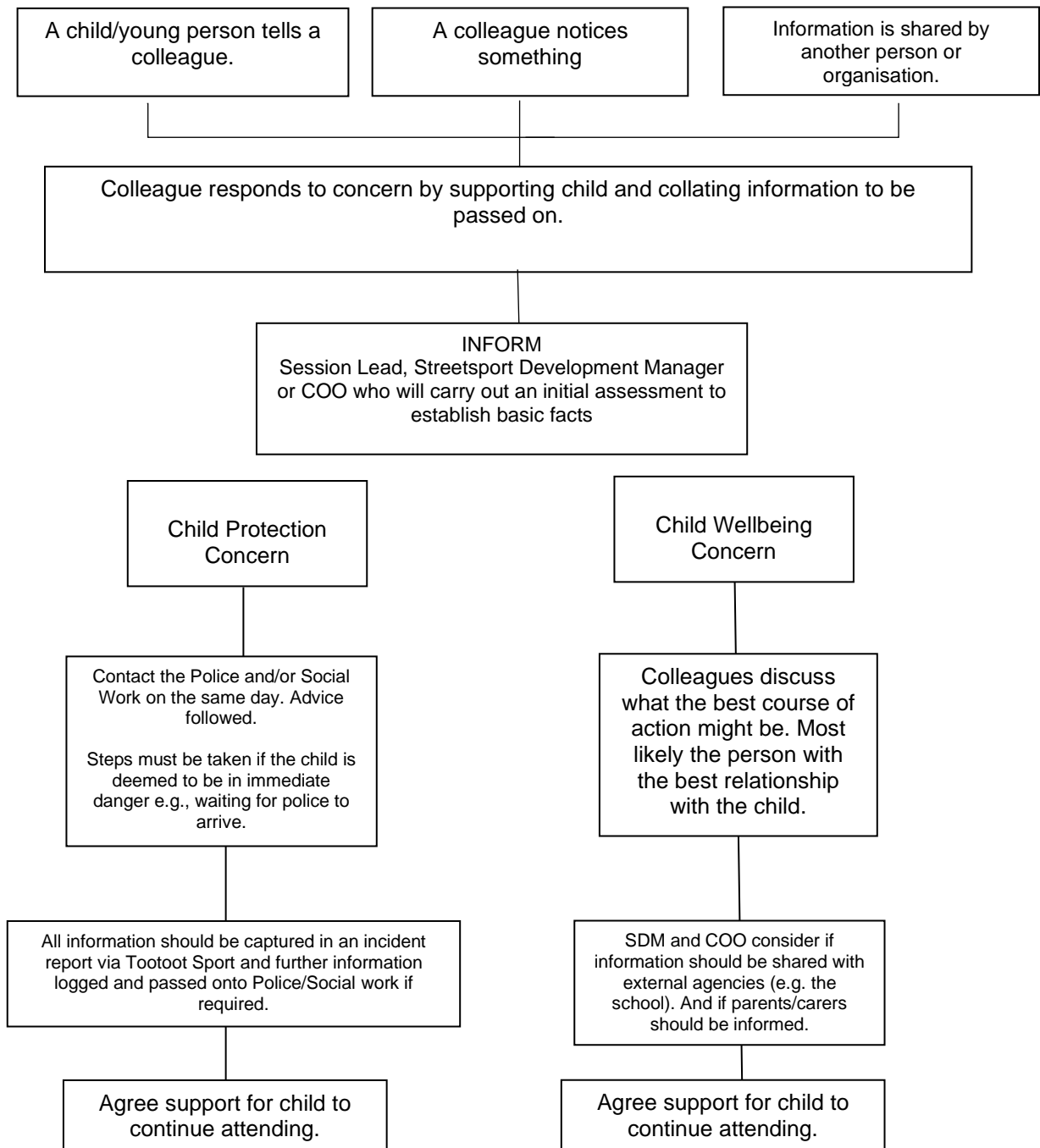
- React calmly so as not to frighten the child or young person.
- Consider what requirements a child or young person may need to communicate effectively (e.g., do they have any additional support needs, is English their first language, do you need to move away from session activity)
- Listen to the child or young person and take what they say seriously. Do not show disbelief.
- Reassure the child or young person they are not to blame and were right to tell someone.
- Avoid asking any questions. If necessary, only ask enough questions to gain basic information to establish the possibility that abuse may have occurred. Only use open-ended, non-leading questions, e.g. Who? What? Where? When?
- It's important to explain to the child or young person who you may need to share information with and why. Don't promise to keep information to yourself.
- Do not introduce personal information from either your own experiences or those of other children or young people.

Avoid

- Panicking
- Showing shock or distaste
- Probing for more information than is offered
- Speculating or making assumptions
- Approaching the individual against who the allegation has been made
- Making negative comments about the person against who the allegation has been made
- Making promises or agreeing to keep secrets and giving a guarantee of confidentiality.

RECORD: A written record will be made of the information as soon as possible. Reporting these concerns will not however be delayed. When recording it is important to record the actual words used by the child/young person, even if this makes you feel uncomfortable. You must also provide the **full name and also the school they attend.**

REPORT: this information must immediately be passed on to the Session Lead who may then inform the Streetsport Development Manager or COO. If neither is available, or when an immediate response is required, the police and/or social work services will be contacted directly. Any advice will be recorded.



How to Manage Concerns/Allegations Regarding Colleagues

Any impact on a child’s wellbeing caused by an a colleagues poor practice or misconduct will be managed under RGU’s disciplinary policy

- Immediately report it to Sessions Lead/SDM or COO.
- The following actions should then be followed:

- Make a detailed factual record of the allegation and action taken.
- The person involved will be suspended from duties in order to ensure that no-one is placed in a position which would cause further compromise.
- **DLLT COO** will then; Investigate according to disciplinary procedures of Streetsport and The Robert Gordon University.
- Advise the relevant internal and external bodies.

Enabling Good Practice

1. Avoid being alone with young people, if during your work it becomes necessary then ensure that it is in view of others.
2. Do not give lifts home to young people without first requesting permission or notifying the parents/carers. Lifts should be avoided if possible and a second adult should be present.
3. Do not take young people to your home.
4. Do not make inappropriate contact with young people.
5. Do not leave young people in the presence of adults who are not suitably trained or Disclosure/PVG checked.
6. Do not show favouritism to young people. Sometimes young people will develop an infatuation with (or crush on) an older member of staff. Although this is regarded as normal for young people who are going through various stages of emotional development, adults must be aware that it is a passing phase and must not encourage it. (Neither should they demean or embarrass a young person by dismissing or belittling their feelings).
7. Do not give or accept gifts to/from young people. Small items such as sweets/birthday cards may be acceptable when appropriate, but staff must not give or receive substantial items to/from young people.
8. Do not give out personal addresses or phone numbers to young people. (This includes your own and other people's).

Key Contacts

Internal Contacts:

Child Protection Officer – DLLT COO - Mark Williams 07976854599 / 01224 263681

Streetsport Development Manager – Findlay Harkins 07979140585 / 01224263684

RGU SPORT 01224 263666

External Contacts:

Social Work Reception - Office Hours 01224 264198

0800 731 5520

Social Work (Aberdeenshire) Family Resource Centre 01467 537555

Out of Hours 03456 0812 06

Police (non-emergency) 101

Police (emergency) 999

Child Line (Aberdeen) 0844 892 0200