

## CHILD PROTECTION POLICY

**This policy applies to volunteers and staff who are identified as undertaking 'regulated work with children' on behalf of Dunlop & District Community Company.**

For the purposes of this policy, 'regulated work with children' will be determined by use of the Disclosure Scotland Regulated Work Self Assessment tool.

For the purpose of this policy, PVG Scheme Records, PVG Scheme Record Updates, Standard and Enhanced disclosures will be referred to as Disclosure Records.

Dunlop & District Community Company aims to ensure that all children are protected and kept safe from harm while they are with staff or volunteers in this organisation. There is a considerable amount of legislation concerning Child protection, which means we must demonstrate that we take the care and protection of children, young people and our workers seriously. In order to achieve this we will ensure that staff and volunteers who are identified as undertaking 'regulated work with children' are carefully selected, screened, trained and supervised.

### **Selection**

- All applicants for regulated work in our organisation will complete an application form
- Short listed applicants will be asked to attend an interview
- Short listed applicants will be asked to provide references and these will always be taken up prior to confirmation of an appointment.
- The successful applicant will be asked to complete a self declaration form prior to the Disclosure Record being accessed.

### **Screening**

The successful applicant will be asked to complete a Disclosure Record (relevant to the position applied for) prior to the applicant taking up the post.

### **Training**

The successful applicant 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 work. Training on specific areas such as health and safety procedures, identifying and reporting abuse, and confidentiality will be given as a priority to new staff and volunteers and will be regularly reviewed.

## **Supervision**

All staff and volunteers undertaking regulated work will have a designated supervisor who will provide regular feedback and support. Every member of staff and volunteer will attend an annual review, where their performance, skills, motivation and expectations will be discussed. Annual reviews will be minuted and copies made available to the member of staff/volunteer.

It is an offence for an individual who is barred to undertake the type of regulated work from which they are barred.

It is an offence for an organisation to offer regulated work to someone who is barred or fail to remove a person from regulated work if they have been notified that they are barred.

It is an offence for an organisation not to refer an individual to Disclosure Scotland where the grounds have been met.

## **Reporting Abuse**

Dunlop & District Community Company understands that in addition to making a referral (a written report) to Disclosure Scotland, Child Protection issues concerning workers (paid/unpaid), children and young people must always be referred to the child protection agencies (i.e. social work and/or police) for appropriate investigation.

The Dunlop & District Community Company will ensure that all staff and volunteers involved in recruitment, training and supervision, are aware of this policy and have received appropriate training and support to ensure its full implementation.