

## PROTECTION OF CHILDREN AND VULNERABLE ADULTS POLICY

### POLICY STATEMENT

We recognise that the welfare of all children, young people and vulnerable adults is paramount and that all, regardless of ability or culture, have equal rights of protection. We have a duty of care and we will do everything we can to provide a safe, caring and secure environment whilst they are engaged in our activities.

Young Enterprise Scotland seeks to ensure that its policy and procedures comply with statutory duties and reflect available guidance on good practice in safeguarding children, young peoples and vulnerable adults, and that safeguarding arrangements are proportionate to the risks involved and in accordance with Scottish Government national guidance for child protection.

### CHILD PROTECTION OPERATIONAL CONTACTS

The responsibility of managing the safeguarding of children can be both demanding and challenging, and therefore must be appointed at managerial level to personnel who are available when we are operational.

#### Our Designated Child Protection Officers (DCPO)

Mark Armstrong

Schools Programmes Manager

07809 432 240

[Mark.armstrong@yes.org.uk](mailto:Mark.armstrong@yes.org.uk)

Michelle Lyden

Finance & HR Executive

07841 014 950

[Michelle.lyden@yes.org.uk](mailto:Michelle.lyden@yes.org.uk)

Their role is to oversee and ensure that our safeguarding children policy is fully implemented and in accordance with Scottish Government national guidance for child protection. These details will be made available to all staff and volunteers by training and staff/volunteer handbook. This includes ensuring all staff receives child protection training

as appropriate. The deputy should be available to support or cover for the nominated lead. He/she will also handle any complaints for allegations against the nominated lead if appropriate.

## DEFINITIONS

**Students:** Students refers to all participants in Young Enterprise Scotland activities including Children, Young People, and Vulnerable Adults. This policy also applies to Students who are attending educational settings in which Young Enterprise Scotland operates but who are not directly involved in Young Enterprise Scotland activities.

**Child:** A child can be defined differently in different legal contexts.

a. Section 93(2) (a) and (b) of the Children (Scotland) Act 1995 defines a child in relation to the powers and duties of the local authority. Young people between the age of 16 and 18 who are still subject to a supervision requirement by a Children's Hearing can be viewed as a child. Young people over the age of 16 may still require intervention to protect them.

b. The United Nations Convention on the Rights of the Child applies to anyone under the age of 18. However, Article 1 states that this is the case unless majority is attained earlier under the law applicable to the child. – Ref Scottish Government National Guidelines for Child Protection 2010.

**Vulnerable Adult: Adult Support and Protection (Scotland) Act 2007** defines Adults at Risk, through a three-point test, as adults, aged 16 years or over, who:

- a. Are unable to safeguard their own well-being, property, rights or other interests;
- b. Are at risk of harm; and
- c. Because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.

**Volunteer:** In this document, as in the Disclosure and Barring Service Glossary of Terms, a Volunteer is a person who is engaged in any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than or in addition to a close relative. For the purposes of this policy this encompasses but is not limited to Company Based Volunteers, Class Based Volunteers, Area Board Members and Directors.

**Staff Member:** A Staff Member is anyone employed by Young Enterprise Scotland. For the purposes of this policy this encompasses but is not limited to Permanent Staff, Casual Staff, Paid Deliverers, Associates and Secondees.

**Position of Trust:** A position of trust, for the purposes of this policy, is one where a member of Young Enterprise Scotland's Staff or a Volunteer is in a position of power or influence over a Student by virtue of the work or nature of the activity being undertaken.

## **RECOGNISING ABUSE (“Working Together to Safeguard Children 2010”)**

**Physical:** Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing significant harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

**Emotional:** Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the Child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone, may feature age or developmentally inappropriate expectations being imposed on children.

**Sexual:** Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:** Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- a. Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- b. Protect a child from physical and emotional harm or danger;
- c. Ensure adequate supervision (including the use of inadequate care-givers); or
- d. Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

## **RIGOROUS RECRUITMENT**

Safe recruitment practices are utilised to prevent unsuitable people working with vulnerable individuals, including the use of the following disclosure checks for eligible Staff Members and Volunteers:

The Protecting Vulnerable Groups Scheme (PVG Scheme), which delivers on the provisions outlined in the Protection of Vulnerable Groups (PVG) (Scotland) Act 2007, will:

- a. Help to ensure that those who have regular contact with children and protected adults through paid and unpaid work do not have a known history of harmful behaviour.
- b. Be quick and easy to use, reducing the need for PVG Scheme members to complete a detailed application form every time a disclosure check is required.
- c. Strike a balance between proportionate protection and robust regulation and make it easier for employers to determine who they should check to protect their client group.

### **VOLUNTEER RECRUITMENT**

- a. The completion of a volunteer registration form.
- b. At least two written references from previous employers including the most recent employer.
- c. A formal interview process.
- d. A disclosure check at enhanced level depending on the nature of the role.

### **STAFF RECRUITMENT:**

- a. The completion of an application form.
- b. At least two written references from previous employers including the most recent employer.
- c. A formal interview process.
- d. A disclosure check at enhanced level depending on the nature of the role.

### **INDUCTION AND TRAINING**

#### **VOLUNTEER**

- a. Clear induction training which will give an overview of the organisation and ensure volunteers know the purpose, values and structure of Young Enterprise Scotland.
- b. Relevant training and support will be provided on an on-going basis.

#### **STAFF**

- a. Clear induction and training strategy detailing clear job descriptions and responsibilities and all relevant policies and procedures.
- b. Probationary period of 6 months with clear goals and then provide appraisals at regular intervals.
- c. Relevant training and support will be provided on an on-going basis.

d. Training on specific areas such as care and welfare of vulnerable people, identifying and reporting abuse, and confidentiality of personal information will be given as a priority to new staff and will be regularly reviewed.

## **WHISTLEBLOWING**

Young Enterprise Scotland recognises that children and vulnerable adults, although fully entitled to do so, cannot be expected or relied upon to raise concerns in an environment where Young Enterprise Scotland Staff and Volunteers fail to do so.

All Young Enterprise Scotland Staff and Volunteers have a duty to raise concerns about the attitude or actions of colleagues and appropriate advice should be sought initially from the Designated Child Protection Officers who will, if necessary, seek further advice from the appropriate authorities.

## **SAFE AND SECURE WORKING ENVIRONMENT**

We endeavour to treat all children, young people and vulnerable adults with respect, regardless of ability or culture. We ensure that everyone signs up to make available to everyone by our staff/volunteer handbook and online (ROA), all our policies and procedures.

a. All Young Enterprise Scotland Programmes are designed to be delivered to groups of people with the involvement of a Young Enterprise Scotland Programme Executive, Link Teacher/Lecturer and Volunteers. Young Enterprise Scotland volunteers are required to abide by the Young Enterprise Scotland Volunteer Code of Conduct.

b. Staff members may be present within schools when liaising with school contacts during programme delivery. All staff members must adhere to the Young Enterprise Scotland Staff Code of Conduct to minimise risks or potential misunderstandings.

c. Staff and Volunteers must recognise that they are placed in a position of trust with regard to all Students, and must undertake to uphold that trust at all times.

## **SOCIAL MEDIA GUIDELINES**

a. Staff/Volunteers dealing with social media should be aware of the potential risks to children and young people (Appendix 1).

b. Staff/Volunteers should also be aware of potential indicators of online grooming and sexual exploitation of children and young people (Appendix 2).

c. Staff/Volunteers throughout the organisation should be familiar with the procedures on reporting of potentially illegal/abusive content or activity and how to manage inappropriate comments.

## **IMAGES**

Staff/Volunteers should be aware of the procedure for using images and videos of children and young people in regards to Young Enterprise Scotland activities, events, social media sites and promotional material.

### **MULTI-AGENCY APPROACH**

- a. Young Enterprise Scotland is committed to working in partnership with public agencies and other organisations, where in the extremely rare event that an abuse of trust would be reported to an agency, for example, the local authority and therefore requires cooperation and assistance from a Young Enterprise Scotland representative.
- b. Representation at multi-agency meetings will be decided on an individual basis.

### **CONSEQUENCES OF NON-COMPLIANCE**

Staff and Volunteers within Young Enterprise Scotland are placed in a position of trust with regard to the Students taking part in Young Enterprise Scotland activities. Anyone who abuses that trust may be subject to disciplinary action or in the case of a Volunteer, being made 'no longer engaged' with Young Enterprise Scotland.

### **HANDLING DISCLOSURES**

A disclosure may be made verbally or through play or through the behaviour by a child, young person or a vulnerable adult and it is important for everyone to remember the following:

If you are concerned about a child it is important that this information is communicated to the child protection lead and deputy by filling out a Child Protection Referral Form. You may become aware of suspected or likely abuse by:

- a. Your own observations and concerns.
- b. Being told by another person that they have concerns.
- c. The person tells you.
- d. The abuser tells you.

Remember:

- a. Do not delay.
- b. Do not investigate.
- c. Seek advice from the child protection lead or deputy.
- d. Make careful recording of anything you observe or are told (Appendix 3).

### **CLEAR REPORTING GUIDELINES**

We ensure and emphasis that everyone in our organisation understand and know how to share any concerns immediately with the child protection lead and deputy. Everyone including both the child protection lead and deputy will deal with concerns by following the procedures set out in the Protection of Children and Vulnerable Adults.

It is the responsibility of the child protection lead and/or deputy to ensure that these procedures are rigorously adhered to. In the case that the child protection lead is implicated, the deputy should be informed. In the exceptional circumstances that both are involved, it is the duty of the person concerned to contact children's social services direct.

## **RECORD KEEPING**

All records will be securely kept in a locked cabinet at Young Enterprise Scotland Main Office. Only the DCPO will have access and records will only be kept as long as necessary.

All records should be factual. It is equally important to record the reasons for making the decision not to refer to children's social care services as when the decision is taken to refer. Always sign, clearly detail name and job role of the person making the record, date and time these records.

## **PROTECTION OF CHILDREN AND VULNERABLE ADULTS**

### **Appendix 1 – What are the potential risks to children and young people using social media?**

With all emerging technologies there is also the potential for misuse. Risks associated with user interactive services include cyber bullying, grooming and potential abuse by online predators, identity theft and exposure to inappropriate content including self-hate, racist, hate and adult pornography<sup>1</sup>.

Most children and young people use the internet positively but sometimes behave in ways that may place themselves at risk. Some risks do not necessarily arise from the technology itself but result from offline behaviours that are extended into the online world and vice versa. Potential risks can include, but are not limited to<sup>2</sup>:

- a. Bullying by peers and people they consider 'friends'.
- b. Posting personal information that can identify and locate a child offline.
- c. Sexual grooming, luring, exploitation and abuse contact with strangers.
- d. Exposure to inappropriate content.
- e. Involvement in making or distributing illegal or inappropriate content.
- f. Theft of personal information.
- g. Exposure to information and interaction with others who encourage self-harm.
- h. Exposure to racist or hate material.

- i. Encouragement of violent behaviour, such as 'happy slapping'.
- j. Glorifying activities such as drug taking or excessive drinking.
- k. Physical harm to young people in making video content, such as enacting and imitating stunts and risk taking activities.
- l. Leaving and running away from home as a result of contacts made online.

*1EUKids online project : Hasenbrink, Livingstone, Haddon Kirwil and Ponte*

*2Home Office Task Force on Child Protection and the Internet: Good practice guidelines for the providers of social networking and other user interactive services 2008.*

## **Appendix 2 - Potential indicators of online grooming and sexual exploitation of children and young people**

There is also concern that the use of social networking services may increase the potential for sexual exploitation of children and young people. Exploitation can include exposure to harmful content (including adult pornography and illegal child abuse images), and encouragement for young people to post inappropriate content or images of themselves. There have also been a number of cases where adults have used social networking and user interactive services as a means of grooming children and young people for sexual abuse. The Home Office Task Force on Child Protection on the Internet identifies that online grooming techniques include:

- a. Gathering personal details, such as age, name, address, mobile number, name of school and photographs.
- b. Promising meetings with celebrities or offers of merchandise.
- c. Offering cheap tickets to sporting or music events.
- d. Offering material gifts including electronic games, music or software.
- e. Paying young people to appear naked and perform sexual acts.
- f. Bullying and intimidating behaviour, such as threatening to expose the child by contacting their parents to inform them of their child's communications or postings on a social networking site, and/or saying they know where the child lives, plays sport, or goes to school.
- g. Asking sexually themed questions, such as 'Do you have a boyfriend?' or 'Are you a virgin?'
- h. Asking to meet children and young people offline.
- i. Sending sexually themed images to a child, depicting adult content or the abuse of other children.
- j. Masquerading as a minor or assuming a false identity on a social networking site to deceive a child.

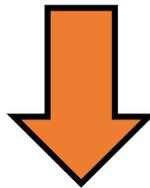
Using school or hobby sites (including sports) to gather information about a child's interests likes and dislikes. Most social networking sites set a child's web page/profile to private by default to reduce the risk of personal information being shared in a public area of the site.

## Appendix 3 - Handling Disclosures

### IMPORTANT INFORMATION FOR YOUNG ENTERPRISE SCOTLAND STAFF & VOLUNTEERS IF YOU HAVE A CHILD PROTECTION CONCERN

Write down notes (referral forms can be obtained from DCPO) for:

- Dates, times, facts, observations (verbatim if possible)
- Try to ensure that you have all relevant details recorded

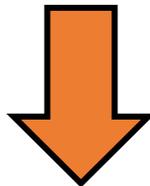


Contact Young Enterprise Scotland  
Designated Child Protection Officer:

Mark - 07809 432 240

Michelle – 07841 014 950

To report and log a concern has been raised



Young Enterprise Scotland Designated Child Protection Officer will liaise with Children's Social Services.

The DCPO will revert if further information/involvement is required from you