

## **CHILD PROTECTION POLICY**

**For** Cromarty History Society and Friends of Cromarty Courthouse

We recognise that child protection should not be treated in isolation. We will take on board guidance given by Highland Council Child Protection Committee and address the recruitment and selection of volunteers by following the procedure set out below:

1. We accept that it is our responsibility as a group to check that all adults with substantial access to children have been appropriately vetted.

We believe that every child, regardless of age, has at all times and in all situations a right to feel safe and protected from any situation or practice that could result in a child being physically or psychologically damaged. Our group will take action if we have suspicions concerning a child's physical, sexual or emotional well-being.

All volunteers are encouraged to share concerns with the group committee member who has agreed to monitor child protection issues. If the situation is clearly an urgent case, if the child is too frightened to go home, or if we have very serious doubts about the child's safety, we will contact Social Work Services or the Police immediately. If we have more general concerns about a child's welfare, we will discuss these with our group child protection monitor, who will make a referral to Social Work so that Social Work can make the necessary arrangements. It is important that all volunteers and staff communicate their concerns accurately. To this end, volunteers and staff will observe the following procedures:

1. Upon the receipt of any information from a child, or suspicions, it is necessary to accurately record what they have seen heard or know at the time the event occurs.
2. Share their concerns with the group child protection monitor and agree action to be taken.

### **For ease of reference:**

Local Area Social Work Office	Phone 01349-868700
Local Police Station	Phone 0845-600 5703
Out of hours Social Work Emergency Service	Phone 0845-769 7284

### **Policy Statement**

We will:

- Hold a register of every child involved with our group and keep a contact name and number close to hand in case of emergencies.
- Remember that some issues are confidential.
- Provide an example we would wish others to follow.
- Wherever possible, plan activities which involve more than one adult being present, or at least conduct them within sight and hearing of others.
- Be aware that our actions might be open to misinterpretation by others, even though they are well-intentioned.
- Respect a child's right to personal privacy.

- Provide time for children to talk to us.
- Encourage children to respect and care for others.
- Take action to stop any inappropriate verbal or physical behaviour.
- Have a group policy for the collection of children after meetings have finished.
- Remember to **refer**, not **investigate**, any suspicions or allegations of abuse.
- Only share concerns and seek support from the committee member identified to act as a monitor for child protection issues in the group's child protection policy.
- Complete the vetting checklist.
- **Act if we have concerns, knowing that we may be providing the final piece of the jigsaw that is needed to protect that child, and we may prevent further children from being hurt.**

*Adopted as policy 9<sup>th</sup> January 2010*

----- Sandy Thomson, Convener

----- Sheila MacDonald, Treasurer