



SAFEGUARDING & CHILD PROTECTION POLICY

Version Details	
Scope	This policy applies to anyone working on behalf of Kilmarnock YMCA Plus, including employees, volunteers, Trustees, sessional workers and students involved in our activities and events.
Version	
Date of Last Update	October 21
Authorisation	Board
Authorisation Date	October 2021
Chair's Signature	

1. SAFEGUARDING AND CHILD PROTECTION

This policy applies to anyone working on behalf of Kilmarnock YMCA Plus, including employees, volunteers, Trustees, sessional workers and students involved in our activities and events.

2. PURPOSE

The purpose of this policy statement is:

- To protect children and young people who receive Kilmarnock YMCA's services from harm. This includes the children of adults who use our services.
- To provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

3. POLICY STATEMENT

Kilmarnock YMCA Plus is committed to safeguarding children, young people and adults at risk taking part in its activities from physical, sexual or emotional harm, exploitative relationships, neglect or bullying. We recognise that their safety, welfare and needs are paramount and that any child, young person or adult at risk, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, has a right to live in safety, with dignity and to protection from discrimination, abuse and neglect.

We are also committed to ensuring that every child, young person and adult at risk that takes part in our events and activities should be able to participate and have fun, develop their skills and confidence in an enjoyable and safe environment, which promotes inclusion and protects them from harm, poor practice, exploitation, bullying and abuse. We will treat all children, young people and adults at risk with respect, celebrate their achievements and listen to their views and experiences.

We take all reasonable steps to ensure that, through safe recruitment, appropriate operating procedures and training, it offers a safe and fun environment to children and young adults taking part in its events and activities.

We consider it the duty of all those employed or involved with the organisation to prevent harm to all children, young people and adults with whom they come into contact. This includes reporting any, and all concerns discovered or suspected.

In Scotland, the definition of a child varies in different legal contexts, but statutory guidance which supports the Children and Young People (Scotland) Act 2014, includes all children and young people up to the age of 18. This is also the case, as defined in the Protection of Vulnerable Groups (PVG) (Scotland) Act 2007. Where concerns are raised about a 16- or 17-year-old, agencies will need to consider which legislation or guidance is appropriate to follow, given the age and situation of the young person at risk.

We are also mindful that a care experienced child or young person stops being looked after when they turn 18, however, Scottish Local Authorities are required to support children leaving care at 18 until they are at least 21. This would be important if we had a concern about a care experienced person up to the age of 21.

SAFEGUARDING

Safeguarding is the action that is taken to promote the welfare of children, young people and adults and to protect them from harm.

DEFINITION:

- Protecting from abuse and maltreatment
- Preventing harm to health and/or development
- Ensuring children and young people grow up with the provision of safe and effective care
- Taking action to enable all children and young people to have the best outcomes

4. THOSE WHO NEED SAFEGUARDING

- A child, who is someone under the age of 16 and, in some instances, young people between the ages of 16 and 18 who are looked after and accommodated by the local authority.
- An adult, who is someone over the age of 16 years or, in some instances, up to the age of 21 if they are care experienced.
- An adult at risk, who is anyone over 16 years of age, who is unable to safeguard themselves, their property and their rights.

5. CHILD PROTECTION

Child protection is part of the safeguarding process and focuses on protecting individual children identified as suffering, or likely to suffer, significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

Child protection is safeguarding a child or young person from abuse, harm or neglect which are forms of maltreatment of a child. Someone may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Be aware that abuse or neglect need not have taken place, it is sufficient for a risk assessment to have identified a risk of significant harm.

6. ADULTS AT RISK

An adult at risk is defined as those, over the age of 16, who meet one or more of the following criteria:

- are unable to safeguard their own well-being, property, rights or other interests.
- are at risk of harm.
- 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.

We believe that:

- Children and young people should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- Valuing, listening to and respecting them
- Appointing a nominated Child Protection Lead, who will be a Board Member, responsible for safeguarding
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff, volunteers and anyone else who is involved in our activities and events
- Implementing an effective online safety policy and related procedures
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all

staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently

- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- Sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- Making sure that children, young people and their families know where to go for help if they have a concern
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment by applying health and safety measures in accordance with the law and regulatory guidance
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

7. CATEGORIES OF ABUSE INCLUDE

There are many forms of abuse:

- Physical abuse
- Neglect
- Sexual abuse
- Emotional abuse
- Non-organic failure to thrive
- Significant harm

See Appendix 1 for additional information, including descriptions of different types of abuse and risk.

8. CONFIDENTIALITY

We put the wellbeing, health and development of children, young people and adults at risk first. An important part of this is to ensure that young people are listened to and communicated with in relation to decisions that impact upon them. Where a child or young person may be at risk of harm, this will override a professional or organisational requirement to keep information confidential.

Those employed or involved with the organisation have a responsibility to act quickly, efficiently and effectively to make sure that a child, young person or adult whose safety or welfare may be at risk is protected from harm. Children and young people should be made aware of Kilmarnock YMCA Plus's confidentiality and safeguarding policy when accessing services.

There Will be Occasions Where You Will Have to Share Information Externally

- In circumstances involving a child or young person (and/or their parents/carers where appropriate they should be informed of the intention to share information and the reasons why. The only exception would be if by doing so would further expose the child or young person to risk or hamper a police investigation.
- In circumstances relating to adults the individual concerned should be informed of the intention to share information and the reasons why and confidentiality may be breached if they are considered to be an adult at risk.

9. PROCEDURES : REPORTING A CONCERN/ALLEGATION/EVENT/INCIDENT

You may have reason to believe that a child or young person has been or is being abused or there is a likelihood or risk of significant harm from abuse or neglect. This suspicion may arise from physical evidence or voluntary disclosure of information from the child/young person or another individual. It is not your responsibility to investigate your suspicions or decide where an allegation is true. It is essential that child protection procedures are followed immediately.

Should there be a concern that an adult is at risk it is essential that vulnerable adult procedures are followed immediately.

All safeguarding concerns will be actioned as follows:

Responding to Suspicion or Allegation

- At the first indication that you may have concerns, or a young person may be disclosing a safeguarding concern to you, offer your full attention, and advise, as per our Safeguarding Policy, we may not be able to hold information they disclose as confidential.
- Be supportive of the young person.
- Listen with care, but do not ask any unnecessary questions.
- Take what the young person is saying seriously. Offer reassurance remembering that, for most young people, it will have taken tremendous courage to tell.
- Gather relevant details, don't make assumptions and avoiding asking leading questions or investigating. Consider the following questions?
 - How do you feel about your safety right now?
 - What has happened?
 - When did it happen?
 - Where has it happened?
 - Who else is involved?
 - What other services/other people are aware of this?
 - What do you want to happen now?
- It is **NOT** your responsibility to investigate your suspicions or decide where an allegation is true.

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 there is no reason to worry.
- **Listen** - 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. Try to gather relevant details however, don't make assumptions and avoid asking leading questions or investigating.

Try to do this in a quiet and private place such as the Admin Office or an empty room.

Consider the Following Questions

- How do you feel about your safety right now?
 - What has happened?
 - When did it happen?
 - Where has it happened?
 - Who else is involved?
 - What other services/other people are aware of this?
 - What do you want to happen now?
- **Reassure** - Reassure them that what they are telling you is not their fault.
 - **Sorry** - Say that you are sorry about what happened.
 - **Confidentiality** - Reiterate that you do not promise to keep the information secret. You must take any disclosure seriously.

Details of the disclosure should only be passed on to your Child Protection Lead, who will 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.

- **Take the allegation seriously** - Tell them that you are willing to help and support them. It is important that the case is referred to the Social Work department. It is up to them to take the matter further and investigate if appropriate. Under no circumstances should you investigate the disclosure.

A Safeguarding Reporting Form must be completed immediately and given/mailed to Kilmarnock YMCA Plus's Child Protection Lead. Where it is not possible to complete the form immediately, e.g. if you are on a trip with young people etc., then you must call the Child Protection Lead with as many details as possible and agree actions for going forward.

The Child Protection Lead will:

- provide you with support as required
- want to question you closely about the event/concern and look for as much information about the event/concern as you can provide

- remind you to complete the Reporting Form as soon as possible after the event/concern
- ensure any actions are followed up

Thi/s can be done by email, telephone or, if at all possible, face to face. Due to the timings of our services, this may require to be the following day. The Child Protection Lead will then have an overview of the event/concern and will either take the lead or guide you - depending on whether the concern is high risk or complex.

See Appendix 2 for Safeguarding Flowchart

See Appendix 3 for Responding to Safeguarding Concerns Framework

See Appendix 4 for Safeguarding Reporting Form

10. AFTER THE COMPLETION OF A SAFEGUARDING REPORTING FORM

- The Child Protection Lead will provide guidance on how to proceed.
- The local authority Social Work Service: Children and Families has the statutory duty to protect children and young people in partnership with other agencies.

All cases of suspected or alleged abuse must be treated seriously and the following services may be contacted:

- Social Work Services Office
- Emergency Social Work
- Police
- Emergency services

It is the duty of Social Work Services: Children and Families to investigate matters of concern in relation to the protection of the child or young person. Where it is alleged that a crime has been committed against a child, the matter is likely to be investigated jointly with the Police.

The investigating Social Worker/Police Officer may require to talk to the person with whom the concerns originated. Kilmarnock YMCA Plus will co-operate with any enquiries including attending case conferences and/or multi-agency meetings where appropriate and where resources allow.

The young person may continue to be involved with the organisation following the reporting of the concerns and will be supported appropriately in line with their individual needs.

11. CONCERNS ABOUT SOMEONE WITHIN THE ORGANISATION

Where you have a concern regarding a member of Kilmarnock YMCA Plus acting in relation to safeguarding, this must be reported to the Child Protection Lead immediately, outlining your concerns and the basis for them. The CPL will take your concerns seriously and decide on an appropriate course of action.

A thorough investigation will take place and the person at the centre of the complaint will be suspended from the Kilmarnock YMCA Plus until the investigation is complete. This action is both appropriate and necessary under the circumstances but is not intended to indicate that the person is guilty of the allegation as a decision can only be made after the full investigation. This may also involve the use of our Disciplinary and/or Capability Policy and Procedures. Where appropriate the concern may be reported to the Police.

Should the concerns involve the Child Protection Lead, then the concern should be reported to the Chair of the Board who will inform YMCA Scotland.

Staff and volunteer confidentiality will be managed in accordance with the Whistle Blowing Policy.

12. LONE WORKING

YMCA Kilmarnock Plus is committed to practices and procedures which ensure the safety of staff, volunteers and service users. This includes avoiding 'Lone Working' where possible. However, there will be some instances where it is not possible and we will ensure that these instances are suitably risk assessed and managed. Only staff or volunteers with a PVG will be left in a situation where they are on their own with any young people.

The Volunteer Programme Co-ordinator, in conjunction with the Line Manager, will carry out and document the appropriate Risk Assessments prior to the situation taking place.

13. ANTI-BULLYING

Kilmarnock YMCA Plus's Policy is to safeguard children taking part in any of its events or activities from physical, sexual and emotional harm. We consider bullying of any kind unacceptable and understand that it can seriously impact the wellbeing of a child. A child is defined as being any person under the age of 18.

We have an Anti-Bullying Policy that sets out what Kilmarnock YMCA Plus means by bullying, how it can be recognised and what to do about it if you think it might be happening.

The purpose of the Policy is to prevent bullying occurring, but if it does, to provide a mechanism where it can be quickly brought to the attention of nominated individuals who can investigate the situation and work with both the victim and the bully in order to resolve the problem.

What We Mean by Bullying

- Bullying is behaviour that can make a person feel frightened, threatened, left out or hurt and it can happen face to face and online (Respect for All)¹. Something only needs to happen once to make an impact on a person's capacity to feel in control of him/herself and make a person feel worried or scared to go to school, activities or events.
- This behaviour can harm people physically or emotionally and although the actual behaviour may not be repeated, the threat may be sustained over time, typically by actions, looks, messages, confrontations, physical interventions or the fear of these.
- In some circumstances, the intent to bully may not be present (as some may not realise that their behaviour is wrong or is actually bullying). It must be noted that the impact and effect on the person being bullied will be no less severe because of this and that the focus 'on the person who is bullying' should look at the behaviour and the impact it has had.
- Bullying behaviour can include:
 - Being called names, teased, put down or threatened face to face and/or online
 - Being hit, tripped, pushed or kicked
 - Having belongings taken or damaged
 - Being ignored, left out or having rumours spread about them (face to face and/or online)
 - Sending abusive messages, pictures or images on social media, online gaming platforms or phone
 - Behaviour which makes people feel like they are not in control of themselves or their lives

¹ Respect for All The National Approach to Anti-bullying in Scotland
<https://www.gov.scot/publications/respect-national-approach-anti-bullying-scotlands-children-youngpeople/>

- Being targeted because of who you are or who you are perceived to be (face to face and/or online)

14. PHOTOGRAPHY AND SHARING IMAGES

Photography, Images and Video

We believe that publishing articles, photos and videos in newsletters, on our website, in local newspapers etc., is an excellent way of recognising children/young people's achievements and of promoting Kilmarnock YMCA Plus. However, we are very careful to minimise the risk of anyone using images of children in an inappropriate way. Digital technology makes it easy to take, store, send, manipulate and publish images. Therefore, there are two key principles that we adhere to:

1. We will always obtain written consent from the child/young person's parents/carers for their photos or video to be taken and used.

- A consent form will be given to the parent/carer when the child/young person joins Kilmarnock YMCA Plus. (See Appendix X for Consent Form).
 - We will ask any photographer or member of the press or media attending an event to wear identification, at all times and we will fully brief him/her in advance of our expectations regarding his/her behaviour and the issues covered by these guidelines.
 - We will not allow unsupervised access to children/young people at any event/activity and we will not allow a photographer to arrange photo sessions outside the event.
 - We will obtain consent from parents/carers for any event that we wish to use video as a training (or other) aid. Any other use by a member of staff, volunteer, Trustee, sessional worker or student will be regarded as gross misconduct which may result in summary dismissal.
 - An image is personal data and will be treated in accordance with Kilmarnock YMCA Plus's Data Privacy Policy for the storage of and access to images.

2. When publishing images, we make sure they are appropriate and that we do not include any information that might enable someone to contact the child.

- We will use general shots showing children/young people or a group shot, without identifying them by name.

- In the event that we are recognising the achievement of an individual child/young person and we wish to publish their name with their photo, WE WILL NOT publish any other information (e.g. where they live, name of school, other hobbies and interests) that could enable someone to contact, befriend or start to 'groom' the child.
- We will ensure that children and young people pictured are suitably dressed, to reduce the risk of inappropriate use.

Where we have an event/activity that takes place in an open area that is open to the public, it is not possible to control all photography but any concerns about inappropriate or intrusive photography, or about the inappropriate use of images, will be reported to the Child Protection Lead and treated in the same way as any other child protection concern. We may ask parents/carers and spectators to identify themselves and state their purpose for photography/filming.

15. SAFER RECRUITMENT - PROBABLY EARLIER IN DOCUMENT

See our Safer Recruitment Policy.

16. SAFEGUARDING TRAINING AND AWARENESS

Kilmarnock YMCA Plus ensure that all staff and volunteers working with children and young people have undertaken training appropriate to their role. This may be through formal training, an online course, induction, mentoring and/or continuing professional development.

These measures have been put into place to ensure everyone who works with children and young people are confident and fully trained in order to meet Kilmarnock YMCA Plus's safeguarding practice.

- It is the responsibility of all staff to seek support and guidance, to communicate any concerns and to implement and adhere to this policy.

All staff and volunteers:

- receive a robust induction to Safeguarding and Child Protection and ongoing training and support.
- receive safeguarding training and are aware of the Safeguarding Policy.
- will refresh their on-line safeguarding training every year and in-depth training every two years.
- have a responsibility to familiarise themselves with procedures and adhere to them at all times.

- who meet the criteria, as outlined with Disclosure Scotland, are registered appropriately with the PVG scheme.
- receive regular supervision where safeguarding is a mandatory agenda item.

Kilmarnock YMCA Plus use Children 1st (Scotland's National Children's Charity) and NSPCC for appropriate safeguarding courses. The training provides attendees with the knowledge on child wellbeing and protection that will give them the confidence to deal with issues that may arise in their role working with children. Children 1st provide a Child Wellbeing and Protection Officer (CWPO) workshop which is targeted at those who are at a Child Protection Officer/Team Manager/Committee Member with safeguarding responsibility level.

Safeguarding Training Needs Analysis	
<ul style="list-style-type: none"> • Trustees 	<p>Trustee Safeguarding Training For charity trustees who want to better understand their role in protecting anyone who comes into contact with their charity. This e-learning course will help the Trustee to understand his/her duties in protecting beneficiaries, staff, volunteers and visitors.</p>
<ul style="list-style-type: none"> • Staff • Volunteers • Trustees who take an active part in children/young people's activities. 	<p>Child Protection in Scotland Training This introductory training course is for anyone working with children and young people in Scotland who need to understand their role in protecting children and young people in Scotland to keep them safe? Developed by subject matter experts specialising in child protection, the NSPCC's e-learning course will give a clear understanding of how to recognise, report and record concerns about a child's welfare.</p> <p>Online Safety Training This E-safety training is to help you keep children and young people safe online.</p>
<ul style="list-style-type: none"> • Trustees • Staff involved in recruiting volunteers 	<p>Safer Recruitment Training Training to safely recruit the right staff and volunteers to ensure they are safe to work with children and young people.</p>
<ul style="list-style-type: none"> • Child Protection Lead 	<p>Child Wellbeing And Protection Officer (CWPO) Workshop The workshop is suitable for individuals responsible for leading Kilmarnock YMCA in the wellbeing and protection of children and young people. Learners will</p>

	have the opportunity to develop knowledge and skills to manage concerns through the use of interactive case studies and group work.
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17. ON-LINE SAFETY

Communication and Images

The world of the internet, social media and apps is constantly and rapidly evolving and it is hard to keep up to date, but it is important for anyone working with children and young people at any of our events and activities to develop some understanding of how they use technology, the risks involved and how to keep them safe. Suggested sources of information are:

- www.nspcc.org.uk/shareaware
- www.net-aware.org.uk
- www.internetmatters.org
- www.saferinternet.org.uk

Club Website and Social Media

When promoting Kilmarnock YMCA Plus and/or encouraging our members to interact online, the following issues are taken into account in relation to children and young people:

- we follow clear guidance on the use of images of children (see Photography section above)
- we ensure that the content and language on our site or page, including contributions to blogs, forums etc., is appropriate for younger members and does not link directly to unsuitable material on other sites
- we provide a clear process for parents and others to report inappropriate content or online bullying and to request that content is removed
- we have a robust procedure for handling and assessing such a report or request and acting promptly to remove the offending content.

Children and Young People

Children and young people use modern technology as a matter of course, but they don't always understand the risks involved and their parents are not always fully aware of their children's risky behaviour. Online communication and texting can often be used as a means of bullying. Kilmarnock YMCA Plus treat 'Cyberbullying' in the same way as any other form of bullying. There are a number of places that provide guidance and support for children and young

people in different age groups, as well as for parents and carers, on matters such as online bullying, sharing images and ‘sexting’.

- Scotland’s Anti- Bullying Service – www.respectme.org.uk/
- Children 1st – Parentline - www.children1st.org.uk/help-for-families/parentline-scotland/guidance-advice/cat/the-online-world

When working with children and young people our staff, volunteers, Trustees, sessional workers and students will:

- avoid using over-familiar language
- only communicate regarding Kilmarnock YMCA Plus matters, not for social or personal contact.

When using social media, they will:

- have a personal and a professional page for your social media
- not allow any of the children/young people members to follow or be friends with their personal account
- set their privacy settings as high as possible on their personal account
- challenge the way that children/young people post or comment to them or others on social media if it is inappropriate
- educate children/young people about the boundaries between them and the child/young person.

18. POLICY REVIEW

We are committed to reviewing this policy and procedures annually however, due to changing government legislation, this policy may be amended at any time.

19. LEGAL FRAMEWORK

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in Scotland. A summary of the key legislation is available from nspcc.org.uk/learning.

20. SUPPORTING DOCUMENTS

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents.

- Role description for the designated safeguarding officer
- Recording concerns and information sharing ALL OF THE YELLOW SHOULD BE COVERED IN THIS POLICY
- Child protection records retention and storage WRITE THIS

- Code of conduct for staff and volunteers FIND THIS OR WRITE THIS
- Behaviour codes for children and young people FIND THIS OR WRITE THIS
- Anti-bullying ALL OF THE YELLOW WILL BE COVERED IN THIS POLICY
- Managing complaints FIND THIS AND CHECK IF UP TO DATE
- Whistleblowing – UPDATE POLICY
- Health and safety GET FROM MICHAEL
- Induction, training, supervision and support FIND OR WRITE TRAINING PLAN
- Adult to child supervision ratios NEED TO GET THESE

CONTACT DETAILS

Child Protection Lead/Trustee Lead for Safeguarding and Child Protection

Name: Josephine Orr (Appointed November 2020)

Phone: 07753138413

Email: josephineorr5@outlook.com

USEFUL HELPLINE

NSPCC Helpline: 0808 800 5000

APPENDIX 1: DESCRIPTIONS OF DIFFERENT TYPES OF ABUSE AND RISK AND SUPPORTING YOUNG PEOPLE

(Based on the statutory guidance ‘Working Together to Safeguard Children’ 2018)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (including via the internet). They may be abused by an adult or adults, or another child or children.

The list below is not exhaustive but designed to give some guidance on how to recognise abuse and risk.

ABUSE

Physical abuse

Physical abuse may involve adults or other children inflicting physical harm - when a child or young person is deliberately hurt, causing injuries such as cuts, bruises, burns and broken bones. It can be done by:

- hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
- giving children alcohol or inappropriate drugs

Physical abuse may also be if a parent or carer makes up or causes the symptoms of illness in children. For example, they may give them medicine they don’t need, making them unwell.

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. It may involve a parent or carer failing to:

- provide adequate food, clothing or shelter
- protect from a child from harm or physical and emotional harm or danger
- ensure adequate supervision
- ensure access to appropriate medical care or treatment
- respond to a child’s basic emotional needs

Non-Organic Failure to Thrive

Children who significantly fail to reach normal growth and developmental milestones (i.e. physical growth, weight, motor, social and intellectual

development) where physical and genetic reasons have been medically eliminated and a diagnosis of non-organic failure to thrive has been established.

Emotional Abuse

Emotional abuse is the persistent emotional neglect or ill treatment which cause severe and persistent adverse effects on the child's emotional development. It may involve:

- conveying that the child or young person is worthless, unloved or inadequate
- humiliating, constantly criticising or threatening
- trying to control a child's life and not recognising their individuality
- never saying anything kind, positive or encouraging
- not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- imposing expectations which are beyond the child's age or developmental capability
- overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction
- allowing a child to see or hear the ill-treatment of another person
- serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger
- the exploitation or corruption of children

Some level of emotional abuse is involved in all types of maltreatment of a child.

Sexual Abuse

Sexual abuse involves an individual (male or female, or another child) forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, to gratify their own sexual needs.

It doesn't necessarily involve violence and the child or young person may not be aware that what is happening is abuse. It can also happen online.

The activities may involve:

- not taking proper measures to prevent a child being exposed to sexual activities by others
- encouraging children to behave in sexually inappropriate ways or watch sexual activities
- physical contact (e.g. kissing, touching, masturbation, rape or oral sex)
- showing pornography to a child

- making, viewing or distributing child abuse images or allowing someone else to make, view or distribute child abuse images.
- involving children in looking at, or in the production of, sexual images
- grooming a child in preparation for abuse (including via the internet)
- Physical contact (e.g. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people.

Child Sexual Exploitation

Child sexual exploitation (CSE) is a type of sexual abuse. Young people in exploitative situations and relationships receive things such as gifts, status or affection in exchange for taking part in sexual activities. Young people may be tricked into believing they're in a loving, consensual relationship and don't understand that they're being abused. Young people can also be groomed and exploited online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation.

Domestic Abuse

Domestic abuse takes place by a partner, ex partner, or extended family members. Domestic abuse can be physical, mental, emotional, financial and sexual. It is any type of abusive or threatening behaviour between people who are or were in an intimate relationship and is used by one partner to control the other partner. Children's exposure to domestic abuse between parents and carers is child abuse. Children can be directly involved in incidents of domestic abuse or they may be harmed by seeing or hearing abuse happening.

Bullying and Cyber Bullying

Bullying (including 'cyber bullying' by text, e-mail, social media etc.) is behaviour that can make a person feel frightened, threatened, left out or hurt and it can happen anywhere, face to face and online (Respect for All)².

Something only needs to happen once to make an impact on a person's capacity to feel in control of themselves and make a person feel worried or scared to go to school, events, activities, training or other situations. However, it can often happen over a lengthy period of time and can harm a child both physically and emotionally. Bullying behaviour includes:

² **Respect for All:** The National Approach to Anti-bullying in Scotland <https://www.gov.scot/publications/respect-national-approach-anti-bullying-scotlands-children-young-people/> and at 'Respect Me' – Scotland's Anti-Bullying Service – www.respectme.org.uk

- verbal abuse or non verbal abuse
- threatening, intimidating or humiliating someone
- exclusion or isolating someone
- constant criticism or spreading rumours
- racial, sexual or homophobic, biphobic and transphobic bullying
- physical assaults, such as hitting and pushing
- Being called names, teased, put down or threatened face to face and/or online
- Being hit, tripped, pushed or kicked
- Having belongings taken or damaged
- Being ignored, left out or having rumours spread about them (face to face and/or online)
- Sending abusive text messages, pictures or images on social media, online gaming platforms or phone
- Behaviour which makes people feel like they are not in control of themselves or their lives
- Being targeted because of who you are or who you are perceived to be (face to face and/or online)
- creating and sharing embarrassing images or videos
- 'trolling' - sending menacing or upsetting messages on social networks, chat rooms or online games

Spiritual Abuse

Spiritual abuse is not covered by the statutory definitions but is of concern both within and outside faith communities, including the church. Aspects of spiritual abuse can be recognised under the four categories of abuse such as emotional abuse or physical abuse (e.g. forced healing rituals).

Within faith communities, harm can be caused by the inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, obtrusive or forced healing and deliverance ministries or rituals, any of which may result in children experiencing physical, emotional or sexual harm. Where such inappropriate behaviour becomes harmful it should be referred for investigation in cooperation with appropriate statutory agencies.

RISK

Self-Harm

Self-harm can take lots of physical forms, including:

- Cutting
- Burning
- Bruising
- Scratching
- hair-pulling
- using alcohol or drugs

Young people often use self-harm as a coping strategy. The physical pain of self-harm might feel easier to deal with and can make a young person feel they're in control of at least one part of their life. Self-harm isn't a suicide attempt or a cry for attention. Instead, it's often a way for young people to release overwhelming emotions.

Suicidal Thoughts

Some children and young people may feel like or think about ending their life. Many things can trigger suicidal thoughts and it is important to understand the holistic picture for the young person to ensure they are able to access support which is individual to their needs. Young people who are having thoughts of suicide may or may not be behaving in a way that puts their life at risk. Young people experiencing suicidal thoughts, however, are potentially at risk of acting on these thoughts. Those who are engaging in suicide behaviours are at risk of death or harm. It is important to establish if the young person has a plan.

All concerns around suicide will be taken seriously to ensure appropriate interventions/support is put into place immediately.

Significant Harm

Significant harm can result from a specific incident, a series of incidents or an accumulation of concerns over a period of time. It is essential when considering the presence or likelihood of significant harm that the impact or potential impact on the child or young person takes priority. It is necessary to consider:

- the nature of the harm
- the impact on the child or young person
- the context in which it occurred
- any other needs which may make the child or young person more vulnerable i.e disability, medical condition etc

RECOGNISING ABUSE

It is not always easy, even for the most experienced carers, to spot when a child has been abused.

However, some of the more typical symptoms which should trigger your suspicions would include:

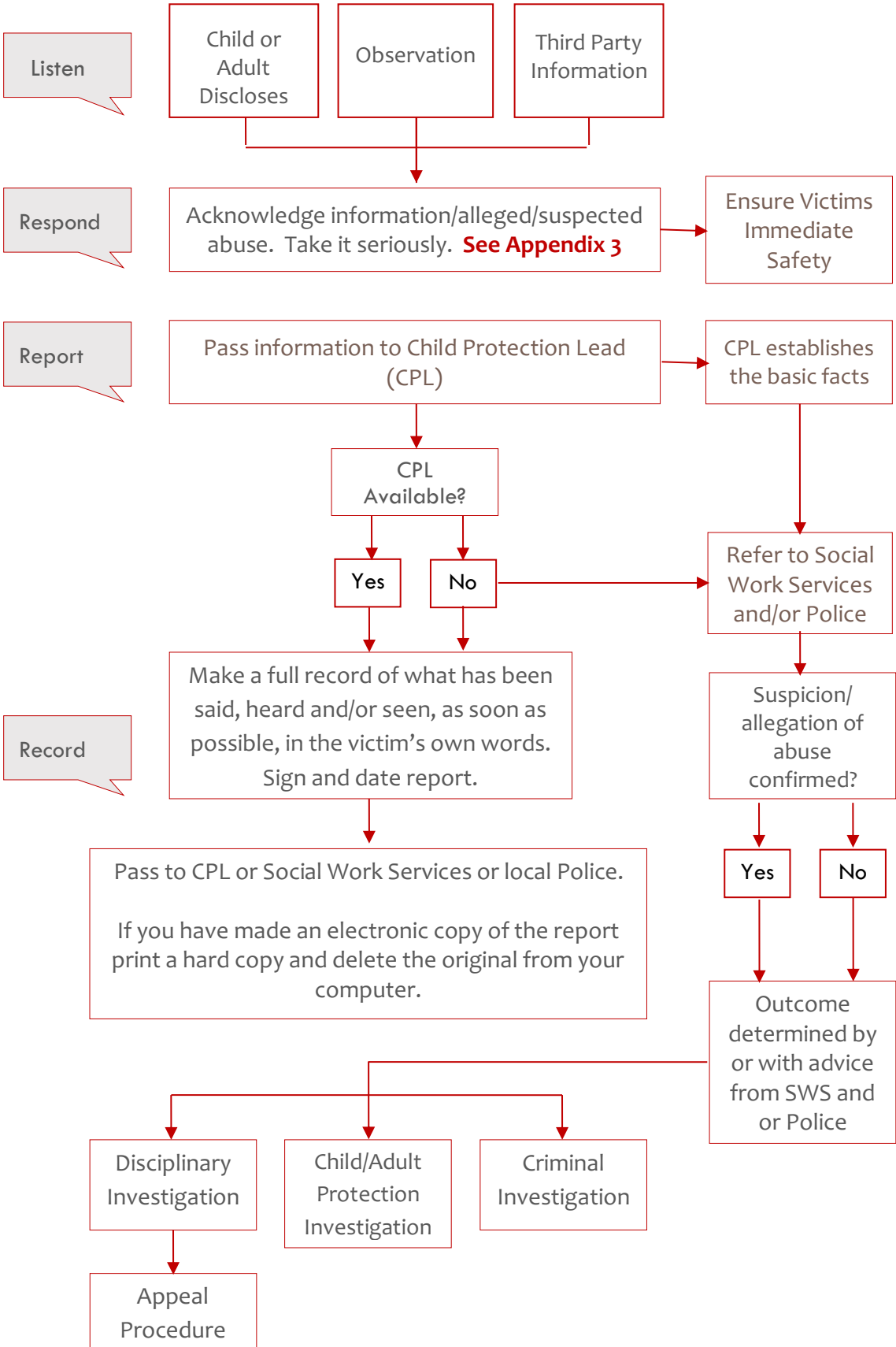
- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- sexually explicit language or actions
- a sudden change in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- the child describes what appears to be an abusive act involving him/her
- a change observed over a long period of time (e.g. the child losing weight or becoming increasingly dirty or unkempt)
- a general distrust and avoidance of adults, especially those with whom a close relationship would be expected
- an unexpected reaction to normal physical contact
- difficulty in making friends or abnormal restrictions on socialising with others.

It is important to note that a child could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the child is being abused. Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change in the child's behaviour, first talk to the parents or carers. It may be that something has happened, such as a bereavement, which has caused the child to be unhappy.

If You Are Concerned

If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk. If you cannot talk to the parents/carers, consult the Child Protection Lead. It is this person's responsibility to make the decision to contact Children's Social Services or the Police. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

APPENDIX 2: SAFEGUARDING CONCERN FLOWCHART



APPENDIX 3: RESPONDING TO SAFEGUARDING CONCERNS FRAMEWORK

This is not an exhaustive list and is designed to support you in dealing with immediate safeguarding concerns. Please be aware that each situation will be individual and may have additional factors to consider. Everyone must adhere to the Safeguarding policy and flowchart.

Physical/Emotional/ Spiritual Sexual Abuse/Rape	Self Harm	Suicidal Thoughts	Intent to Complete Suicide
<p>Support the young person, allow them to talk about what they want to do with regards to support, but do not investigate.</p> <p>Is it historical and is it being dealt with by authorities?</p> <p>If under 16 or a VA, this must be passed on to social work/police and Child Protection Lead must be notified immediately.</p> <p>If over 16/not VA, support him/her to make the decision that is best for them. Give him/her options and info including support available, e.g. staff support or signposting to other agencies.</p> <p>Agree ongoing support.</p> <p>Complete Safeguarding Report form & email to Child Protection Lead</p>	<p>Administer First Aid if required, or call 101/999 if required.</p> <p>Explore their circumstances to understand what is happening and what is making them feel the need to self-harm.</p> <p>What safety measures/support systems do they have in place?</p> <p>Agree a safety plan with the young person – include where possible identified support people & agencies, and coping strategies.</p> <p>Agree ongoing support.</p> <p>Complete Safeguarding Report form & email to Child Protection Lead</p>	<p>Explore their circumstances to understand what is happening and where support could be put in place.</p> <p>Confirm whether they have a plan or not. If Yes, refer to next column.</p> <p>Agree a safety plan with the young person – include where possible identified support people & agencies, and coping strategies.</p> <p>Agree ongoing support.</p> <p>Complete Safeguarding Report form & email to Child Protection Lead</p>	<p>Explore their circumstances to understand what is happening and where support could be put in place.</p> <p>Confirm their plan details if possible.</p> <p>Call Ambulance or Police and remain with young person until they are in the care of Emergency Services. Agree to check in with Young Person/Emergency Services at appropriate time.</p> <p>Agree ongoing support.</p> <p>Complete Safeguarding Report form & email to Child Protection Lead</p>

APPENDIX 4: SAFEGUARDING AND CHILD PROTECTION REFERRAL FORM

If in any doubt about how to deal with the situation – seek advice immediately from the Child Protection Lead listed at the end of this form.

Take the allegation seriously; support the child – do not investigate

Date and Time of Incident	Date:	Time:
Name/ Age of Child Involved	Name:	
	Age:	
Name and position of person about whom incident, complaint or allegation is made	Name:	
	Position:	
Where did incident, complaint or allegation take place?		
Nature of incident, complaint or allegation <ul style="list-style-type: none"> • do not prompt or suggest • do not ask the child how he/she felt • Where the information is unclear, only ask enough questions to gain basic information • Use open-ended questions, do not use leading questions 	(Continue on separate page if necessary.)	
What action did you take?	(Continue on separate page if necessary)	
Were parents contacted?	Yes	No
If yes, what was said?		
Were Police or Children's Social Services/Work contacted?	Yes	No

Name, position and contact number of person handling case	Name:	
	Position:	
	Contact No:	
Your Name and position in Kilmarnock YMCA Plus	Name:	
	Position:	
Your contact telephone number and e-mail address	Contact No:	
	Email address:	
Your Signature		
Date and time form completed	Date:	Time:
Child Protection Lead	Name: Mrs Josephine Orr Mobile: 07753 138413 Email: Josephineorr5@outlook.com	

This form should be copied/emailed to the Child Protection Lead named in the above form and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident. The Child Protection Lead will inform and liaise with the appropriate authorities.

Emergency Contact:
Next of Kin: _____
Relationship: _____
Address: _____

Phone Number: _____

Concerns: check all this is included in Reporting Form

- **Physical Abuse/Assault**
- **Emotional Abuse (including Spiritual Abuse)**
- **Sexual Exploitation**
- **Bullying/Harassment**
- **Self Harm**
- **Neglect**
- **Sexual Abuse/Rape**
- **Domestic Abuse**
- **Suicidal Thoughts/Intention**
- **Housing/Homelessness**

Date of Concern:

Details of Concern (use exact words where possible):

Any other relevant information:

What would the young person/VA like to happen:

Are they accessing any other services? Include name & contact details:

Is there any information they do not want shared (in CP/VA cases, confidentiality may have to be breached):

Agreed action to be taken:

APPENDIX 5: GUIDANCE FOR CHILD PROTECTION IN SCOTLAND

The key guidance for anyone working with children and young people in Scotland is Scottish Government (2014) National Guidance for child protection in Scotland.

However, the following Scottish specific legislation, policies and supporting procedures are also key to safeguarding children and young people:

- Children’s Hearing (Scotland) Act 2011
- The Equality Act 2010
- Protection of Vulnerable Groups (Scotland) Act 2007
- Rehabilitation of Offenders Act 1974, the Exclusions and Exceptions (Scotland) Order 2003
- Protection of Children (Scotland) Act 2003
- Disclosure Scotland Code of Conduct “Making Scotland Safer” 2002
- Disclosure Scotland Code of Conduct “Protecting the Vulnerable by Safer Recruitment”
- Sexual Offences (amendments) Act 2000
- Human Rights Act 1998
- Data Protection Act 2018
- Limitation (Childhood Abuse) (Scotland) Act 2017
- Police Act 1997
- Sex Offenders Act 1997
- Children (Scotland) Act 1995
- Criminal Procedure (Scotland) Act 1995
- The UN Convention on the Rights of a Child
- The UN Convention on the Rights of Persons with Disabilities
- Getting It Right For Every Child (GIRFEC)
- RespectMe – the National Approach to Anti-bullying in Scotland

APPENDIX 2: SAFEGUARDING CONCERN

