



CHILD PROTECTION AND VULNERABLE ADULT POLICY

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Introduction

ng homes are committed to ensuring that staff are aware of their responsibility for safeguarding and promoting the welfare of all children, young people and adults and recognises its responsibility to take all reasonable steps to promote safe practice and to protect children and vulnerable adults from harm, abuse and exploitation. The Association acknowledges its duty to act appropriately to all allegations, reports and suspicions of abuse.

Through the implementation of this policy, The Association aims to do everything it can to protect children and vulnerable adults, and to ensure that all concerns for the welfare of a child or vulnerable adult are reported to the appropriate authorities.

The Association will liaise, and refer to Glasgow City Council Social Work Department where required,

Our Commitment

In line with our recruitment and selection procedures, we will ensure that individuals, who are employed by The Association in a paid or voluntary capacity, are fit for the post they are appointed to. Where a post requires direct work with children or adults at risk, we will ensure that reasonable steps are taken not to appoint a person who is unsuitable or disqualified from working with these groups. A Standard or Enhanced Disclosure will be requested only where this is considered relevant to the particular position. Where a Disclosure is deemed necessary for a post or position, recruitment documentation will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

The Association will ensure through training that all staff is aware of their responsibility to protect children, young people and adults at risk. The training will include this policy and highlight the need to report child protection issues or concerns about conduct towards adults at risk.

For the purposes of this policy, and in line with the Protection of Children (Scotland) Act 2003, a child will be considered to be anyone under the age of 18.

The Adult Support and Protection (Scotland) Act 2007 seeks to protect and benefit adults at risk of being harmed and describes adults at risk as being persons (aged 16 or over) who are;

- a) 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.

An adult is at risk of harm for the purposes of the above noted if;

- a) another person's conduct is causing (or likely to cause) the adult to be harmed, or
- b) the adult is engaging (or is likely to engage) in conduct which causes (or is likely to cause) self-harm.

In the work we do staff will promote the rights of children and adults at risk to be listened to and taken seriously so that an individual is able to express their views, thoughts, and concerns.

Concerns about child protection and conduct towards adults at risk will be referred to Social Work in line with our procedures.

Child Protection and Adult at Risk Procedures

During the course of their work should a member of staff receive information or suspects that a child or adult at risk may have been, or is being, abused in any way the following action will be taken;

1. Listen and reassure the child or adult at risk

In the event that a child or adult at risk approaches you to disclose that abuse has, or is, taking place;

- Show that you take the child/adult at risk seriously and listen to what they are saying, reassure them that they can trust you, that they are safe and that you will pass on this information to people who will be able to support them.
- Staff must not, in the case of a child promise to keep the situation secret as information relating to child protection cases must be referred to the line manager who will refer the matter to Glasgow City Council Duty Social Worker. However, the information provided by the child/ adult at risk should only be shared with those who need to know.

- Do not ask the child/ adult at risk questions to obtain more information or investigate the concerns. Only ask the child/ adult at risk questions to clarify what he or she has said.

2. Record

- Record on what the child/adult at risk has said or where as a staff member you have concerns. Ensure to note the following information;
- The child/adult at risk's name, address and date of birth
- The date and time of information received / concern identified
- The child/adult at risk's account of what has happened or in the case where it is a member of staff that suspects abuse, detail your own concerns
- Sign and date the record.

All facts, incidents, assessments, and discussions related to the suspicions should be recorded clearly and accurately. Opinions and conjecture should be avoided and an attempt made to capture only facts. Such records should be kept securely and safely as per the Data Protection Act 2018.

3. Refer

Any member of staff who has a concern or has received information from an individual must immediately inform the line manager who will decide if a referral should be made to Social Work Services. If the child or adult at risk is in immediate danger, the police should be contacted immediately.

If referred to Social Work Department Duty Social Worker, advise them of your concerns or the child/adult at risk's disclosure. In the event that the line manager is not available the member of staff should report the concerns directly to Social Work Services.

Child Sexual Exploitation (CSE)

The sexual exploitation of children and young people is often hidden. In practice, it might involve children and young people being coerced, manipulated, forced or deceived into performing and/or other performing on them, sexual activities in exchange for receiving some form of material goods or other things, such as food, accommodation, drugs, alcohol, cigarettes, gifts, affection. Sexual exploitation can occur through the use of technology and without the children's immediate recognition. Victims rarely directly disclose abuse, not recognising that they have been exploited and may believe they are

in an 'adult relationship' with their abuser, due to the sophisticated grooming processes and power imbalance involved.

Where staff have concerns over the welfare of a child and suspect Child Sexual Exploitation they should follow the Child Protection Procedures aforementioned.

Missing Children and Vulnerable Adults

The links between going missing, sexual exploitation, homelessness and abuse are widely recognised.

ng homes will assist the Police and/or Local Authority however possible in the search for children or vulnerable adults reported as missing.

Disciplinary procedures

In the event that the referral to social work relates to the actions of a member of staff the Director Of Housing Services and Corporate Services Manager will liaise closely with other agencies involved should there be the need to implementation our disciplinary procedures. This is to ensure that our disciplinary action does not impinge on any criminal proceedings that may be implemented as a result of the Interagency Child Protection Procedures. In the absence of the Director of Housing Services and Corporate Services Manager, the Chief Executive or other member of the Directorate will be responsible for liaising with Social Work.

Data Protection

ng homes recognise the importance of data protection legislation in protecting the rights of individuals in relation to personal information that we may handle and use about them, whether on computer or in paper format. ng homes will ensure that our practices in the handling and use of personal information during the processes and procedures outlined in this policy comply fully with data protection legislation. More information is available from our Data Protection Officer.