

**North  
East  
Arts  
Touring**



**APRIL 2020**



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# CHILD PROTECTION POLICY STATEMENT



**North East Arts Touring Ltd (NEAT) is fully committed to promoting children's rights, notably their right to be protected from harm, abuse and exploitation and to be involved in any decisions that directly affect them.**

**NEAT has a duty of care, and a responsibility to report, as per Scottish guidelines, to implement effective policies and procedures for safeguarding the welfare of children and young people. To achieve this, we will ensure our staff and volunteers are carefully selected, screened, trained and supervised. Furthermore, we will endeavour to keep up to date with national developments relating to the care and protection of children and young people.**

NEAT will:

1. Ensure that all workers understand their legal and moral obligations to protect children and young people from harm, abuse and exploitation
2. Develop best practice in relation to the recruitment of all workers (paid staff and volunteers)
3. Provide opportunities for all newly appointed workers (paid and unpaid) through the provision of induction training, which gives an overview of the organisation's purpose, values, structure and services
4. Ensure that all workers understand their responsibility to work to the standards and procedures detailed in the organisation's Code of Conduct and Child Protection procedures
5. Ensure that all workers understand their obligations to report welfare and wellbeing or protection concerns about a child/young person, or a worker's conduct towards a child/young person, to the organisation's designated person for child protection. NEAT will observe a policy that is child and young person focused, that is based on an understanding of the wellbeing of all children and young people.
6. Ensure that all procedures relating to the conduct of workers are implemented in a consistent and equitable manner
7. Ensure that the designated child protection officer understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. police and/or social work)
8. Ensure that the organisation meets all its responsibilities in adhering to the requirements of the Protection of Vulnerable Groups (PVG) Act 2007
9. Provide opportunities for all workers (paid and unpaid) to develop their skills and knowledge particularly in relation to the care and protection of children and young people, through ongoing training opportunities

10. Ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to the organisation's complaints procedures
11. Endeavour to keep up to date with national developments relating to the welfare, wellbeing and protection of children and young people
12. Ensure that all staff and volunteers report any concerns whatsoever regarding the issue of child protection, and that these be dealt with current Scottish guidelines

## SECTION 1 – INTRODUCTION



NEAT is committed to providing a safe environment for young people. This Child Protection Policy and Procedures reflect this commitment and aims to ensure that all concerns about the welfare, wellbeing and protection of children and young people are effectively managed. NEAT observes all the guidance laid down in the Scottish Government's GIRFEC (Getting it Right for Every Child) and the indicators set out in SHANARRI (which are, aimed at children up to the age of 18 being safe, healthy, achieving, nurtured, active, respected, responsible and included).

The Executive Director is responsible for developing and reviewing the organisation's Child Protection Policy statement and other care and protection policies and guidelines. However, all workers (paid or unpaid) for NEAT are required to implement the child protection procedures.

Section 5 of the Children (Scotland) Act 1995 states that "it shall be the responsibility of a person who is 16 or over and who has care and control of a child under 16, to do what is reasonable to safeguard the child's health, development and welfare". This places on NEAT a Duty of Care, and a responsibility to report as per Scottish guidance, for the children and young people we work with. NEAT also recognises that all children and young people have the right to freedom from abuse as outlined in the UN Convention of Rights of the Child. NEAT will constantly strive to provide a safe environment, free from any forms of abuse, for all the young people in its care. NEAT's understanding of abuse can be found in Appendix 2.

NEAT has a commitment to children's rights, notably their right to be protected from harm, abuse and exploitation and to be involved in any decisions which directly affect them.

## SECTION 2 – RECRUITMENT



NEAT recognizes that appropriate recruitment and selection procedures are a vital part in developing and maintaining a safe environment for children and young people. The following procedures are in place to ensure that only suitable applicants are accepted as volunteers or staff of NEAT:

1. All applicants (staff and volunteers) will be asked to complete an application form.
2. All applicants (staff and volunteers) will be asked to complete a self-declaration form.
3. All successful applicants (paid and unpaid positions) will be asked to provide suitable references.
4. All suitable applicants (paid and unpaid positions) will be asked to attend an interview.
5. A self-declaration form will be used so that interviewed applicants can declare and discuss any convictions (and their context) with the organisation.
6. All successful applicants appointed into a 'regulated work' position, as defined by the PVG Act, will be required to become members of the PVG Scheme or, if already a member, provide their PVG Scheme Record and permit access to a PVG Scheme Record Update.

## SECTION 3 – TRAINING

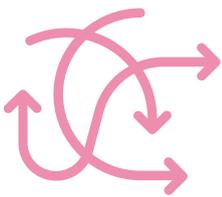


All newly appointed staff and volunteers at NEAT will, within 1 months of their appointment, receive training, support, information and guidance to ensure they understand their role and responsibilities about Child Protection. This will include:

1. Details of the structure of the organisation will be provided, including the details of overall responsibility for child protection within the organization.
2. Details of the organisation's aims and objectives will be provided.
3. An assessment of staff's (paid and unpaid) training and development requirements will be completed.
4. The roles and responsibilities of staff and volunteers within the organisation will be clarified.
5. Clear details of the expectations, roles and responsibilities of all newly appointed staff and volunteers will be provided.

6. All staff and volunteers must agree and sign up to the organisation's Child Protection Policy and procedures. A signed copy of this agreement will be filed on a staff member's personnel file or a Promoting Organisation's folder.
7. Training, information and a copy of the organisation's Code of Conduct will be provided.
8. The contact details and roles and responsibilities of the organisation's Child Protection Officer will be provided.

## SECTION 5 – RESPONDING TO SUSPICION OR ALLEGATION OF ABUSE



Members of staff (paid and unpaid) have a duty to report any suspicions, allegations or disclosures to the Executive Director.

However, the first concern must be the reassurance of the child or young person and their protection from any potential risk. During the reporting process the young person should be protected from further contact with the individual involved in the allegation. If this cannot be achieved, or if the child is at risk, or in immediate danger, the police will be advised.

As a worker or volunteer your role in child protection is not to investigate or decide if abuse has taken place. Your role is to recognise, respond, report and record. The following steps (below) should be followed in response to suspicion or allegation of abuse:

## Are you concerned about the safety of a child or young person?

For example

- A child/young person has alleged that they are being abused
- You see or suspect abuse
- The organisation has received a third-party report that a child/young person is being abused/neglected
- There are signs and indicators which could point to abuse/neglect



### ACT IMMEDIATELY

If the child is in immediate danger you should contact the police

If you deem the child not to be in immediate danger but you have concerns about wellbeing or welfare, then you should discuss your concerns with the Executive Director as soon as possible.

If the allegation is about the Executive Director contact the designated Non-Executive Director (Child Protection) or his/her deputy. If the allegation is regarding one of the above please contact one of the other Non-Executive Directors. Consider all options.

These steps should be taken as soon as possible.

#### Discussions should focus on:

Nature of concerns; Risks to the child or young person; Action and next steps to be taken



### DO NOT INVESTIGATE

Staff and volunteers should not attempt to investigate the situation any further or interview the child or young person regarding the situation.

#### CONFIDENTIALITY

Details of suspicion, allegations or disclosures should only be passed on to the Executive Director. If responding to an allegation from a young person you must not promise to keep the information, they disclose confidential.



### RECORD INFORMATION

Detailed written records should be made of all events and what the young person or other individuals have said (where this applies). A form is supplied in Appendix 1 to help structure this. It can also be used to inform Social Work/Police of the events that have occurred. Above and beyond the facts, any opinions or personal interpretations of the facts presented can be recorded but it should be clear they are opinions, rather than facts. Records should be signed and stored in a secure place. Please use the exact language or terms used by the child/young person, do not paraphrase.



### SEEK ADVICE and REFER TO APPROPRIATE AGENCY

The Executive Director should contact the Social Work Department and/or the Police and ask to speak to the Duty Officer about a child protection issue. If the report is received during an evening, then the Social Work department Emergency Duty team and/or the Police should be contacted. Any further action should only be taken in line with the advice given by the Social Work Department. This includes whether the parent or carer of the young person should be informed of the child protection concerns.

Where an allegation is made against a NEAT staff member or volunteer, the above process still applies.

A referral will be made to Disclosure Scotland if an individual harms a child / young person or puts a child / young person at risk of harm.

## SECTION 6 – 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 you believe them.

#### **Listen and take the allegation seriously**

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. You should not investigate, ask leading questions or ask specific or explicit questions. You should only clarify what they are willing to tell you in their own words. Try to do this in an appropriate place, such as a room where other people can see in through an open door or window. Whilst it is important to respect the young person's privacy it should not be at the expense of other child protection measures.

#### **Reassure**

Reassure them that you believe what they are saying and that you know it is not their fault. You should also give them some indication of what you will do next with the information that they have given you.

#### **Confidentiality**

Reiterate that you cannot promise to keep the information secret. You must take any disclosure seriously. Details of the disclosure should only be passed on to the Executive Director or in his/her absence to the Non-Executive Director with responsibility for

Safeguarding, who should refer the case to the appropriate authorities, and in the case of uncertainty the case can be referred to the NSPCC.

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.

Record the details as soon as possible after the disclosure with as many facts as possible (dates, times, actual words used – see Appendix 1).

### **Look after yourself**

Being trusted with a disclosure of abuse directly from a young person can be emotionally draining, worrying and incredibly stressful. Whilst it is essential that confidentiality is always maintained, it is important that you consider your own feelings and discuss any anxieties you have with the Executive Director or with the Non-Executive Director (Safeguarding). If appropriate, the Directors responsible for child protection will arrange additional support for you.

## **SECTION 7 – PROTECTION OF WORKERS WHO REPORT WELFARE, WELLBEING AND PROTECTION CONCERNS**

Deciding to report a colleague or volunteer you suspect of abusing or otherwise harming a child can be stressful and difficult. You may be worried about the person concerned taking action against you. NEAT's whistleblowing policy requires you to act and provides you with protection. Act with conscience and in good faith.



## **SECTION 8 – GDPR AND MANAGEMENT OF CONFIDENTIAL INFORMATION**



NEAT is committed to the safe and secure management of confidential information. All personnel information, including volunteer information, is kept locked and can only be accessed by those that require it to carry out their role. Only relevant information is kept, this is regularly reviewed, and outdated information destroyed appropriately. All electronic data is subject to our GDPR Policy.

NEAT has opted for Volunteer Scotland Disclosure Services to manage and destroy our records; therefore, no disclosure information is kept on NEAT premises.

## SECTION 4 – ONLINE AND DIGITAL TECHNOLOGY

1. We will ensure that the following guidelines are followed when interacting with children / young people via online or digital platforms and devices.
2. We have a responsibility to ensure that children and young people are safe whilst engaged with us via digital or online platforms.
3. Whilst online activities can provide everyone with many opportunities please be aware that it can also present risks and challenges for our participants and staff alike. Therefore, we have a duty to ensure that all children, young people, volunteers and staff are protected from potential harm online.
4. Regardless of whether participants are using our equipment or their own we have a responsibility to keep them safe and from harm.
5. Where possible work positively with parents, carers, volunteers and other professional or voluntary partners to ensure we are promoting safe and sensible behaviour and practice in relation to online and digital activity.
6. Ensure that participants and their parents / carers are aware of the following digital toolkits and make sure that Agreement Letters are signed prior to any online activity.
7. Young People Digital Toolkit
8. Parents Digital Toolkit
9. Online behaviour from staff and volunteers should be no different to the level of behaviour expected during workshops or activities held in person. Please refer to NEAT's Staff Handbook for guidelines around behaviour and professional conduct.
10. Avoid, where possible, holding one to one online conversations or interactions with a child or young person.
11. Do not record any conversations, including photographs or screen shots of group or individuals without prior consent, when requesting permission please make sure that written and signed consent is obtained. A valid reason should also be provided for any recordings or images made.
12. When using online platforms best practice for ensuring online safety should always be followed . You should familiarise yourself with the security feature of each platform, app or software used.
13. Do not let individuals join a conversation unless you are certain of their identity.



14. Be careful of the type of content you share with participants online, especially images or videos, as they can easily be shared wider and remain online indefinitely.
15. If you are facilitating a workshop with a guest speaker, under no circumstances should you leave your device during the session, the young people are your responsibility.
16. Make sure that your devices are regularly updated with the latest security software.
17. Please discuss the use of any new digital platforms, apps or software with your Designated Child Protection Officer prior to introducing these to participants.
18. The procedure in Section 5 should be followed if online abuse is suspected or reported to you.
19. Any concerns or issues regarding online or digital activity or the use of this technology should be raised with the Executive Director immediately.

## SECTION 9 – REVIEW OF CHILD PROTECTION POLICY AND PROCEDURES



This policy and procedures document will be reviewed annually by the Executive Director and circulated to the board of Non-Executive Directors for approval.

All staff and volunteers will be notified of any changes.

Next Review Date : **April 2021**

# APPENDIX 1

## Child Welfare Report Form

- A report should be made by the person who has had the initial concerns about a child's welfare using this pro forma
- The report should be handed to the Executive Director in the first instance or the Non-Executive Director (Child Protection) in a sealed envelope
- The Executive Director or Non-Executive Director (Child Protection) should contact the appropriate Social Work Department/Police
- If the Executive Director or Non-Executive Officer is not available and the incident poses an immediate risk to the welfare of the child, then you should record the incident below and inform the appropriate authority or the police.

|                             |  |
|-----------------------------|--|
| <b>Staff/Volunteer Name</b> |  |
| <b>Date of Incident</b>     |  |
| <b>Time of Incident</b>     |  |
| <b>Place of Incident</b>    |  |
| <b>Reported by</b>          |  |

Please continue a separate sheet if you require more space for your report.

Remember to use the actual words used by the child, do not embellish or reinterpret the language.

**Who is putting the child/young person at risk? (e.g. staff member, family member)**

**Name and contact details of child/young person/s you concern relates to:**

**Outline your reasons for concern:**

Key Points

**Brief outline of any action you have already taken to protect the child/young person:**

Signature:

Designation:

Date:

**Follow up action taken by the Executive Director or Non-Executive Director (Child Protection):**



Signature:

Designation:

Date:

## APPENDIX 2

### What is child abuse and child neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger. Assessments will need to consider whether abuse has occurred or is likely to occur.

#### **Physical abuse**

Physical abuse is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after. For further information, see the section on Fabricated or induced illness.

#### **Emotional abuse**

Emotional abuse is persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve the imposition of age - or developmentally - inappropriate expectations on a child. It may involve causing children to feel frightened or in danger or exploiting or corrupting children. Some level of emotional abuse is present in all types of ill treatment of a child; it can also occur independently of other forms of abuse.

#### **Sexual abuse**

Sexual abuse is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of indecent images or in watching sexual activities, using sexual language towards a child or encouraging children to behave in sexually inappropriate ways (see also section on child sexual exploitation).

#### **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, shelter and clothing, to protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment. It may also include neglect of, or failure to respond to, a child's basic emotional needs. Neglect may also result in the child being diagnosed as suffering from 'non-organic failure to thrive', where they have significantly failed to reach normal weight and growth or development milestones and where physical and genetic reasons have been medically eliminated. In its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation. This can lead to serious long-term effects such as greater susceptibility to serious childhood illnesses and reduction in potential stature. With young children, the consequences may be life-threatening within a relatively short period of time.

## APPENDIX 3

### Contact Details

#### **Designated Child Protection Officer**

Emyr Bell  
Executive Director

01330 826525 / 07790 032755  
emyr@neatshows.org.uk

#### **Young Promoter Scheme**

Lynn Shaw  
Young Promoter Coordinator

01330 826252  
lynn@neatshows.org.uk

#### **Non-Executive Director with responsibility for Safeguarding**

Nicola Henderson

07388 346626  
nicolacgsmith@hotmail.com

#### **Child Protection Aberdeenshire Council**

Out of Hours Emergency Service                      03456 08 12 06

(Monday – Friday 5:00pm – 9:00am and weekends)

During office hours please contact the appropriate office in the area which the child/young person resides:

|          |              |             |              |
|----------|--------------|-------------|--------------|
| Aboyne   | 013398 87096 | Fraserburgh | 01346 510445 |
| Banchory | 01330 824991 | Huntly      | 01466 794488 |
| Banff    | 01261 812001 | Inverurie   | 01467 625567 |
| Ellon    | 01358 720502 | Kemnay      | 01467 641297 |

|              |                |            |              |
|--------------|----------------|------------|--------------|
| Laurencekirk | 01561 376490   | Stonehaven | 01569 768400 |
| Maud         | 01771 613967   | Strichen   | 01771 638200 |
| Peterhead    | 03456 08 12 08 | Turriff    | 01888 569260 |
| Portlethen   | 01224 666200   | Westhill   | 01224 849499 |

### **Child Protection Aberdeen City Council**

|                             |              |
|-----------------------------|--------------|
| Joint Child Protection Team | 01224 306877 |
| Emergency Out of Hours      | 01224 693936 |

### **Child Protection Moray Council**

|                        |               |
|------------------------|---------------|
| During Office Hours    | 01343 563900  |
| Emergency Out of Hours | 03457 565 656 |

### **Police Scotland**

|               |     |
|---------------|-----|
| Emergency     | 999 |
| Non-Emergency | 101 |

### **Services for Children & Young People**

|           |               |
|-----------|---------------|
| Childline | 0800 1111     |
| NSPCC     | 0808 800 5000 |

# APPENDIX 4

## Other Information

### **Creative Scotland**

<http://www.creativescotland.com/resources/professional-resources/guidance-and-toolkits/creating-safety>

### **Getting it right for every child (GIRFEC)**

<http://www.gov.scot/Topics/People/Young-People/gettingitright>

### **NSPCC**

<https://www.nspcc.org.uk>

### **Disclosure Scotland**

<http://www.disclosurescotland.co.uk/>

### **Volunteer Scotland (Disclosure Services)**

<http://www.volunteerscotland.net/disclosure-services>

### **The National Guidance for Child Protection in Scotland**

<http://www.gov.scot/Resource/0045/00450733.pdf>

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**[www.neatshows.org.uk](http://www.neatshows.org.uk)**

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