

HAPPY LITTLE PEOPLE

CHILD PROTECTION POLICY

Happy Little People in conjunction is committed to creating a safe environment for children and young people, and adults. We recognise our moral and legal obligations to protect children and will ensure that members will take all reasonable steps to promote safe practice and to protect children from harm, abuse, and exploitation.

Our Policy is based on the following principles:

- The welfare of children is always the paramount consideration.
- All children have the right to be protected from abuse regardless of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/ or sexual identity.
- Protecting children and young people is everybody's responsibility.
- All children have a right to express their views on matters affecting them and these views should be taken into account when making decisions in relation to children.

We will:

- Treat everyone with respect
- Respect and promote the rights, wishes and feelings of children
- Provide time for children to talk to us and listen to what they say
- Encourage children to respect and care for others
- Keep a register of every child involved with the group, including relevant medical details, and have a contact name and number on record in case of emergencies
- Respect confidentiality and only share information/concerns with the people who need to know in order to protect the child, having regard to the provisions of the Data Protection Legislation
- Recruit, train and supervise those who work (paid and unpaid) using the Procedure for Safe Recruitment
- Take action to stop any inappropriate verbal or physical behaviour including bullying
- Take all concerns/allegations seriously and respond appropriately in line with these and East Dunbartonshire's Child Protection Procedures. We will refer, not investigate, investigation being the responsibility of other professional agencies
- Encourage parents to become involved in the organisation and, when requested, provide them with copies of all guidelines and procedures
- Provide staff, volunteers and committee members with a code of conduct

The staff:

- Will keep a clear, written record of any concern identified and will record this in an incident form
- Will report any concerns the manager, or the designated member of staff who is responsible for safeguarding, who will then decide what (if any) further action is required

- if is concerned and they don't feel that they are satisfied with a decision made by the manager the staff member should report their concerns to the necessary parties which may include children's services, the police and the named person (GIRFEC).
- Will seek guidelines about how and whether to discuss the concern with the child and/or family.

A concern should be raised if any of the following circumstances have or are happening to a child:

- **physical abuse**
- **emotional abuse**
- **neglect**
- **sexual abuse**

With consideration that a child may be suffering from more than one type of abuse.

If you are concerned about a child call:

East Dunbartonshire's Advice and Response Team	0141 777 3000
Out of hours Social Work Standby Service	0800 811 505
Childline	0800 1111
Scottish Children's Reporters Administration	0300 200 1513
Police	0141 532 2000
NSPCC	0800 800 5000

Policies & Procedures Review

This Policy will be monitored and reviewed on the following occasions:

- When there is a change in legislation or guidance on the protection of children or changes within the after school care
- Following any issues or concerns raised about the protection of children in this organisation
- In all other circumstances, annually

Policy agreed on: _____

Signed by: _____

Date: _____