Low Port Out Of School Club
S.C.I.O

LOW PORT OUT OF SCHOOL CLUB SCIO

CHILD PROTECTION POLICY

This policy applies to all staff, including senior managers and trustees, volunteers, sessional staff and students working on behalf of Low Port Out of School Club SCIO (the Club).

The purpose of this policy is:

- To protect children and young people who attend our setting;
- To provide staff and volunteers training and procedures to follow should they be required.

At Low Port Out of School Club SCIO we believe that all children should be protected from harm, abuse and neglect. We have a responsibility to promote the welfare of all children in our setting and keep them safe.

We seek to safeguard the children in our setting by:

- Valuing them, listening to and respecting them;
- Adopting Child Protection guidelines through procedures for staff and volunteers;
- Recruiting staff safely and ensuring all safety checks are made;
- Sharing information about Child Protection and good practice with the children, staff, volunteers and parents;
- Sharing information about concerns with the agencies who need to know and involving the parents and children appropriately;
- Providing effective management to staff through supervision, support and training.

If abuse is suspected or disclosed

When a child makes a disclosure to a member of staff, that member of staff will:

- Reassure the child that they were not to blame and were right to speak out;
- Listen to the child but not question them;
- Give reassurance that the staff member will take action;
- Record the incident immediately (see Logging an incident below)
- Make Club Manager aware

If a member of staff witnesses or suspects abuse, they will record the incident straight away. If a third-party express concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that the Club is obliged to, and the incident will be logged accordingly.

Logging an incident

All information about the suspected abuse or disclosure will be recorded on the Chronology form as soon as possible after the event. The record should include:

- Date or period of events;
- Record of the significant event;
- Source of the information;

- Impact the event has had positive or negative for child;
- Action taken to mitigate adverse impact on child;
- Details of who made the entry and the date recorded.

The record will then be given to the Social Services. All referrals to Social Care will be followed up within 48 hours. In certain circumstances staff will follow instructions from Social Care and police may be contacted. If any member of staff thinks that the incident has not been adequately dealt with, they may contact Social Care themselves.

This policy has been drawn up using National Guidance for Child Protection in Scotland 2014 and West Lothian child protection procedures.

This policy will be annually reviewed to ensure all legalities and information correct.

Emergency Contact Number for Social Work – 01506 282252 (Livingston), 01506 776700 (Bathgate) or 01506 775666 (Broxburn). In the event of an emergency 01506 281028.

Policy History

Revision Date	Author	Description
28 July 2020	Adrian Williamson	Reformatted for website
03 September 2020	Emma Donaldson	Updated
13 December 2021	Gemma Kerr	Updated
20 January 2022	Chloe Wells	Reviewed