

The Peter Pan Moat Brae Trust

Safeguarding Policy Statement

Policy Statement

The Peter Pan Moat Brae Trust will work with children, parents, vulnerable groups and the community to ensure the rights and safety of children and vulnerable persons.

The Peter Pan Moat Brae Trust recognises its responsibility to safeguard and promote the welfare of children and vulnerable persons within the legal framework of the Children Acts 2004 and The Adult Support and Protection (Scotland) Act 2007

The Peter Pan Moat Brae Trust are aware that many children and young people are victims of different kinds of abuse and that they can be subjected to social factors that have an adverse impact upon their lives – including domestic violence, substance misuse, bullying, child prostitution, radicalisation and ritualistic abuse. The Peter Pan Moat Brae Trust aim to create a safe environment in which children and young people can thrive and adults can work with the security of clear guidance.

These guidelines are for the use of all staff, volunteers, and visitors. The Peter Pan Moat Brae Trust will make them available to the parents and carers of the children and young people to whom they offer a service for a given period of time. Through them, The Peter Pan Moat Brae Trust endeavour to ensure that:

- Children, vulnerable adults and young people are listened to, valued and respected
- There is a basic awareness of the need to be alert to the signs of abuse and know what to do with concerns
- Rigorous recruitment procedures will be followed
- Appropriate support and training will be provided

Designated Child Protection/Vulnerable Group Lead: TBA

Supporting Child Protection Officer: TBA

The Role of the Designated Officer :

The designated person will ensure they receive appropriate training every two years in relation to child and vulnerable group protection and their knowledge and skills will be refreshed at least annually. Training passes on through to the rest of the staff team via internal training every three years and refreshers at least annually.

The Peter Pan Moat Brae Trust

Safeguarding Policy Statement

The designated person will give continuous support to the staff and ensure they are aware of the signs of abuse. Give guidance about to whom they should report to and act as a source of expertise with a clear understanding of the roles and responsibilities of investigating agencies.

The designated person will be responsible for co-ordinating action and liaising with other agencies. In exceptional circumstances, such as in an emergency or a genuine concern that appropriate action has not been taken, any member of staff can make a referral directly to Dumfries and Galloway Council.

The designated person will ensure all staff read this document and familiarise themselves with their role and responsibilities to protect children.

The designated person will ensure children's records remain confidential and that staff assist them in keeping these up to date.

The designated person will ensure that referrals are made when necessary and using the correct reporting format.

The designated person will not contact the parents prior to the referral being made if they feel that they would be putting the child at risk. They must not arrange any medical examination of the child or undress the child.

The designated person will ensure staff are made aware of interlinking policies The Peter Pan Moat Brae Trust practices, such as Health and Safety and Equal Opportunities.

The designated person will ensure staff work in partnership with parents and adopt a sensitive attitude when dealing with them and their children.

The designated person will ensure staff are offered training as and when Dumfries and Galloway Council provide it.

Safe Recruitment

The Peter Pan Moat Brae Trust's team will have checks carried out for criminal convictions and other records through Disclosure Scotland in accordance with statutory requirements. New staff will be required to provide at least two references before employment starts. Staff will be asked to complete a new Enhanced Disclosure online. Anyone who refuses to do so will NOT be employed. Any candidate with a current Disclosure and has subscribed to the update system will not be required to complete a new one. This service allows individuals to keep their certificate up to date and take it from one role to another within this sector.

The Peter Pan Moat Brae Trust

Safeguarding Policy Statement

A member of staff employed without an existing Disclosure check will not be left unsupervised with the children until this has been completed.

Abuse

There are four main types of abuse:

- Sexual
- Emotional
- Physical
- Neglect

Sexual

The physical symptoms may include genital trauma, discharge and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.

Emotional

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them. The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs

Physical

The Peter Pan Moat Brae Trust

Safeguarding Policy Statement

Where there has been a physical injury to a child, including deliberate poisoning; where there is definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child e.g. fleshy parts of the arms and legs, back, wrists, ankles and face. Many children will have cuts and grazes from normal childhood injuries – these should also be logged and discussed with the Centre Director or Designated Child Protection Officer. Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the DCPO or the Centre Director.

Neglect

Signs may include a child persistently arriving unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them) or having an illness that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs. Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

Children with Special Needs

The Peter Pan Moat Brae Trust understand that additional barriers can exist when recognising abuse and neglect in children with special educational needs and disabilities and that this group of children face additional safeguarding challenges.

Procedures for staff if any form of abuse is suspected or any child believed to be at risk:

All staff and parents at The Peter Pan Moat Brae Trust will be made aware of our Safeguarding Policies and procedures. We acknowledge that abuse comes in a variety of forms: physical, emotional, sexual and neglect.

The setting will work within the Dumfries and Galloway Council Children's Multi-Agency Safeguarding Hub (MASH). The Peter Pan Moat Brae Trust will have procedures for contacting the local authority on child protection issues, including keeping an up to date list of names, addresses and telephone numbers of

The Peter Pan Moat Brae Trust

Safeguarding Policy Statement

professionals so that The Peter Pan Moat Brae Trust can liaise with them effectively. The setting will notify EDUCATION SCOTLAND of any major incidents or accidents or of any changes to the setting that may affect the wellbeing of the children.

The setting will ensure all child protection concerns are acted upon immediately. If staff are concerned that a child might be at risk or is actually suffering abuse, they will tell the designated person within the setting. The designated person should be available at all times and will report to the manager or deputy manager.

Emergency Contacts

In an emergency situation, contact Police Scotland on 999.

If there is an allegation against a member of staff, please contact the Local Authority Designated Officer (LADO) or Designated Officer (DO)

Any allegation that has been made against a member of staff and the LADO is being contacted, the referrer will be asked to complete a referral form and where necessary provide other supporting information. The LADO will then complete an initial evaluation and provide advice regarding the pathway to be followed to resolve the allegation. The file will remain open until internal investigation has been completed. Based on the outcomes, the LADO will make a decision on when the case is closed. The LADO can be contact via the MASH Team on the number below.

Multi-Agency Safeguarding Hub (MASH) – 030 33 33 3001

Out of Hours Services – 01387 273 660

Police Non-Emergency Line – Call 101

NSPCC – 0808 800 5000

NSPCC Whistleblowing helpline – 08000 280 285

Education Scotland – 0131 244 4330 (Mon – Thursday 08:30am until 5pm and 08:30am until 4:30pm on Fridays)

Email: enquiries@educationscotland.gov.scot

Address: Education Scotland, Denholm House, Almondvale Business Park, Almondvale Way, Livingston, EH54 6GA

Concerns regarding staff are reported to the LADO or DO and concerns regarding children are reported to the MASH team.

The Peter Pan Moat Brae Trust

Safeguarding Policy Statement

Child Sex Exploitation (CSE) – 0113 240 5226

Informing Parents

Parents are usually the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Children Board does not allow this. This will usually be the case where the parent is the likely abuser. In these cases, the investigating officer will inform the parents.

In the event that a child makes an allegation or disclosure of abuse against an adult or another child or young person, staff will:

- Listen to them and closely observe their presentation and behaviour
- Let them know that you take what they are saying seriously
- Not attempt to question or interview them
- Let them know that they will need to inform someone else in order to help them. Promises to keep secrets will not be made at any time
- Inform the designated person immediately
- Ensure there is a written record of the incident or event (this will be kept in a lockable cabinet in the office)
- Ensure that in the case of serious physical injury, arrangements are made for the child to be taken to hospital
- Sometimes staff may just feel concerned about a child but not know whether to share those concerns or not. In this situation, staff will always raise the concerns with the designated person who will decide what to do.
- The responsibility for investigating allegations of abuse, whether they result in a disclosure of a child or the concerns of an adult, liaise with the Local Authority, the Police and the Child Abuse Investigation Team (CAIT). It is normally the responsibility of the designated person to make a referral to these agencies, but if you judge the situation to be an emergency, you must report your concerns directly using the contact numbers available.
- Peer on peer abuse will also be considered a safeguarding issue and dealt with in accordance to The Peter Pan Moat Brae Trust's safeguarding procedures.

The Peter Pan Moat Brae Trust

Safeguarding Policy Statement

Procedures when concerns are expressed about a member of staff

The Peter Pan Moat Brae Trust will respond to any disclosure by children, parents or staff that abuse has taken place involving a staff member, student or volunteer within The Peter Pan Moat Brae Trust. Details of what was disclosed must be recorded. Any allegation, regardless of the severity or circumstances in which it has been made will be reported. If an allegation is later retracted, The Peter Pan Moat Brae Trust will still be obliged to report it. The Peter Pan Moat Brae Trust will refer any such concern immediately to the LADO (Local Authority Designated Officer) or DO (Designated Officer) to investigate, ensuring the company's procedures are followed. This MUST be done within 24 hours of the allegation being made. The incident will also be reported to Education Scotland as soon as reasonably possible but at the latest within 14 days of the allegation being made and relay action taken. The Peter Pan Moat Brae Trust are aware that this is an offence not to do so.

All allegations that meet the following criteria must be reported to the LADO:

Where it is alleged that someone has:

- Behaved in a way that has harmed or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child in a way that indicates they are unsuitable to work with children

Allegations can be made by children and they can be made by other concerned adults. Allegations can be made for a variety of reasons. Some of the most common are:

- Abuse has actually taken place
- Something happens to a child that reminds them of something that has happened in the past. The child is unable to recognise that the situation and people are different
- Children can misinterpret your language or actions because they are reminded of something else
- Some children know how powerful an allegation can be. If they are angry with you about something, they can make an allegation up as a way of hitting out
- All allegation can be a way of seeking attention

Any allegations that meet the criteria will be reported to the designated person immediately. In cases where the allegation is made against this person, the complainant should notify a member of the management team. If the allegation also concerns them, the complainant should contact Dumfries and Galloway Council directly.

The Peter Pan Moat Brae Trust

Safeguarding Policy Statement

The following action will be taken regarding an allegation:

- Ensure the child in question is safe and away from the alleged abuser
- Contact LADO (Local Authority Designated Officer) within 24 hours (see contact numbers)
- Parents of the child in question may be contacted (ensuring that this will not be putting the child at risk and following guidance from the LADO)
- Irrespective of any investigation by social workers or police, depending on the circumstances of the allegation, it MAY result in the alleged abuser being suspended
- Consider whether the person has access to children anywhere else and ensure these organisations/groups are informed

All incidents should be investigated internally after any external investigation has finished. This can be used to review any organisational practices and to put in place any additional measures to prevent a similar thing happening.

Disciplinary Action

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children, the setting will notify Disclosure Scotland so that individuals that pose a threat to children can be identified and barred from working with these groups.

Peer on Peer Abuse

Children may display abusive behaviours towards other children. The Peter Pan Moat Brae Trust recognises that some children may abuse their peers and any incidents of peer on peer will be managed in the same way as any other child protection concern and will follow the same procedures. Peer on peer abuse can manifest itself in many ways. This may include bullying (including cyber bullying), online abuse, gender-based abuse, "sexting" or sexually harmful behaviour. The Peter Pan Moat Brae Trust does not tolerate any harmful behaviour and will take swift action to intervene where this occurs.

Mobile Phones

- Staff will not be permitted to use their mobile phones whilst on the premises (unless during lunch break)

The Peter Pan Moat Brae Trust

Safeguarding Policy Statement

- Mobile phones must be turned off and not accessible when in contact with children
- Any staff seen using their mobile phones or accessing them (outwith lunch break) will have disciplinary action taken against them. This is inappropriate and unprofessional and is taken very seriously
- In the event of an emergency, staff may use the company phones with permission from management. Staff should make family members aware of The Peter Pan Moat Brae Trust's contact details in case of emergency.

Under no circumstances should mobile phones be used

Social Networking Site

Relationships will stay professional between staff and parents, therefore it will be recommended that staff should avoid communication with parents via social networking sites i.e. Facebook. Staff using the sites between themselves will NOT discuss any incidents that have occurred at The Peter Pan Moat Brae Trust or any children attending activities.

Any emails sent to management via company email addresses will remain confidential and only discussed with relevant members of staff when necessary.

Camera and Photographs

Staff are not permitted to use their own cameras or phones to take photos under any circumstances. When children attend The Peter Pan Moat Brae Trust, parents are given a form which asks for their permission to have their child photographed where appropriate. Photographs will only be displayed and used if we have a signed permission form.

Signed.....

The Peter Pan Moat Brae Trust

Safeguarding Policy Statement

(Simon Davidson, Centre Director)

Date.....

The Peter Pan Moat Brae Trust

Safeguarding Policy Statement