



CHILD PROTECTION & VULNERABLE ADULTS POLICY

Human Resources
August 2016

CHILD PROTECTION

Introduction

We want children and young people in North Lanarkshire to be safe, healthy, active, nurtured, achieving, responsible, respected and included so that they can realise their potential and make a positive contribution to society. North Lanarkshire Leisure adheres to the principles and values of the national Getting it Right for Every Child (GIRFEC) practice model.

All children and young people have a right to be cared for and protected from harm and abuse and to grow up in a safe environment in which their rights are respected and their needs met.

The Children and Young People (Scotland) Act 2014

The Children and Young People (Scotland) Act 2014 ensures a collective response from all services aiming to promote, support and safeguard the wellbeing of children and young people and their families.

The Act confirms it's everyone's responsibility to work together to identify the most relevant, proportionate and timely support is made available to children and families. Embedded within the Act is Getting It Right for Every Child (GIRFEC), legislating key components including; Strengthening children's rights, the Named Person Service and the Child's Plan.

The Named Person Service provides a single point of contact for children, young people and their parents/carers to access support, help and advice. All children and young people have a Named Person who will get to know them well and be able to help with any concerns they might have. The Named Person offers a single point of contact for children, young people and their families and will be able to offer support and advice. When a child is born, the Named Person is the Health Visitor and when the child starts school the Named Person will be their Head Teacher and in secondary school, their Pupil Support Teacher.

Standards and Principles

1. About this policy

1.1 **Why** do we have this Policy?

We have this policy in place so all employees of North Lanarkshire Leisure know what is expected of them regarding protecting children and young people from abuse and neglect.

1.2 **Who** does this Policy apply to?

This policy applies to all employees, volunteers and Service Providers of North Lanarkshire Leisure.

1.3 **When** will this Policy be used?

This policy can be utilised and referenced on a daily basis as required.

2. The Principles that apply to this Policy

2.1 Awareness

Our aim is to ensure that all employees are aware of how responsibility for Child Protection relates to them.

2.2 Your Responsibility

You have a responsibility to read and understand the content of this policy and to become familiar with the procedures relating to Child Protection.

2.3 Our Responsibility and Commitment

We are responsible for ensuring that Child Protection procedures are implemented on our sites reducing risks to both children and young people.

Aims

Protecting children – Duty of Care

Part 1 of The Children (Scotland) Act 1995 states that anyone over the age of 16 who has care of a child under that age, must do what is reasonable to safeguard the child's health, development and welfare. This policy supports the principles of the 'Act', acknowledges our duty of care towards those using our services and facilities and is compliant with North Lanarkshire Council's Learning and Leisure Services Child and Adult Protection Procedures and Guidance.

This document sets out the Child Protection procedures for NL Leisure. These procedures should help to ensure that children and young people who may be at risk from abuse/neglect, get the help they need when they need it, as outlined within the Scottish Government's Getting It Right for Every Child (GIRFEC) approach.

All those who undertake work for North Lanarkshire Leisure (whether as an employee, service provider or volunteer) have a duty to take appropriate steps where they consider that a child/young person could be at risk from abuse/neglect. This was stressed in the Scottish Executive's 2002 national review of Child Protection - *"It's everyone's job to make sure I'm alright"*.

Definition of a child or young person

This policy statement relates to the care and protection of all children and young people under the age of 16 years whatever their age, culture, ability, gender, religious belief, and/or sexual identity.

1. What is Child Abuse and Neglect?

Within the National Guidance for Child Protection in Scotland 2014, the Scottish Government defines child abuse and neglect as 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.

There are four primary categories of child abuse. These are:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

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 (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 the child 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 include 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, pornographic material or in watching sexual activities, using sexual language towards a child or encouraging children to behave in a sexually inappropriate way.

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, failing to protect a child from physical harm or danger, or failing 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' or 'growth faltering' where they have significantly failed to reach normal weight and growth or developmental 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 in particular, the consequences may be life threatening within a relatively short period of time.

Children with Additional Support Needs and Very Young Children

There are additional factors to bear in mind when considering the possibility of abuse of a child with additional support needs or a very young child. Such children can be a particularly vulnerable to abuse and are targeted by abusers because:

- They may have greater difficulty in understanding the boundaries of appropriate behaviour and contact
- They may have difficulty telling employees, especially, if they have no method of communicating words relating to abuse
- They may have much more contact (than other children of their age) with people other than their primary carers. This may involve exposure to physical contact and care, including intimate care
- They may live in an environment where their disability or age causes high stress levels
- They may have to be involved in intrusive medical treatments and may not always be able to differentiate between these and abusive behaviour
- Their additional support needs or age mean that assumptions are often made that no one would abuse them

Children with additional support needs and very young children may require specific arrangements for investigative procedures. Good practice should mean that the other agencies involved would seek the advice and assistance of education employees. It would be expected that employees would respond to such requests in the best interests of the child.

2. Child Abuse – Recognition and Response

The Scottish Government defines a 'concern' as a suspicion or a belief that a child or young person may be in need of help or protection.

It is important that practitioners recognise that children and young people can be harmed or can be at risk of harm from people who are supposed to care for them. If you are concerned about a child but unsure whether they are being abused, discuss your concern with the Designated Person/Service Manager within your service.

3. Dealing with a Child Abuse concern

If a child/young person tells you someone may have abused them;

DO

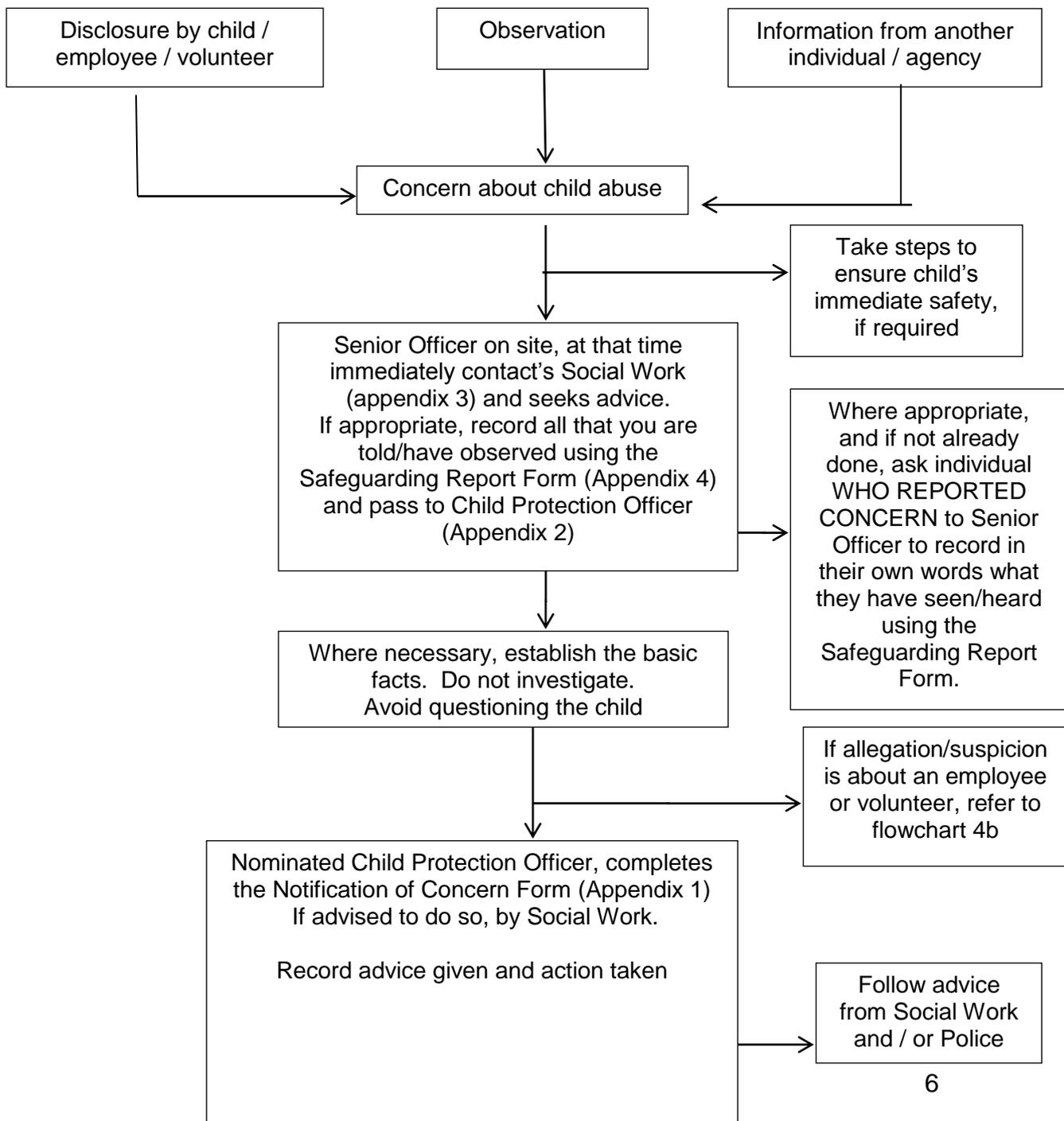
- Stay calm
- Listen to the child
- Keep questions to a minimum
- Reassure child
- Record what the child has said in their own words

DON'T

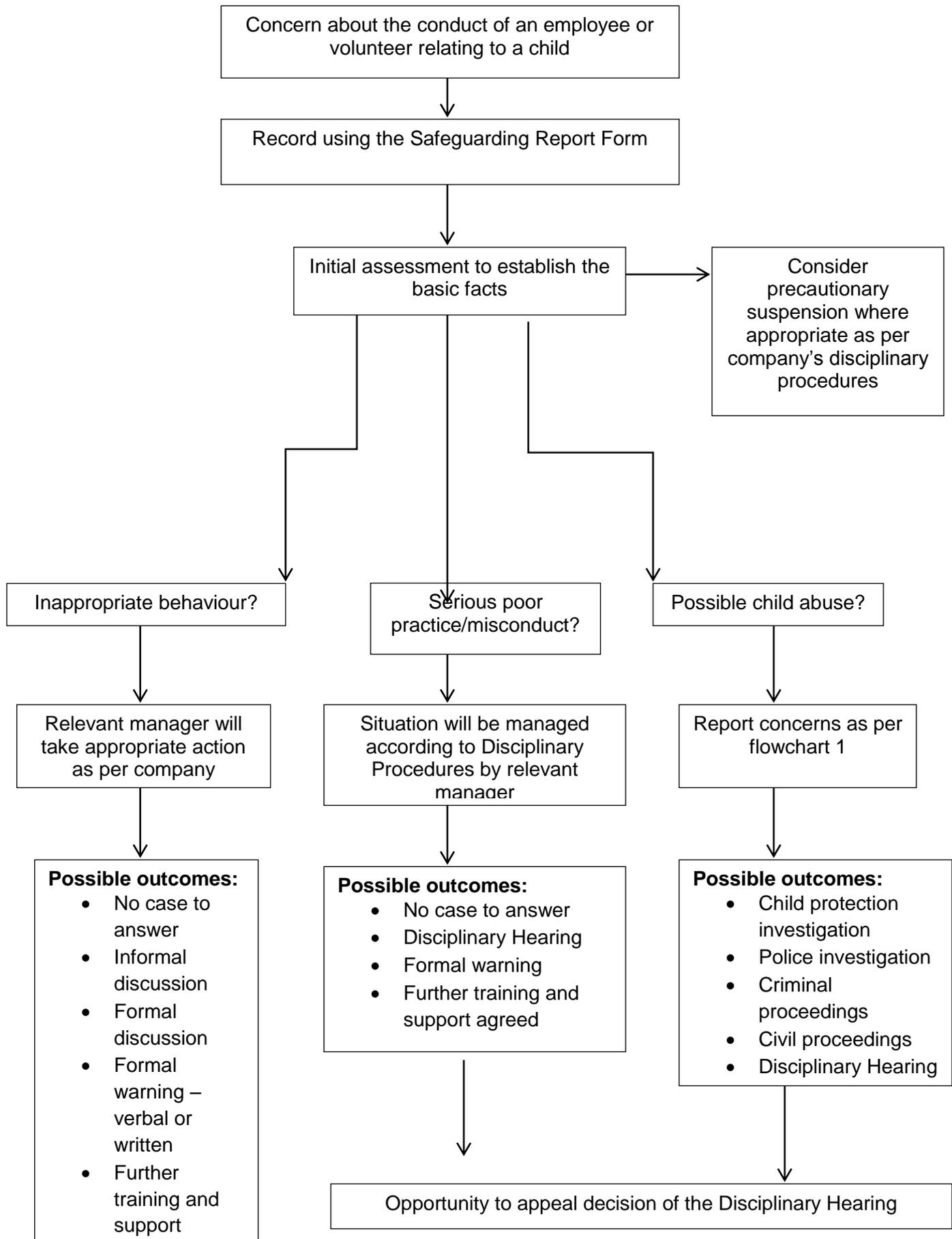
- Ask too many questions
- Make false promises
- Express shock or anger
- Delay in passing on your concerns

4. Responding to Concerns.

RESPONDING TO CONCERNS ABOUT A CHILD



RESPONDING TO CONCERNS ABOUT THE CONDUCT OF AN EMPLOYEE OR VOLUNTEER



5. Role of the Designated Child Protection Person

Designated Person for Child Protection.

It is North Lanarkshire Leisure's policy that the company has dedicated and trained Child Protection Officers. [see appendix 2]

In relation to the care and protection of children and young people (and the safe working of staff), the Designated Person will therefore:

- a) ensure that all employees (where relevant to their role) understand the Child Protection procedures
- b) ensure that Child Protection procedures are covered (as appropriate) within employee induction programmes
- c) ensure that all employees know who to contact when they have a child abuse or neglect concern
- d) liaise with relevant agencies, in notifying concerns and incidents
- e) be conversant with the information contained in this document
- f) support and advise staff on the Policy and Procedures, as and when they are involved in Child Protection issues.

6. Transporting Children

Where it is necessary to transport children, the following good practice is required and also applies to transporting adults:

- Where parents make arrangements for the transportation of children to and from the activity, *out with* the knowledge of North Lanarkshire Leisure, it will be the responsibility of the parent / guardian to satisfy themselves about the appropriateness and safety arrangements.
- If a child has advised that they have arranged to be picked up and that individual has not arrived. Then the site management representative should attempt to contact the parent/carer/guardian and if need be contact the police.
- Where the company makes arrangements for the transportation of children, the employees involved will undertake a Risk Assessment of the transportation required and will include the following areas:
 - Ensuring that all vehicles are correctly insured for the purpose.
 - Ensuring the driver has a valid and appropriate license for the vehicle being used.
 - All reasonable safety measures are available i.e. fitted, working seatbelts.
 - An appropriate ratio of adults per child.
 - Ensuring drivers have adequate breaks.
 - When transporting children, wherever possible they should be in the back seat of the car for health and safety reasons.

- Where practicable and planned, written parental consent will be requested if employee / volunteers are required to transport children.

To safeguard the employee / volunteer the following good practice is required:

- Agree a collection policy with parent / guardian which will include a clear and shared understanding of arrangements for collection at the end of a session.
- Always tell your line manager that you are transporting a child, give details of the route and the anticipated length of the journey.
- At all times, you should have another employee accompany you on the journey. At no times, should a child be sent in a taxi etc. without the appropriate supervision.

7. Trips Away From Home (Involving Overnight Stays)

Designate a Child Protection Officer for the Trip

Those in charge of the group will be responsible for the safety and wellbeing of the children in their care. It is recommended that one of the group leader's co-ordinates the arrangements to safeguard the children during the trip. A nominated Child Protection Officer should ensure all practical arrangements have been addressed and act as the main contact for dealing with any concerns about the safety and wellbeing of children whilst away from home.

A detailed itinerary will be prepared and copies provided to the designated Child Protection Officer.

Risk Assessment

Potential areas of risk should be identified at the planning stage through a Risk Assessment (RA), which is legally required and which should be recorded in writing. Safeguards should be put in place to manage the risks where appropriate. Risk Assessments should be an on-going process throughout the trip as groups can often find themselves in unexpected situations despite the best laid plans.

Travel Arrangements

Organisers must ensure there is adequate and relevant insurance cover (including travel and medical). If the trip involves travel abroad, organisers shall ensure they are aware of local procedures for dealing with concerns about the wellbeing of children and are familiar with the details of the emergency services in the location of the visit. Children should be informed of local custom regulations.

Adult to Child Ratios

All trips away should be planned to involve at least two adults, preferably one male and one female wherever possible. The guidelines on adult to child ratios will inform an assessment of the numbers of adults required to safely supervise the group.

Accommodation

Organisers should find out as much as possible about the accommodation and the surroundings at the planning stage. Where possible, an initial visit to the venue / accommodation should take place to help those organising the trip identify all practical issues and allow time to address them in advance, in consultation with children and parents / guardians where appropriate.

The following is a (non-exhaustive) list of some of the practical things which should be considered in advance about the arrangements for accommodation:

- ✓ Location: central and remote locations both present different challenges.
- ✓ Sleeping arrangements: These will enable suitable sharing in terms of age and gender and appropriately located employee / volunteer bedrooms for both supervision and ease of access in case of emergency. Parents and children should be consulted in advance about arrangements for sharing where possible and appropriate.
- ✓ Appropriate safeguards where others have access to the sleeping, showering, changing and toileting areas.
- ✓ Special access or adaptive aids required by group leaders or children.
- ✓ Environmental factors
- ✓ Personal safety factors

Residential

Organisers should ensure the facility is appropriately licensed and has adequate and relevant insurance cover in place. The facility should have a policy on the protection of children and Health and Safety. Adequate security arrangements should be in place and facility employees should have been PVG checked. Facility staff involved in the training, coaching or instructing must be appropriately qualified and trained.

Involving Parents / Guardians

Where possible, a meeting should be held with parents before departure to share information about the trip, answer their questions and make joint decisions about arrangements. A Code of Conduct, shall be agreed with children and parent / guardian in advance of the trip along with sanctions for unacceptable behaviour.

Parents must complete a consent form and provide emergency contact details. In the event of an emergency at home during the trip, parents should be encouraged to make contact with the group leaders in the first instance so that arrangements can be put in to place to support the child on hearing any distressing news.

During the Trip

Organisers must ensure arrangements are in place for the supervision at all times and Risk Assessment of activities during free time. Children shall not be allowed to wander alone in unfamiliar places.

Group leaders should have clear roles and responsibilities for the duration of the trip. They must not be over familiar with or fraternise with children during the trip and remember that they are in a position of trust at all times. The use of alcohol and/or drugs or engaging in sexual relationships should not be condoned during the trip, even if the legislation relating to any of these behaviours is more lenient than in Scotland.

Group leaders should maintain an overview of the wellbeing of all children during the trip. This can help to identify issues at an early stage and resolve them as quickly as possible.

After the Trip

Where appropriate, a de-brief will take place with all those involved in the trip, including children. This will provide valuable feedback.

8. Help for Employees

It is recognised that there can sometimes be stressful consequences for employees involved in dealing with such cases.

It should be remembered that employees are not being asked to carry out investigations, but are being asked to react to their suspicions or concerns for the wellbeing of children at risk of harm in good faith and in terms of this document. In these circumstances employees, will be fully supported by the Company and offered Counselling.

Any employee involved, should be made aware by the nominated officer that Counselling is available and a self-referral or a request, for such service which is Free, Private and Confidential, can be arranged with the HR Section.

9. Training

The detail covered in training will depend on the level of responsibility of the staff members concerned. The training provided should enable all employees to feel confident that they know and understand their roles and responsibilities in regard Child and Adult Protection.

10. Review

This Child and Adult Protection Policy, will be updated, as required by a nominated officer, to take account of changes in legislation, policy and practice. Following any issues or concerns and in all other circumstances, at least every 3 years.

11. The Protecting Vulnerable Groups Scheme (PVG)

The PVG Scheme is managed and delivered by Disclosure Scotland and the scheme helps to ensure that those who have regular contact with children and protected adults through paid and unpaid work do not have a known history of harmful behaviour.

As a requirement certain posts within the company and all coaches, must obtain Protection of Vulnerable Group (PVG) membership through Disclosure Scotland. It shall be the policy, that all those undertaking work experience shall undergo a check.

12. Letting Policy

Under the Letting Policy, all new and existing clubs working with children under 18 years of age who wishes to have a let in our sports facilities or outdoor pitches must be registered with North Lanarkshire Council. When they successfully complete the registration process, they will be issued with a unique registration number, which will be required to obtain their let.

13. Adult to Child Ratios

We have a Duty of Care, towards all children involved in activities. As these activities take place in many different structures, locations, environments and formats, it is impossible to provide specific guidance on many of the issues involved. The following guidelines are therefore based on generally recognised good practice and common sense. Ultimately, most practical situations will require a judgement to be made, about what is practicable and reasonable in the circumstances.

As a general guide, the governing sporting bodies' ratios should be seen as a guide. Also, the following factors should also be taken into consideration in deciding how many adults are required to safely supervise children:

- The number of children involved in the activity.
- The age, maturity and experience of the children.
- Whether any of the group has a learning or physical disability or special requirements.
- Whether any children have challenging behaviour.
- The particular hazards associated with the activity, the environment and programme of activities.
- The level of qualification and experience of the leaders.

14. First Aid and Treatment of Injuries

Any type of activity contains some element of risk to injury. Where practicable and dependant on the type of injury, it would be advisable to have another adult present during the treatment and aftercare. If there is an accident or an incident involving a child or employee / volunteer, you should ensure that there are enough people remaining to supervise the group safely. Consideration should also be given, to the situation where an employee, who is supervising/coaching a group requires First Aid.

15. Physical Contact

All forms of physical contact should respect and be sensitive to the needs and wishes of the child and should take place in a culture of dignity and respect for all children. Children should be encouraged to express their views on physical contact.

In the first instances, coaching techniques should be delivered by demonstration (either by coach or by another who can display the technique being taught). Educational instruction should be clearly explained with a description of how it is proposed to handle or have contact with the child before doing so. This should be accompanied by asking if the child is comfortable. Manual support should be provided openly and must always be proportionate to the circumstances.

It is not necessary to help a child with personal tasks e.g. toileting or changing the child and do not take on the responsibility for tasks for which you are not appropriately trained e.g. manual assistance for a child with a physical disability.

There may be occasion where the unavoidable contact may occur, e.g. a water based rescue.

16. Changing Rooms

One of the areas where children are particularly vulnerable at many sports facilities is the locker/changing/shower/toileting areas. These facilities sometimes mean that people of all ages regularly frequent these areas. To avoid possible misunderstandings and embarrassing situations, adults need to exercise care in these areas at the same time as children, maintain supervision and extra vigilance may also be required, if there is public access to the venue. Employee / volunteer should not change or shower at the same time using the same facility as participants. If any child is uncomfortable changing or showering in public, no pressure should be placed on them to do so. No photographic equipment is permitted to be used in these areas.

17. Communications Technology

There are benefits for using texts/emails and setting up social networking sites. However, there are risks. Adults who seek to harm children have been known to use messaging to “groom” children. This area is now specifically addressed by the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005.

For children, the safeguarding risks of technologies include:

- Inappropriate access to, use or sharing of personal details.
- Unwanted contact.
- Being sent offensive or otherwise inappropriate material
- Online bullying by peers
- Grooming
- Direct contact and abuse

For employees / volunteers

- Communication being misinterpreted.
- Potential investigation (internal or by statutory agencies).
- Potential disciplinary action and/or criminal proceedings.

North Lanarkshire Leisure, is required as part of its information governance structure to ensure that appropriate controls are implemented and maintained in relation to the collection, use, retention and destruction of personal data pertaining to its customers, clients and staff in accordance with the requirements of the Data Protection Act 1998. All employees and volunteers are required to make themselves aware of the North Lanarkshire Leisure Data Protection Policy and adhere to it at all times

In general the following guidelines should be adhered to and further guidance can be found within the North Lanarkshire Leisure Acceptable use of ITC Policy.

Text / E mail

Employees/volunteers must consider whether it is necessary to communicate with children via text and email the general principle is that all communications should be open, transparent and appropriate. Good practice would include agreeing with children and parents/carers what kind of information will be communicated directly to children This information should only be “need to know” information such as last minute cancellation of a training, coaching session. Messages should never contain any offensive, abusive or inappropriate language. They should not be open to misinterpretation. One-to-one messaging arrangements is strongly discouraged and only the coach should have access to number / email addresses which should be securely protected.

Internet and Social Networking Sites

The internet brings with it an opportunity to extend our community profile, advertise and communicate easily. Sometimes this is done via social networking sites such as Facebook and Twitter. Thought should be given to content, tone and how sites or social networking sites and pages will be monitored.

Informal online “chat” with children is not permitted.

In terms of publishing information and pictures, the following good practice should be adhered to:

- Written parent/guardian/carer consent must be obtained for all children before publishing any information or pictures. If the material is changed from the time of consent, then further consent is required.
- Information published must never include personal information that could identify a child e.g. home address, email, telephone number etc.
- Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children should never be portrayed in a state of partial undress. Attire such as tracksuits or t shirts is appropriate.
- Any concerns or enquiries about publications or the internet should be reported to a nominated Child Protection Officer.

Internet Forums

There has been an increase in the use and abuse of internet forums to target individuals or to engage contributors in debates which can cause upset and embarrassment. Sites should be well monitored and any offending comments removed. A coach, employee or volunteer should refrain from being drawn into any debates concerning selection, performance or personalities.

Electronic Recording Devices (mobile phone / photographs / videos)

There have already been a number of cases where children have been placed at risk as a result of the ability to discreetly record or transmit images. The use of electronic devices in this way can be very difficult to monitor. Members of the public are required to seek prior permission before commencing recording.

Prior written permission from parent/carer/guardian is required before any recording of any activity. Particular care is required in areas where personal privacy is important e.g. changing rooms, showers, toilet and sleeping quarters. No photographs or video footage should ever be permitted in such areas of personal privacy. It may be also be the case that a Disclaimer be displayed advising that if they do not wish to be photographed to advise an employee accordingly.

Employees are reminded that the use of mobile phones is only permitted within staff areas and only on designated breaks. At all other times the phone should be secured in staff locker etc. Further information is contained within site N.O.P.'s in this regard

When undertaking outdoor activity then phones should only be used in an Emergency situation or to relate an operational issue.

<p>A Code of Conduct for Supporting Safe and Appropriate relationships between children, young people and the adults who have contact with them.</p>

This Code of Conduct should be inserted into Normal Operating Procedures and included within the ongoing employee training and induction programme.

All employees and those who undertake work on behalf of North Lanarkshire Leisure should:

1. Be aware situations which may present risks and manage these;
2. Plan and organise work and the working environment so as to minimise risk;
3. Report any situation which give rise to concern about the safety and wellbeing children and young people;
4. Report any concerns to their designated person for child protection and never assume that someone else who knows the child or young person well (e.g. a teacher, doctor, health visitor, youth worker etc,) will already have made a report.

5. As far as possible (and where appropriate to their role), be visible when working directly with children and young people.
6. Be committed to the development of a culture of “openness” so as to enable any issues or concerns to be raised or discussed.
7. Ensure that a sense of accountability exists between employees so that poor practice or potentially abusive behaviour does not go unchallenged.
8. Where appropriate to the role, talk to children and young about their contact with employees or others and encourage them to raise any concerns.
9. Treat all children and young people equally, with respect and dignity and take appropriate action where children and young people are experiencing harassment on the grounds of their race, gender, sexuality, disability or religion.
10. Understand what constitutes appropriate physical contact where such contact is required in order to work effectively with children and young people. Follow Sport Governing Bodies guidance etc.

Practice to be avoided.

Employees and those who undertake work on our behalf should avoid:

1. Favouring certain children over others;
2. Spending excessive amounts of time alone with a child, e.g in a car, mini bus, walking home and especially in changing rooms or toilet's.
3. Sharing rooms with children on overnight trips;
4. Doing things of a personal nature for children (e.g carrying out intimate care) which they can do for themselves or which should be undertaken by a parent / guardian or nominated carer.

Practice never to be sanctioned.

1. Form intimate emotional or physical relationships with children or young people;
2. Allow or engage in touching a child or young person in a sexually suggestive manner;
3. Make sexually suggestive comments to a child or young person, even in fun;
4. Condone or take part in behaviour between children and young people which is illegal, unsafe or abusive;
5. Act in ways intended to shame, humiliate, belittle or degrade children or otherwise perpetrate any form of emotional abuse;
6. Discriminate against, show differential treatment towards, or favour particular children and young people to the exclusion of others;
7. Ignore allegations made by a child or young person (or other adult) which suggest that s/he is at risk of harm/abuse.
8. Be complacent about the care and well-being of any child or young person

Failure to comply with this Code of Practice, may lead to disciplinary action and potential dismissal.

Remember!

Sport should provide children with opportunities for fun, enjoyment, development, friendship and health.

Keep the Child Safe – Keep the Sport Safe - Keep Yourself Safe!

Appendix 1

NOTIFICATION OF CONCERN (CHILD PROTECTION)			
This form should be completed following initial notification of concern being passed verbally to Police or Social Work as your follow up in writing			
Agency details (the agency completing Notification of Concern)	Name:		
	Address:	Agency and Designation:	
		Tel No:	
		Email:	
		Fax:	
In relation to this Notification of Concern please detail:			
Date of initial verbal discussion			
Details of person with whom discussion took place <small>(Police/Social Work employee and locality)</small>			
Details of the advice given at this time			
Has the parent(s)/carer(s) been advised that concerns have been shared?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Child for whom you are notifying concern			
Name (including Forename and Surname):	Home Address:	Current Address:	DOB:
			Unique Identifier:
			CHI:
			SEEMIS:
			SWISS:
Name of Establishment attended:	Contact Person:	Person's Contact Details:	
Is this child/young person looked after at home or away from home?			
Please advise of any communication needs e.g. English as an additional language/hearing impairment?			
Family Details			
Parent 1	Name:	Address:	Unique Identifier:
			DOB:
Parent 2	Name:	Address:	Unique Identifier:
			DOB:
Other Carer 1	Name:	Address:	Unique Identifier:
			DOB:
Other Carer 2	Name:	Address:	Unique Identifier:
			DOB:

Siblings			
	1	2	3
Name			
Address			
DOB			
Unique Identifier			
Name of Establishment			
	4	5	6
Name			
Address			
DOB			
Unique Identifier			
Name of Establishment			
Summarise your current concerns, including child's views and parent's views if known and any other information relating to child's circumstances. (Attach any single agency assessments/plans/chronologies if available)			
Please tick which category is relevant to your Notification of Concern.	Physical Injury	<input type="checkbox"/>	
	Physical Neglect	<input type="checkbox"/>	
	Sexual Abuse	<input type="checkbox"/>	
	Emotional Abuse	<input type="checkbox"/>	
What are the family, you or your agency currently doing to support this child?			
Are you aware of actions from any other agency being taken to support child/family currently, or in the past?			

Are you aware of any previous Notifications of Concern (Child Protection)? If so, please provide details of any outcome that you are aware of.

Is the Named Person aware of the Notification of Concern?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Is the Lead Professional aware of the Notification of Concern (where applicable)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Named Person details	Name:
	Address:
	Agency and Designation:
	Tel No:
	Email:
	Fax:
Lead Professional details	Name:
	Address:
	Agency and Designation:
	Tel No:
	Email:
	Fax:
Date form completed	

Send copies of this Notification of Concern immediately to:

Copies to:	Date sent:
Locality Social Work Manager at local SW area office	
Education Officer, Support for Learning*	
North Lanarkshire Leisure Head of HR & Payroll	

* Education Officer is located in NLC Education Skills and Youth Employment, Support for Learning Section, Municipal Buildings, Kildonan Street, Coatbridge, ML5 3BT

Appendix 2

Child Protection Officers

Name	Sites Responsible
Graeme Atkinson	Broadwood Leisure Centre Iain Nicolson Centre
David Keating	Kilsyth Swimming Pool St Pats Sports Pavilion
James Kingsley	Tryst Sport Centre Ravenswood Abronhill Sports Pavilion
Sammy McClung	Time Capsule Coatbridge Outdoor Sports Centre St Ambrose Sports Facility
Henry Kelly	Aquatec
George Jack	Sir Matt Busby Sports Complex Birkenshaw Sports Barn Bothwellhaugh
Iain Wilson	John Smith Pool
Gerry McMahon	Airdrie Leisure Centre Kirkwood Sports Barn
Graeme Morrison	Ravenscraig Regional Sports Keir Hardie
Alan Airlie	Wishaw Sports Centre
Simon Lang	Shotts Leisure Centre
Stevie Hogg	Lochview Family Golf Course Palacerigg Golf Course
Eddie Dollochin & Stuart Logan & Dougie Holmes	Sports Development

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Appendix 3

Social Work Locality Offices Office Hours

Monday – Thursday 08:45 – 4:45 & Friday 08:45 – 4:15

Airdrie Area – Telephone 01236 757000 – Fax 01236 757001

Floor 2
Coats House
Gartlea Road
Airdrie
ML6 9JA

Bellshill Area – Telephone 01698 346666 – Fax 01698 748686

303 Main Street
Bellshill
ML4 1AW

Coatbridge Area – Telephone 01236 622100 – Fax 01236 622137

122 Bank Street
Coatbridge
ML5 1ET

Cumbernauld Area – Telephone 01236 638700 – Fax 01698 403080

Bron Chambers
Bron Way
North Carbrain Road
Cumbernauld
G67 1DZ

Motherwell Area – Telephone 01698 332100 – Fax 01698 332165

Scott House
73/77 Merry Street
Motherwell
ML1 1JE

Shotts Area – Telephone 01501 824700 – Fax 01501 824711

169 Station Road
Shotts
ML7 4BA

Wishaw Area – Telephone 01698 348200 – Fax 01698 348589

King's Building
King Street
Wishaw
ML2 8BS

Emergency Social Work (out of hours) - 0800 121 4114

Police (All areas) 101

Appendix 4

Safeguarding Report Form	
Continue on a separate sheet if required.	
Facility:	
Your Name:	Job Title:
Signature:	Date:
Date of Alleged Incident:	Time of Alleged Incident:
Subject(s) Name:	Sex:
Address:	
Age:	Tele No:
Briefly detail the nature of the allegation	
Briefly detail any physical evidence	
Child(ren) / Adults at risk of harm account	
Witness Name (s)	Witness Tele No:
Witness Address	
Senior Person On Site informed.....Date.....Time.....	
Police contacted Yes <input type="checkbox"/> No <input type="checkbox"/>	Date..... Time..... Date..... Time.....
Social Work contacted Yes <input type="checkbox"/> No <input type="checkbox"/>	

Adult Protection

Introduction and Background

North Lanarkshire Leisure, has responsibility under the Adult Support and Protection (Scotland) Act 2007 for the protection and support of adults at risk of harm. Its employees therefore have the responsibility to ensure the welfare of all adults at risk of harm with whom they come into contact, as well as providing the highest possible standard of care for some of the most vulnerable members of our society.

Therefore, we will implement the procedures outlined below to ensure the protection and support of adults at risk of harm throughout the wide range of services, activities, interest groups and facilities that the Company provides.

The purpose of this document is to ensure that all facilities and services have in place appropriate Adult Protection Procedures These procedures clearly outline an individual employee's responsibility to respond to any situation where there is a concern about an adult at risk of harm, including reporting the matter to the appropriate agency.

This document outlines the procedures to be followed, how they should be implemented and the training and / or awareness needs of employees.

An adult at risk of harm is a person aged 16 years or over who

- May be unable to safeguard their well-being, rights, interests or their property
- May be harmed by other people, and
- Because of a disability, illness or mental disorder are more at risk of being harmed than others who are not so affected.

The presence of a particular condition may not mean an adult is an "adult at risk". Someone can have a disability but be able to safeguard their well-being etc. All three elements of this definition must be met for an adult to be considered "at risk". It is the whole of an adult's particular circumstances which can combine to make them more susceptible to harm than others.

An adult at risk of harm may be affected in different ways. Examples of types of harm include:-

1. Physical
2. Emotional/Psychological
3. Financial or Material
4. Sexual
5. Neglect
6. Discriminatory
7. Self-harm

It is the responsibility of North Lanarkshire Council's Social Work Services to ensure that allegations concerning adult protection are investigated. All North Lanarkshire Leisure employees have a duty to report their concerns under the legislation.

Reports go to the Locality Social Work Team where the person at risk resides (Appendix B) The police will be involved where it appears that a crime may have been committed, and employees may be expected to assist the police.

Managers have a responsibility to ensure that all employees are made aware of the procedures. The procedures must be made known to all newly appointed employees as they take up post, including casual employees.

Employees, in certain posts, which have more contact with adults at risk of harm may also receive additional training where the section manager thinks this is necessary.

Where an allegation is made against an employee concerning any adult at risk of harm, the Adult Protection Procedures should be followed in the first instance with the normal disciplinary procedures being followed depending on the outcome of the investigation.

The Responsibility of Employees

Where it is known or suspected that an adult is at risk of harm and that intervention may be necessary to protect the adult, then the following action must be taken:

Adult Protection Officer refers the incident by completing the Adult Protection Referral Form & Actions Form [Form AP1] (Appendix A) with as much information as they can.

Then send by fax to the Locality Social Work Office or if not resident within North Lanarkshire Council the form must be sent to the appropriate Social Work Office in neighbouring councils (Appendix B). A copy should be retained.

In the case of an emergency, where urgent circumstances, require immediate action and it is believed a crime, has been committed, the police should be called. Urgent circumstances could include, for example, the immediate avoidance of further harm, the avoidance of the destruction of evidence, or the need for an immediate place of safety for an adult at risk of harm. The procedure, as outlined, should then be followed to ensure referral is recorded and can be processed by Social Work Locality Office.

The responsibility of initiating an enquiry into allegations of harm of an adult at risk of harm rests with the Social Work Locality Team for the area the adult at risk of harm resides. Employees should not conduct enquiries but must report suspicions immediately using the Form AP1 (Appendix B). This is to avoid contamination of evidence that could result from inappropriate investigation techniques being used.

If support, information or advice regarding an adult at risk of harm, whether an incident or a concern, is required employees should contact their Adult Protection Officer, who are the same, as those nominated as Child Protection Officers.

Appendix A

Adult Protection Referral Form & Actions (AP1) ALL AGENCIES

All agencies use the AP1 with the exception of the Police who will use their own Referral Form

- You must immediately report suspected or actual harm to your line manager and you have a legal duty to report any concerns to the Council Social Work Services if it is known or believed that a person is an adult at risk and that protective action is needed.
- All sections of Part A of the Referral Form require to be completed within 1 Normal Working Day from the time of adult at risk consent or decision that there is sufficient evidence to prove a lack of capacity to consent.

NB: - If you do not have all the information required in **Part A** please do not delay and send the Referral information you have. Social Work Services will follow up on your referral and add any additional relevant and required information.

Part A

1. ADULT AT RISK DETAILS:

Name:

Date of Birth:

Social Work number:

Agency reference number:

Address:

Post Code

Tel number

Gender:

Ethnic Origin:

Religion:

Any known communication difficulties: YES/NO

If YES, please provide details including aids to communication that the adult may use

Living situation, e.g. lives alone, with spouse etc., type of accommodation, any known supports, caregivers there details. etc

2. REFERRAL DETAILS

Name of referrer:

Address:

Telephone number:	Email Address:
Relationship to the adult being referred:	
Is it suspected that a crime has been committed and have the police been informed? (date & time and any actions taken)	
Who else have you informed of this referral to Social Work Services? (date & time and any actions taken)	
DETAILS OF THE SITUATION LEADING TO REFERRAL? (to include details of any specific incidents – dates, times, injuries, witnesses, evidence such as bruising)	
Do you believe the adult at risk is capable of understanding what has happened to them?	
Have you obtained the adult at risk consent to make this referral? If not please give the reason for referring without consent.	

What action, other than this referral, have you taken to ensure the adult at risk is now safe?

GENERAL PRACTITIONER:

Name:

Telephone No:

Address:

OTHER HEALTH PROFESSIONALS KNOWN TO BE INVOLVED:

Name/s:

Contact No/s:

Details of person's physical and mental health as known to Health Professional:

Confidentiality is important but for the purposes of allowing Councils to undertake the required inquires and investigations information to protect an adult at risk of harm relevant information should be shared. Please refer to your agencies procedures under Adult Protection Law.

ADULT AT RISK LEGAL STATUS AT TIME OF REFERRAL e.g. MHCTA, AWI, CHILD CARE LEGISLATION

DETAILS OF THE ALLEGED ABUSER – WHERE KNOWN
Name
Relationship to person
Address
DETAIL OF ANY PREVIOUS CONCERN/INCIDENT (to include dates, times, actions taken and outcomes)
Referrer Signature
Print Name
Date

SECTION B
ACTION TO BE TAKEN BY SOCIAL WORK SERVICES ON RECEIPT OF REFERRAL
Within <u>5 days</u> of receiving a written referral on Form AP1 the following actions <u>MUST</u> be completed by Social Work Services as the lead agency.
Letter of acknowledgement to be sent immediately to referrer /organisation.
Form AP1 received (date):-
Form AP1, letter of acknowledgment sent (date):-
Referrer/Organisation to be advised in writing of the initial outcome of their referral
Advised (date):-

Referrer/Organisation to be invited to any subsequent adult protection meetings held by Social Work Services	
Case Conference must be arranged within 10 days of receipt of referral to Social Work.	
Invitation to Adult Protection Case Conference YES/NO (date sent):- Date of Case Conference:-	
Enquire & Complete any missing information not provided in Part A	
Completed: (date) Reasons for non completion:-	
ACTION - NO HARMFUL CONDUCT/CONCERNS	
i.e. - Refer on to an appropriate agency/review existing care plan/ consider other adult legislation/ action taken and give reasons :-	
ACTION - YES HARMFUL CONDUCT /CONCERNS	
i.e. – Immediate Adult Protection Order sought/Investigate Further / Case Conference arranged and give reasons:-	
Note Primary Category of Referral	Note Primary Category of Referrer
Category is :-	Category is:-
Codes	Codes
A. Physical Injury	1. Social Work Statutory Staff in Council
B. Sexual Abuse	2. Staff at Council Residential Establishment
C. Physical Neglect	3. Staff at Council Day Care Establishment
D. Financial or Material Abuse	4. Home Carer (Council)
E. Emotional /Psychological Abuse	5. Housing in the Council
F. Neglect and acts of Omission by others charged with adult at risks care	6. Police
G. Self-Neglect	7. GP/ Member of Primary Care Team
	8. Hospital Medical Staff/ Registrar/

	Consultant/ /Nurse
	9. Clinical Psychologist/Psychiatrist
	10. Community Mental Health Team/Nurses/Doctors/ MHO
	11. Substance Misuse Team
	12. Parent/Carer/ Guardian
	13. Neighbour/Friend
	14. Learning & Leisure in the Council
	15. Other (Please Specify)
All information from AP1 Form to be transferred to Councils Assessment & Care Management IT Screens or held in Council Case Files. Information gained from Police Referral Form also to be recorded.	Date Completed :-
ALL QUESTIONS COMPLETED AND ACTION DECISION RECORDED ON INITIAL REFERRAL	
Manager's Signature	
Print Name	
Date	

Appendix B

Social Work Locality Offices

Airdrie Area – Telephone 01236 757000 – Fax 01236 757001

Floor 2
Coats House
Gartlea Road
Airdrie
ML6 9JA

Bellshill Area – Telephone 01698 346666 – Fax 01698 748686

303 Main Street
Bellshill
ML4 1AW

Coatbridge Area – Telephone 01236 622100 – Fax 01236 622137

122 Bank Street
Coatbridge
ML5 1ET

Cumbernauld Area – Telephone 01236 638700 – Fax 01698 403080

Bron Chambers
Bron Way
North Carbrain Road
Cumbernauld
G67 1DZ

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