



Committee Approver	Operations Committee
Stakeholder Consultation	
Date Approved	31 May 2023
Classification	Policy and Procedure
Title	Child Protection
Revision Date	May 2023
Approved by	Head of Care
Next Revision Date	May 2026
Related Documents	
Location of Electronic Copy	<i>F drive/live policies/corporate</i>

1. Viewpoint Values

Viewpoint is here to help people enjoy their later years. Everything we do is about realising this vision, which is supported by the following straightforward set of values:

- Inspire with positive smiles and words;
- Say ‘yes I can and I will’;
- Celebrate age, experience and wisdom;
- Do according to our customers’ wishes and ambitions;
- Treat people (everyone is a VIP) as we would a “loved one”;
- Work hard, have fun and laugh;
- Stay courageous, creative and ahead of the game; and
- Work with those that share our values.

These promises shape us. They’re a commitment to our tenants, residents, staff and suppliers. They are fundamental to every single plan, decision and project we embark on.

2. Policy statement

As citizen’s, everyone in Scottish society has an important part to play in preventing abuse and neglect of children and young people and in responding to any situation where they think a child may be at risk of abuse or harm.

Viewpoint places a high importance on the safety and protection of children and is committed to ensuring that children and young adults who come into contact with our services are protected from all forms of abuse, neglect or exploitation while in our contact.

Viewpoint does not provide care and support to children, However it is our responsibility to report suspected signs of abuse in children or young adults who come into contact with us in the course of our work: e.g.

- Children and young adults visiting relatives in care home and complexes
- School children visiting care homes and complexes as part of their community involvement
- Children involved in inter-generational projects as part of their curriculum

We have based our policy on Scottish Government legislation and guidance by the Care Inspectorate child protection.

3. Aim

The purpose of the policy is to set out what actions are required of staff and volunteers in Viewpoint if harm is suspected.

It aims to promote awareness of child abuse and the principles of child protection which are:

- Each child should be treated as an individual
- The welfare of the child is the primary concern
- It is everybody's responsibility to report the signs of abuse
- Children, whatever the age, sex, race, religion, language, social background or sexual identity have the right to be protected from abuse
- All incidents of abuse shall be taken seriously and acted upon following this policy

Our aim is to ensure that all involved are aware of their responsibility. Child Protection awareness training is provided as part of the company's induction programme.

Care home staff involved in the inter-generational project receive annual refresher training in conjunction with staff from child care organisations that work with us in this area.

4. Legislation/related policies

- National Guidance for Child Protection (2014)
- Inter-agency Child Protection Procedures- Edinburgh and Lothian's Oct 2015
- Protection of Vulnerable Groups (Scotland) Act

In addition to the above legislation and guidance, the following Viewpoint policies should be read in conjunction with this policy:

- Equality and Diversity
- Whistleblowing
- Complaints
- Confidentiality
- Data protection
- Safe Recruitment

5. Scope

This policy applies to all trustees, senior managers, all employed staff, volunteers, agency workers students, and anyone working on behalf of Viewpoint.

It specifically relates to Child Abuse which is defined as:

Child abuse is a misuse of power from an adult to a child.

Child abuse covers a range of child protection issues. Types of abuse include;

- Physical abuse
- Physical neglect
- Sexual abuse
- Emotional abuse

In the unlikely event that child abuse becomes a concern, it could present either by a direct disclosure from a child or young adult or by staff observing concerns. This policy details steps staff must take in respect of each.

Disclosure;

A disclosure is when a child tells somebody or lets somebody know in some other way that she or he has been, or is being abused. In the event that a child or young adult discloses to you, the following steps should be followed;

Dealing with a disclosure;

- Try and be discreet, go somewhere quiet if the child wishes
- Let the child do the talking, listen
- Don't ask leading questions, use factual words like "what" "when", "where" and "who"
- Stay calm and do not overreact
- Do not be judgemental, the disclosure may or may not be true. This is not for us to decide.
- If a child asks you if this conversation is private and won't go further, you MUST explain that depending on what they tell you, you MIGHT have to tell your manager
- Write down exactly what the child says in their own words, as they say it, or immediately afterwards
- Report this immediately to your manager.
- Give the report to your manager immediately
- Do not talk to others involved without advice from the relevant agencies
- At this point your manager will follow the next stage of the procedure

What to do if you suspect Harm or Abuse

If you suspect that a child may be suffering abuse, you should report it to your manager. If you are unable to report your concerns to your manager please refer to the flow chart at Appendix 1.

6. Compliance & Support

It is the responsibility of all Viewpoint staff to familiarise themselves with this and all policies and to seek clarification from staff if they have any queries about them.

Viewpoint staff have a duty to raise concerns about a child they suspect or know to be at risk. Staff can feel confident that concerns raised with their manager will be treated confidentially. The policies listed on page 3 of this policy which includes the whistleblowing policy should be read in conjunction with this policy.

7. Monitoring and Evaluation

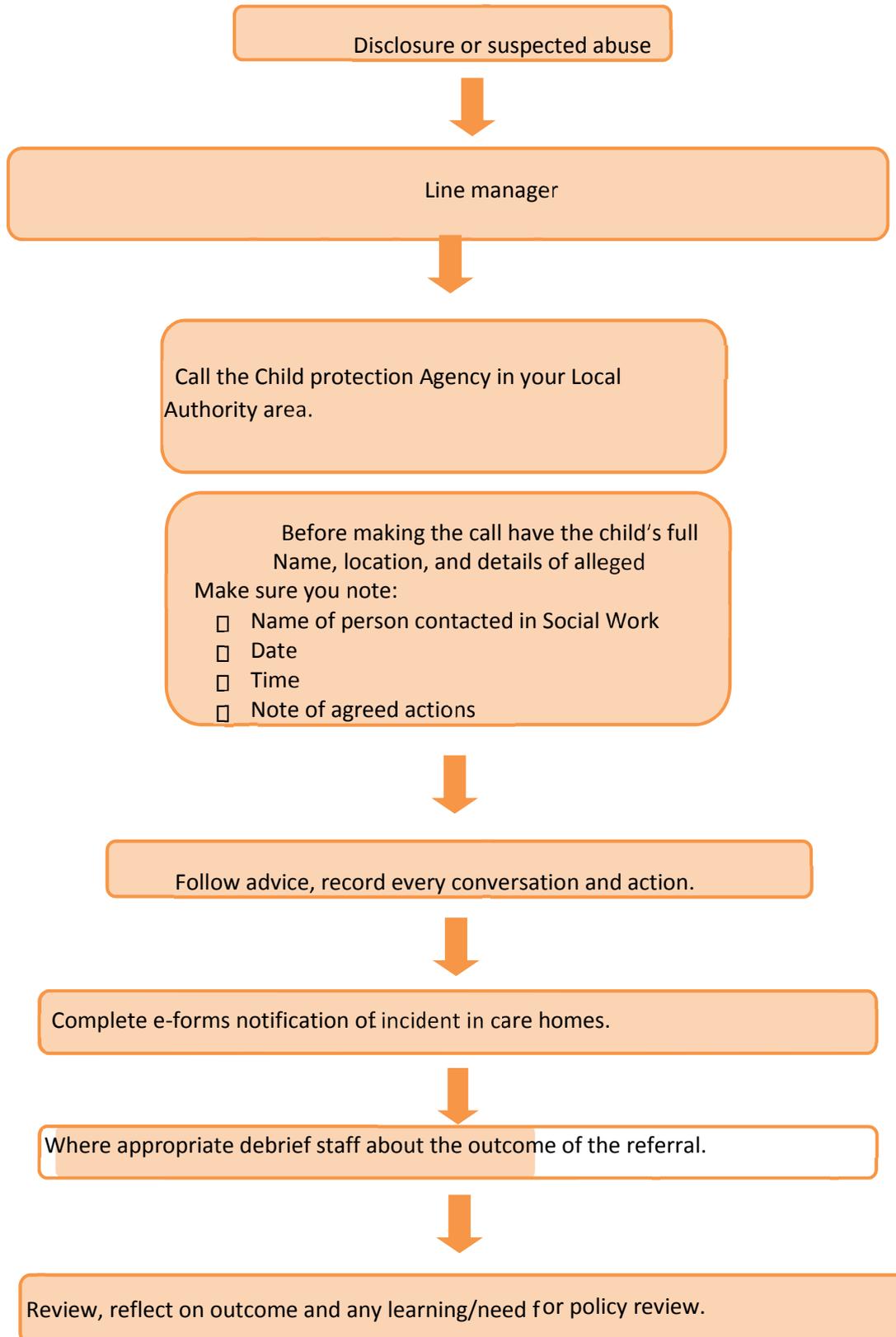
Managers should report any Child Protection issues to the Head department who will in turn report to their Director. The Director will report the incidence of issues raised through the reporting process to the Board.

Care Home and Housing managers who host inter-generational projects will review the Child Protection measures and safeguards at their 6-monthly review and evaluation meetings.

8. Timescales for review

The policy will be reviewed every 3 years or as when required due to changes in regulation and guidance underpinning this policy.

Appendix 1 what to do with a disclosure or suspected abuse



References

Care Inspectorate, Child Protection:

<http://hub.careinspectorate.com/knowledge/policy-and-legislation/policy-portals/child-prtection/>.

Scottish Government, Child Protection:

<http://www.gov.scot/policies/child-protection/>.

Scottish Government, National Guidance for Child Protection in Scotland:

<https://www.gov.scot/publications/national-guidance-child-protection-scotland>.

Training Statement

The organisation is committed to continuous improvement of its service. With the Health and Social Care Standards and Principles, and associated codes of practice, we will take the opportunity to review our learning and training to ensure that the standards and principles are fully reflected in all we do.