

THE LARDER

Child and Adult Protection POLICY & PROCEDURES

Reviewed Annually
Updated: December 2021

Developed with NSPCC Scotland

At **The Larder** we build resilience and aspirations for individuals and communities. Our expertise and passion means that we can design and deliver training **and** support services that enable individuals to be all that they can be

Our Values

Transformation – The Larder believes in the power of learning in its ability to change lives. It encourages creative solutions to societies issues

Compassion – The Larder make every effort to understand the feelings and emotions of each and every one of their learners, and teaches them to do the same

Collaboration – The Larder recognises the importance of working with others to achieve change

Honesty – The Larder acts with honesty in leadership, decision making, policies and practice

The policy is for and applies to anyone working on behalf of The Larder including Board of trustees, paid staff, volunteers, relevant others (such as sessional workers, agency staff) and students (referred to within this policy as ‘staff’) involved in the delivery of our work in relation to the protection of children, young people and adults at risk of harm.

PART 1 – POLICY STATEMENT

1.2 Legal Framework

1.3 Supporting Documents

1.4 Designated Protection Roles and Responsibilities

1.5 4R's of protection

1.6 Code of conduct

1.7 Definitions

PART 2 – PROCEDURES

2.1 Disclosure of abuse, what to do (Respond) (including historical abuse)

2.2 Escalation process – what to do if concerns are not being appropriately acted upon.

2.3 Patterns of abuse

2.4 Making a Protection Referral

2.5 Recording, Confidentiality and Information sharing

2.6 Managing Allegations against staff and volunteers

2.7 Whistleblowing

2.8 Social Media

2.9 Photography

2.10 Recruitment and Employment

2.11 Learning and Development

2.12 Other sources of help

PART 3 – Appendix

Appendix 1 – Disclosure/ concerns flow chart

Appendix 2 – Allegations against staff flow chart

Appendix 3 – Photography consent form

Appendix 4- Safeguarding recording form

1. POLICY STATEMENT

The Larder is committed to the welfare, wellbeing and protection of children, young people and adults at risk ensuring they have the same protection regardless of age, disability, race, religion or belief, sex, sexual orientation or gender. Some children and adults at risk are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues

The purpose of this policy is to protect children and adults at risk who use our services from harm and abuse.

We will seek to keep children, young people and adults at risk safe by:

- Valuing, listening to and respecting them
- Appointing a designated Safeguarding Lead and deputy
- Sharing concerns and relevant information with agencies who need to know and reporting abuse or neglect uncovered or suspected
- Involving service user's parents, families and carers appropriately
- Working with children/adults at risk, families and partner agencies is essential to reduce the risk of abuse and neglect including online
- Recruiting staff and volunteers safely ensuring all checks are made
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- Implementing a code of conduct for staff and volunteers
- Sharing information about wellbeing good practice with children/adults and their families via leaflets, posters, group work and one-to-one discussions
- Making sure that children, adults at risk and their families know where to go for help if they have a concern
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- Using our policies and procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, adults, parents, families and carers where appropriate
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we provide a safe physical environment for our children, young people, adults at risk, staff and volunteers by applying health and safety measures in accordance with the law and regulatory guidance
- Building a culture where staff and volunteers, children, young people, adults at risk and their families, treat each other with respect and are comfortable about sharing concerns.
- Ensuring that we have effective complaints and whistleblowing procedures

1.2 Legal Framework

The following national legislative and policy initiatives inform our practice as appropriate:

- The Children and Young People (Scotland) Act 2014
- National Guidance for Child Protection in Scotland (2021)
- UN Convention on the Rights of the Child
- The Children Scotland Act 1995
- The Protection of Vulnerable Groups (Scotland) Act 2007
- Disclosure Scotland Act 2020
- The Children's Charter
- Getting it Right for Every Child 2005
- The Children (Scotland) Act 2020
- General Data Protection – Data Protection Act 2018.
- The Adult Support and Protection (Scotland) Act 2007
- Adults with Incapacity (Scotland) Act 2000
- Mental Health (Care and Treatment) (Scotland) Act 2002

1.3 Supporting Documents

This policy should be read in conjunction with other policies, procedures and guidance including:

- Health and Safety
- Data Protection
- Safer Recruitment Policy and Procedures
- Whistleblowing
- Code of Conduct and Social Media Policy
- Anti-bullying

1.4 Designated protection roles and responsibilities

Trustees have duties to manage risk and protect The Larder's reputation and assets. This includes acting in the interests of children/adults at risk who The Larder works with including taking steps to keep them safe and protect from harm and ensuring that all management activities are carried out in line with procedures.

The Designated Protection Leads are:

Garry Walker
Position: Training Manager

Telephone: 07853834291
Email: garry@thelarder.org

Emma Hamilton
Position: Director of Operations

Telephone: 07305417875
Email: emma@thelarder.org

Contact details for Garry and Emma can be found on your lanyard/staff ID.

Their role includes:

- Be the first point of contact for any concerns for all staff
- Responsibility to regularly review and update the child/adult protection policy and procedure annually.
- Advise and provide guidance to all staff about welfare, wellbeing and

- protection issues across children, young people and adults at risk.
- Have a working knowledge of the relevant legislation and national guidance in protecting children, young people and vulnerable adults.
 - To act as the first point of contact, source of support, advice and expertise for all staff about the safety and welfare of a child/adult
 - Manage all referrals, refer all cases of suspected abuse to the appropriate agency either Social Care and/or Police and ensure that appropriate information is available, confirmed in writing under confidential cover as quickly as possible.
 - To be familiar with Child Protection Committees (Scotland 2021) (CPC) and Adult Protection Committee (APC) procedures
 - To ensure that The Larder policy and procedure to protect children/adults are implemented and followed and that all staff know where they can find these
 - To liaise with appropriate local agencies for support and advice and know where to find local contacts
 - Advise and organise mandatory training of all staff about their responsibilities to protect and keep children/adults safe
 - To collect monitoring data on all welfare, wellbeing and protection activities across The Larder and evaluate their effectiveness.
 - To lead on developing, reviewing, updating and disseminating The Larder policy and procedures and monitoring its implementation
 - Support staff after any an incident in The Larder

Staff and Volunteers at all levels have a key role in developing and maintaining a culture that protects children/adults at risk and promotes their welfare and have a duty to exercise 'professional curiosity', question, challenge and raise concerns when they feel something feels wrong. This is done through regular updates and meetings for Staff and Volunteers on interactions with young people, staff and volunteer behaviour, reminder of ethos and values and making reference to GIRFEC and the points from SHANAARI wheel discussed regularly.

The Larder Code of Conduct is in place for all Staff and Volunteers to ensure they know how to behave and also what to expect if they do not behave accordingly, alongside how to report if they have concerns.

The Larder are expected to identify and consider the child's/adults needs, share information and concerns with other agencies and work collaboratively with other services (as well as the child and their family) to improve outcomes for children/adults they come into contact with.

1.5 This Policy is based on the 4R's of Protection

- **Recognise** any concerns for a young person at risk that you are working with, this may be welfare/wellbeing or child/adult protection.
- **Respond** appropriately to any concerns about a child/adult within organisation policy and procedures
- **Refer** – this will be the responsibility of the DPO following discussion with yourself and others. This may include calling **local statutory services or the NSPCC Helpline on 0808 800 5000**

- **Record** – once you have discussed any concerns with the DPO you must record this information using your organisational recording form

1.6 Code of Conduct

Code of safe conduct for Staff/volunteers

- Wherever possible avoid spending time with young people unobserved
- Where absolutely necessary invite young person to bring a friend, move into view of others or leave the door open
- Where a private conversation is absolutely necessary inform another member of staff of your whereabouts and approximately how long you will be with the young person
- Workers and volunteers should watch out for each other. Are colleagues being drawn into situations that could be misinterpreted? How colleagues' view each other's practice will be how outsiders will view it including parents.
- Be aware of any physical contact with a young person. Where necessary for example when there has been an accident ensure that you are treating the person for the injury. Do not continue with any additional contact wherever it is unnecessary.
- Do not have or be perceived to have favourites
- Do not give lifts to young people outside agreed activities
- Do not take young people to your home.
- Where it is necessary to take a young person in your car ensure that your manager/colleague is aware of this and it has been approved, let them know approximately how long you will be. Take a mobile phone to communicate any reasons for delays. Ask the young person to sit in the back.
- Do not use physical punishments or any action that involves locking up a child/adult at risk.
- Do not arrange meetings outside working hours. Do not develop social relationships with young people using the service. If you come into contact with a service user in a social setting, try and move away. Maintain a professional distance. Pay attention to your own behaviour in such a setting.
- Do not buy goods or use the services of service users or their friends.
- Do not accept any money or gifts from service users. Tell young people of the project policy and ensure the service user does not feel offended.
- Do not give money or gifts to service users
- Do not borrow money from service users
- Do not 'friend' or 'follow' any young people or adults who use our service on any social media sites.

Further details can be found in The Larder Code of Conduct Policy

1.7 DEFINITIONS

Who is a 'child'?

For the purposes of this policy the definition of a 'child' or 'young person' is anyone aged under 18 years of age as supported by the Children and Young People Scotland Act (2014). Where a young person aged 16-18 requires protection it must be noted that Adult Support and Protection (Scotland) Act 2007 legislation may apply.

What is child abuse and neglect? (Recognising)

What is Abuse? ¹

Child abuse and neglect is the maltreatment of a child/adult in any form. An individual may abuse or neglect a child or adult at risk of harm directly, or may be responsible for abuse or neglect because they fail to prevent significant harm by another person. 'Significant Harm' is circumstances where "a child or young person's basic needs are not being met in a manner which is appropriate to his or her individual needs and stages of development. It can occur within a relationship of trust and can happen to a child/adult regardless of their age, gender, race, disability or ability, sexual orientation, religion or socio-economic status.

Children/young people and adults at risk may be abused in a family or in residential care or in the community, including artistic and sporting activities by any individual known to them or by a stranger.

Children with disabilities are at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse has occurred.

The main types of abuse are: physical, emotional, sexual and neglect.

Physical Abuse - is the causing of physical harm to a child or young person and 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 (this is known as fabricated or induces illness). There may be some variation in family, community or cultural attitudes to parenting, for example, in relation to reasonable discipline. Cultural sensitivity must not deflect from a focus on a child's essential needs and protection from harm.

Emotional Abuse -. Emotional abuse is the persistent emotional maltreatment that has severe and persistent adverse effects on the child's emotional development. 'Persistent' means there is a continuous or intermittent pattern which has caused, or is likely to cause, significant harm. It may involve conveying to a child that they are worthless or unloved, inadequate or imposition of demands inappropriate for their age, repeated silencing, ridiculing or intimidation. Extreme overprotection, such that a child is harmed by prevention of learning, exploration and social development, seeing or hearing the abuse of another (in accordance with the Domestic Abuse (Scotland) Act 2018).

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 – Is an act that involves a child under 16 in any activity for the sexual gratification of another person – whether or not it is claimed that the child consented or assented. Forcing or enticing a child to take part in sexual activities, whether or not they are aware of what is happening. The activities may involve physical contact, including

¹ National Guidance for child Protection in Scotland 2021

penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or in the production of indecent images, in watching sexual activities, using sexual language towards a child, or encouraging children to behave in sexually inappropriate ways.

Child sexual exploitation involves a young person under the age of 18 being manipulated, forced, pressurised or coerced into taking part in a sexual act in exchange for something.

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. 'Persistent' means there is a pattern which may be continuous or intermittent which has caused, or is likely to cause significant harm. However, single instances of neglectful behaviour by a person in a position of responsibility can be significantly harmful.

GIRFEC SHANARRI indicators set out the essential wellbeing needs. Neglect can impact on healthy development It may involve a parent or carer failing to provide adequate food, shelter and clothing, to protect a child from physical harm or danger, or 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. In its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation.

Other areas of concern include:

Female genital mutilation: an extreme form of physical, sexual and emotional assault.

Honour-based abuse and forced marriage: A marriage conducted without the full and free consent of both parties

Child trafficking: Involves recruitment, transportation, transfer, harbouring or receipt, exchange or transfer of control of a child under the age of 18 years.

Criminal exploitation: the action of an individual or group to coerce, control, manipulate or deceive a child under the age of 18 into any criminal activity in exchange for something the victim needs or wants, or for the financial or other advantage of the perpetrator or facilitator

What is harm and significant harm in a child protection context?

'Harm' means the ill treatment or the impairment of the health or development of the child, including, for example, impairment suffered as a result of seeing or hearing the ill treatment of another. In this context, 'development' can mean physical, intellectual, emotional, social or behavioural development and 'health' can mean physical or mental health.

Whether the harm suffered, or likely to be suffered, by a child or young person is 'significant' is determined by comparing the child's health and development with what might be reasonably expected of a similar child. Deciding whether harm has been or is likely to be significant can be complex, and where there are concerns about harm, abuse or neglect, The Larder staff and or volunteers must share these with the relevant agencies who will assess whether the harm is, or is likely to be, significant.

Adult Protection

An adult at risk of harm is a person (aged 16 years or over) who: is unable to safeguard their own well-being, property, rights or other interests. is at risk of harm. is more vulnerable because they are affected by disability, mental disorder, illness or physical or mental infirmity.

What is harm?

Harm includes all harmful conduct and, in particular, includes:

- conduct which causes physical harm
- conduct which causes psychological harm, for example, causing fear, alarm or distress
- unlawful conduct which appropriates or adversely affects property, rights or interests – for example, theft, fraud, embezzlement or extortion
- conduct which causes self-harm

As with child protection, abuse of adults includes physical, emotional, neglect (and acts of omission) and sexual abuse. Further categories include financial or material:

PART 2 – PROCEDURES

2.1 Disclosure of abuse, what to do (Respond) (including historical abuse)(appendix 1)

Adults don't always recognise, understand or react appropriately when a child/adult starts to tell them about experiences of abuse and that this can mean that they don't get the support they need. **If a child/adult discloses abuse, (or you observe or are informed through a third party) remember that this may be the beginning of a legal process, as well as of a process of recovery. Legal action against a perpetrator can be seriously damaged by any suggestion that the child/adult has been led in any way.**

The following guidance should be followed as far as possible:

- Show them you care, help them OPEN UP. Give them your full attention and you're your body language open and encouraging. Be compassionate, be understanding and reassure them their feelings are important. Phrases like "you've shown such courage today" help.
- Take your time SLOW DOWN. Respect pauses and don't interrupt them – let them go at their own pace. Recognise and respond to their body language. And remember that it may take several conversations for them to share what's happened to them.
- Show you understand REFLECT BACK. Make it clear you're interested in what they're telling you. Reflect back what they've said to check your understanding – and use their language to show its their experience.

Staff should be aware that:

- it is **not their responsibility to investigate** suspected cases of abuse
- they should not take any action beyond that in their organisations procedures **and**
- they cannot promise a child/adult complete confidentiality – they must explain that they may need to pass information to other professionals to help keep the child/adult or others safe.

If we have concerns, we MUST ACT – it may be the final piece of the jigsaw that is needed to protect that child/adult, or we may prevent other children/adults from being hurt.

If the child/adult decides to withdraw at this stage, the adult should stress that they can have further discussions in the future – that there will always be someone to listen to them. They should also be given alternative sources of support such as the telephone number of **ChildLine – 0800 11 11**. However, the child/adult should also be told that their current concerns will be passed on.

- **Affirm their feelings** as expressed by them (show empathy).

- **Ask open, non-leading questions – Remember it is not your role to investigate**
Keep questions to the absolute minimum necessary to ensure a clear and accurate understanding of what has been said.
- **Re-assure** that they are being courageous in ‘telling’.
- **Do not make value judgements** about an alleged abuser/s and what has taken place.
- **Explain that information will be passed on** to another member of staff and explain why this is important.
- **Explain the next step, be open and honest**, reassure that they will be kept informed of what is happening and will be supported as appropriate. Any information subsequently shared with the child/adult should always be appropriate to their age and stage of development and should not breach the confidentiality of any other parties involved.
- **Treat the allegation very seriously** and report it immediately to DPO.
- **Write down** exactly what you have been told using the pro-forma shown in this guidance. Always try to record what the child/adult said (if a verbal allegation) and the words they used. If the allegation came to light through other sources (e.g. drama, play etc.), include any original material (if available) with the completed pro-forma. A copy of the record may be required (at a later date) as part of the child/adult protection process or as evidence for future criminal prosecution.
- **Remember that the child’s/adult’s welfare is paramount** even where the child’s parents/carers are considered to be the primary client(s) of your service.
- **On no account speak with the parent/carer** about what has happened until the DPO has advised on the next step.
- **Where the need for urgent medical intervention** is indicated, the DPO must take action to ensure medical treatment. First aid and urgent removal to hospital accompanied by an appropriate staff person will be a priority, followed by immediate notification to Police, as appropriate.
- **Ask for support.** It is recognised that dealing with child/adult protection concerns can have stressful consequences for workers so the provision of support is essential
- **Discuss concerns with DPO 0 it is not your responsibility to deal with concerns on your own**
- DPO will make any decision to refer to statutory agencies with timescales, option to consult with others
- **If Escalation required follow procedures**

Children and young people from birth to 18, or beyond if still in school, may have a Named Person to help support their wellbeing within the GIRFEC approach. The Named Person is a central point of contact if a child, young person or their parent(s) want information or advice, or if they want to talk about any worries and seek support. They can also, when appropriate, reach out to different services who can help. The Named Person will be the head teacher, or guidance teacher or other promoted member of staff - for a school age child. For Pre-school children, this will be their health visitor

The Named Person will be a point of contact for any concerns about a child’s welfare and wellbeing, the Named Person will carefully consider the situation by asking five questions:

- **What is getting in the way of this child’s or young person’s wellbeing?**
- **Do I have all the information I need to help this child or young person?**
- **What can I do now to help this child or young person?**
- **What can my agency do to help this child or young person?**
- **What additional help, if any, may be needed from others?**

Once they have considered the situation, a Named Person will discuss this with the child’s parent(s) and other appropriate professionals if required, to assess what needs to be done to

improve the child's or young person's wellbeing. They may plan what action(s) will be taken next and arrange appropriate review dates for the plan. Each situation and concern will be unique to the child or young person, and the way they are supported will be tailored to their individual needs. If a matter is serious enough then a referral will be made to Social Work Services or Police Scotland (please note if named person is not in place within the local authority area the child lives in you can call your local social work office or NSPCC on 0800 800 5000 to discuss your concerns)

2.2 Escalation process – what to do if concerns are not being appropriately acted upon.

Escalating is the course of action that should be taken when there are concerns that a child's/adult's safety is compromised and the current action of either The Larder or other external agencies do not support the protection of a child/adult. This also applies if The Larder has concerns that an external agency is not acting on concerns appropriately. If you have concerns about the safety or welfare of a child/adult and feel they are not being acted upon by your manager or DPO you can take further advice from social care yourself, contact the NSPCC Helpline however in the first instance, the aim should be to resolve the disagreement at the lowest level between those involved. If this fails, the matter will be raised with DPO for further discussion and agreed course of action. A record of all conversations and actions must be kept.

The Larder acknowledge that:

- Problem resolution is an integral part of professional co-operation and joint working to protect children/adults.
- Professional disagreement requires resolution in a constructive and timely fashion.
- At no time must professional disagreement distract from ensuring the child/adult is safe.
- The aim must be to resolve a professional disagreement at the earliest possible stage.

2.3 Patterns of concerns

In some cases, it is ongoing events that give rise to concerns through observation which may include signs that a parent may not be complying, through whatever reason, may emerge over time. This can include a pattern of missed appointments, parents agreeing to take up services and then failing to attend, or parents agreeing to make changes but not following through.

Patterns of concerns should be discussed within supervision in which cases the manager and DPO may believe requires to be escalated, issues such as the vulnerability of the child/adult and the potential risk should be considered. A referral on the grounds of accumulation of patterns of concern should will be discussed by the DPO and local authority social work service before parents/carers are informed.

There should be a clear chronology of all welfare and wellbeing concerns recorded on a chronology which can support monitoring of patterns.

A chronology is:

- a summary of events key to the understanding of need and risk, extracted from comprehensive case records and organised in date order
- a summary which reflects both strengths and concerns evidenced over time
- a summary which highlights patterns and incidents critical to understanding of need,

- risk and harm
- a tool which should be used to inform understanding of need and risk. In this context, this means risk of significant harm to a child.²

2.4 Making a Protection Referral

Inform the DPO as soon as possible when you have a concern. They will assess the nature of the concern and decide the most appropriate course of action. In their absence, you can contact Social work or NSPCC

The DPO will assess the information and decide whether the concern is reportable in terms of this procedure. The manager may wish to discuss the potential referral in advance with the relevant social work department.

The DPO will make clear any concerns which will consider any immediate response. Taking into account the child's developmental stage and any information about the parent's/carers ability to respond to these needs in the context of their family and environment.

Any child/adult protection referral made by The Larder will be done so in discussion with the DPO. This may include the following:

- A child/adult or young person makes a clear allegation of abuse or neglect;
- concerns have arisen in relation to a child on the child protection register or supervision order;
- A child/adult sustains an injury (with concerns about how it was caused), is being denied access to medical assessment,

There are any circumstances which suggest that a child is suffering or is likely to suffer significant harm including being sexually exploited (including online), is missing from home, or there are additional concerns about their vulnerability (e.g. Female Genital mutilation, forced marriage, domestic abuse, parent's substance use or mental health, self-harm, human trafficking).

- A member of the public makes an allegation that someone has abused a child/adult;
- Professional concern exists about abuse or neglect, despite no allegation being made (see disclosure below)
- Concern exists about a child/adult having contact with a person who may pose a risk, or potential risk.

The DPO will in discussion with social work decide who will inform the parents/carers (if appropriate) within 24 hours.

In all our work with parents and carers we will:

- Advise them at the start of service of our duty to report child/adult wellbeing, welfare and protection concerns.
- Ensure the child's/adult's wellbeing is at the centre by maintaining a clear focus on the needs of the child/adult and acting in their best interests.
- Work in partnership with parents maintaining appropriate boundaries and explicit objectives.
- Communicate clearly and openly and work in a planned way.

² [Practice guide to chronologies 2017.pdf \(careinspectorate.com\)](#)

- Support parents/carers where appropriate when concerns for a child/adult are identified.
- Seek support from manager/DPO within supervision when concerns have been identified or investigated.

The Larder DPO will follow up and record the outcome of all referrals made to social work to ensure any referral made is properly dealt with by Social Work, in accordance with this policy and the local inter-agency guidelines.

The DPO will 'own' the referral until they are satisfied that the concerns raised have received an appropriate response. Follow up the referral within **2 working days** if no communication is received, or sooner, depending on assessment of level of risk. When the concern has been addressed or adequate progress made, the DPO will close the incident.

2.5 Recording, Confidentiality and information sharing (appendix 4)

Sharing relevant information is an essential part of protecting children/adults from harm. The Larder staff should understand when and how they may share information and will be supported and guided within the law, these procedures and supervision.

Where there is a child/adult protection concern, relevant information should be shared with police or social work without delay, **provided it is necessary, proportionate and lawful** to do so. The lawful basis for sharing information should be identified and recorded. The Larder data protection leads should be able to advise where doubt about the appropriate lawful basis exists.

The Larder staff with child/adult protection concerns may share relevant information order to:

- clarify if there is a risk of harm to a child/adult
- clarify the level of risk of harm to a child /adult
- safeguard a child/adult at risk of harm
- clarify if a child/adult is being harmed
- clarify the level of harm a child/adult is experiencing
- safeguard a child/adult who is being harmed

Professional judgement must always be applied to the available evidence about each specific emerging concern, and about what is relevant, proportionate, and necessary to share. The concern must be placed in the context of available observed and recorded information about the particular child/adult, their needs and circumstances.

Consent to share: UK General Data Protection Regulation (GDPR) sets a high standard for consent and, in most cases where there are child/adult protection concerns, consent is unlikely to be an appropriate lawful basis to rely upon as it requires that individuals have real choice and control about the processing of their personal data. Relying on 'consent' as the lawful basis is not appropriate if, for example, refusal to give consent would prejudice a criminal investigation or might lead to serious harm to the child/adult. Furthermore, due to the power imbalance between a child or families and the authorities, it would be difficult to demonstrate that consent was freely given. In matters of child protection, it is therefore likely that reliance on consent would be the exception and not the rule.

Sharing without consent: Where there may be a child/adult protection concern, information may be lawfully shared without the need for consent to be obtained from the individual(s) to whom the information relates. The following considerations will be helpful to support

relevant, proportionate, timely, safe and effective information sharing:

- if there is evidence that a child is at risk of significant harm, relevant information can be shared with a statutory agency without delay. Consent is not required or appropriate because the information must be shared in order to protect the child/adult. Consent should only be sought when the individual has a real choice over the matter. However, where appropriate, agreement and understanding about the sharing of information may be helpful in engaging individuals in the process
- the needs, feelings, views and wishes of the child/adult should be taken into account and documented. They may also need additional support to understand and communicate
- information sharing decisions must be based not only upon considerations about the safety and wellbeing of the individual, but also the safety of others
- information can be shared without consent if, for example, a practitioner is unable to gain consent from the individual in time to prevent risk of harm, or if gaining consent could place a child/adult at risk
- relevant personal information can be shared lawfully if, for example, it is to keep a child/adult or individual at risk safe from neglect or physical, emotional or psychological harm. This must be done in a way that complies with the relevant areas of law such as data protection, human rights and confidentiality
- in all circumstances, it is important to be transparent with children and families so that they know what information is to be shared or has been shared and in what circumstances. In certain exceptional circumstances, it may not be appropriate to advise the individual that information is to be shared
- children and their families should also be aware that they can challenge whether sharing information is proportionate.
- a record should be made of the reasons and considerations that informed the decision to share the information

If, where there is a possible child/adult protection concern, a decision is made not to share information, **consider**:

- what are the reasons for deciding not to share information?
- what harm could result if this information is not shared?
- what are the possible risks for the child/adult or young person or for others if information is not shared and how serious could those risks be?

Reasons for not sharing should be recorded

Guiding principles

Information shared must only be that which is necessary for child/adult protection purposes. Individuals about whom information is being shared should not be put under pressure to consent to the sharing of their information. They should be informed and involved in such a way that they understand what is happening and why.

They should also be told what information about them is being shared, with whom and why this is necessary, unless to do so would be detrimental to:

- the best interests of a child/adult
- the health or safety of a child/adult or another person
- the prevention or detection of crime (e.g. creating a risk of harm to a child/adult)

or

the apprehension or prosecution of offenders

or

- it is not reasonably practical to contact the person
- it would take too long given the particular circumstances (e.g. where you have to act quickly)
- the cost would be prohibitive
- there is some other compelling reason

Information sharing must be:

- timely in relation to the child/adult protection concern
- secure in the manner in which it is shared
- explicit in the records about any dispute in facts or opinions shared

Shared information and records held must:

- state with whom the information has been shared and why
- be accurate and up to date
- be explicit about reasons for sharing or not sharing information. Information sharing that may be viewed as interfering with the right to private family life can only be lawful if it is done in a way that is proportionate to the achievement of a legitimate aim.

Records should only be retained for a period of seven years and destroyed in line with The Larder Data Protection Policy and Retention Schedule. Collection, sharing and any other processing of special categories data made under this policy are also covered by the appropriate policy document referred to above.

When information is requested by other organisations this must be passed to the DPO and the Data Protection Officer for consideration. A decision to share information or not must be recorded and stored appropriately.

(adapted from National Guidance for Child Protection in Scotland 2021)

Recording

Good child/adult protection practice depends on having sufficient, clear, succinct, accurate and accessible records.

2.6 Managing Allegations against staff and volunteers

Any concerns about the welfare of a child or vulnerable adult arising from alleged poor practice, abuse or harassment by an employee of The Larder must be discussed with the DPO and reported immediately to the Head of HR and the Board of Trustees (see appendix 2 flowchart)

Concerns about a member of staff may fall into any of the following three categories where someone has;

- Behaved in a way that has harmed the child/adult, or may have harmed a child/adult
- Possibly committed a criminal offence against or related to a child/adult
- Behaved towards a child/adult or children in a way that indicates they may pose a risk of harm to as a member of staff s/he is unsuitable to work with children

Supporting Employees

- Employers have a duty of care to their employees. They should ensure they provide effective support for anyone facing an allegation and provide the employee with a named contact if they are suspended.
- Suspension should be carefully considered and is not automatic

- It is essential that any allegation is dealt with very quickly, in a fair and consistent way that provides effective protection for the child/adult and at the same time supports the person who is the subject of the allegation
- All options to avoid suspension should be considered prior to taking that step.

Where it is clear that an investigation by the police is unnecessary, the DPO should discuss the next steps with the head of the organisation and HR.

- Keep Records on an individual's file until retirement or 10 years if that will be longer.
- Decisions regarding suspension are with the employer
- If The Larder removes an individual (paid or unpaid) from work such as looking after children or adults (or would have, had the person not left first) because the person poses a risk of harm to children or adults, the organisation must make a referral to the Disclosure Scotland. It is an offence to fail to make a referral without good reason

2.7 Whistleblowing

The Larder understand that staff and volunteers will often be the first to know when someone inside or connected with the organisation is doing something illegal, dishonest, or improper, but may feel apprehensive about voicing their concerns. However, it is in the interest of everyone, and the organisation that individuals with knowledge of wrongdoing are supported in reporting such behaviour.

Any individual with knowledge of any such activities should inform the DPO who will take the matter further as appropriate and necessary or alternatively call NSPCC Whistleblowing advice line on 0808 028 0285.

Please see The Larder Organisational Whistleblowing policy and procedure

2.8 SOCIAL MEDIA

It is recognised that Social Media sites have become a significant way of life for many people and that, when used appropriately, are a positive way of keeping in touch with friends and colleagues as well as providing an opportunity to communicate through media.

There are instances, however, where these sites can be used inappropriately in terms of content or substantial use during working hours.

- A staff member should not refer to any confidential information relating to their employment. This includes potentially sensitive or confidential information about The Larder
- Any misuse of a Social Networking site including acts committed that may bring The Larder into disrepute, may result in disciplinary action against the staff member and could constitute gross misconduct.
- Social Networking sites should not be used for accessing or sharing illegal content.
- If a member of staff is concerned by information or content posted on one of The Larder official sites (i.e. Twitter, FaceBook, YouTube, Instagram) they should raise this concern with their DPO.
- Staff should refrain from using language which could cause offence to others.
- Privacy should be respected always – if a staff member wishes to post a photograph or information on an individual, they should gain prior permission from the individual and must not be posted on personal pages.
- Viewing and updating personal sites is not permitted during working times. Reasonable access of these sites is acceptable during breaks and lunch periods.
- Staff must not friend/follow on their personal sites those that attend The Larder under any circumstances.

2.9 Photography

Permission must be sought to use imagery of participants in any activities of The Larder. It must be made clear where the photographs are to be used. (appendix 3)

2.10 Recruitment and Employment

The Larder will take all reasonable steps to prevent unsuitable people from working with children/adults at risk. (See Safer Recruitment policy). All staff and volunteers will be interviewed, require to be members of PVG and have two suitable references of their suitability to work with children/young people/adults.

The Larder will ensure that all employees who come into contact with children and adults will be PVG (Disclosure (Scotland) Act 2020) registered to ensure that the employee is not barred from working with children or adults.

All new staff are introduced to The Larder DPO staff and informed of how to contact them with any concerns. They must attend a one-to-one meeting with the Lead DPO.

SUPERVISION

- All staff and volunteers will have a designated Supervisor, who will provide regular feedback and support.
- Every member of staff and volunteer will attend a one-to-one meeting with their manager/main contact where their performance, skills, motivation and expectations will be discussed. These meetings will be recorded and copies made available to staff member/volunteer.

Contractors and Sub Contractors

- The responsibility for employees of contractors, and sub-contractors remain with the main contractor who must ensure that they are informed about their responsibility to report any concerns directly to the DPO in line with this policy and procedure.

Recruitment of Ex-offenders

[Please refer to: Recruiting with Conviction and self-declarations policy](#)

2.11 Learning and development

The Larder has a responsibility to ensure all new staff undertake an induction programme. (As part of this induction programme), The Larder will ensure all staff are made aware of and understand their responsibilities in respect of its Protection Policies.

- successful applicants will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure.
- Relevant training and support will be provided on an ongoing basis, and will cover information about their role and opportunities for practising skills needed for the work.
- Training on specific areas such as Health & Safety, Identifying and Reporting Abuse, and Confidentiality, will be given as a priority to new staff and volunteers and will be regularly reviewed.
- All new starts must attend NSPCC Introduction to Child Training within first week. Link to the training is emailed to them and this will be discussed on completion.

2.12 Other sources for help

NSPCC – 0808 800 5000

Childline www.childline.org.uk 0800 1111

CEOP – Child Exploitation Online Protection www.ceop.police.uk/saety-crime

thinkyouknow - online safety education programme for CEOP

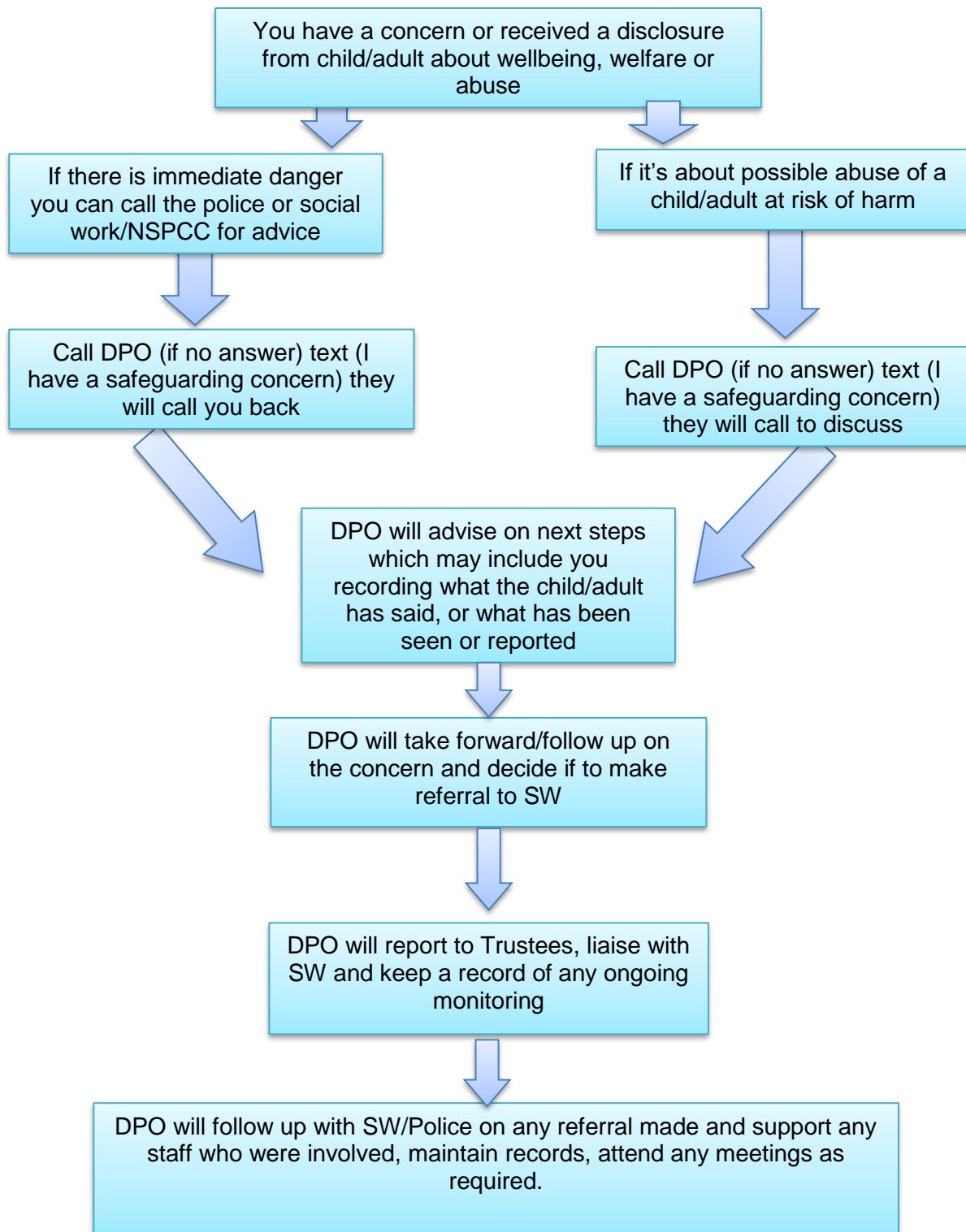
www.thinkyouknow.co.uk

Social Work – 01506 282252

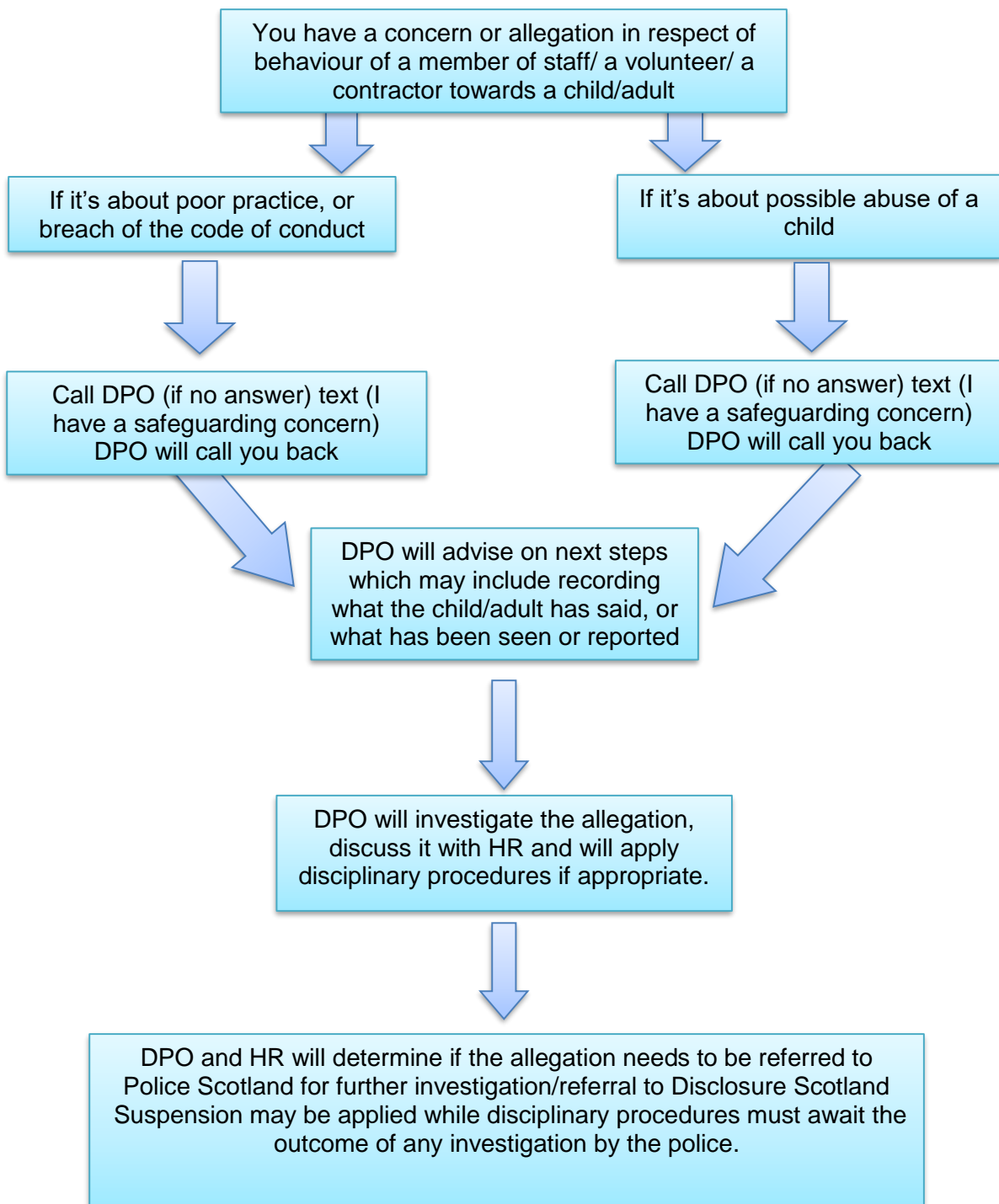
Police Scotland – 101 or 999 for emergency

Part 3 -Appendix

Appendix 1. Disclosure/concern for a child/adult



Appendix 2. Allegations against staff/volunteer



Appendix 3- Photography and filming consent form

THE LARDER

In accordance with our protection policy we will not permit photographs, video or other images of young people to be taken without the consent of the child or the parent if the child is under 16.

The Larder will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform The Larder Designated Protection Officer immediately.

Consent information:	
<i>To be completed by child:</i>	
<input type="checkbox"/> I give permission for my photograph to be used for display purposes <input type="checkbox"/> I give permission for my photograph to be used within other printed publications <input type="checkbox"/> I give permission for my photograph to be used on The Larder website <input type="checkbox"/> I give permission for videos of me to be used on The Larder website <input type="checkbox"/> I give permission for my photograph to be used on The Larder social media pages <input type="checkbox"/> I give permission for videos of me to be used on The Larder social media pages	
Signature of child:	Print name child:
Date:	

If the child is under 16, consent must be obtained from parents.

If over 16, it's still good practice to inform parents that photographs/videos of their child may be used if the child has given consent.

<i>To be completed by parent:</i>	
<input type="checkbox"/> I give permission for my child's photograph to be used for display purposes <input type="checkbox"/> I give permission for my child's photograph to be used within other printed publications <input type="checkbox"/> I give permission for my child's photograph to be used on The Larder website <input type="checkbox"/> I give permission for my child to be videoed for use on The Larder website <input type="checkbox"/> I give permission for my child's photograph to be used on The Larder social media pages <input type="checkbox"/> I give permission for my child to be videoed for use on The Larder social media pages <input type="checkbox"/> I can confirm that I have read, or been made aware of how these images or videos will be stored within the organisation.	
Signature of parent:	Print name of parent:
Date:	

Appendix 4 WELFARE/WELLBEING INCIDENT REPORT FORM

The Larder – Safeguarding concern	
Your name:	Position:
Address	
Tel No:	Mob:
E-mail:	

Details of Child/ Young Person/Adult		
Name:	Date of Birth	Male <input type="checkbox"/> Non – binary <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>
Address	Ethnicity: Language: Interpreter needed?	
Tel No:		
Email:		
Details of main carer/parent Have Parents/Carers been notified: Yes <input type="checkbox"/> No <input type="checkbox"/>	Name: Contact details: If yes, please give details of what was said and actions agreed: If No please state why:	
Is there any information about the child/young person/adult that would be useful to consider?		
Does the child/adult know a referral is being made? Yes <input type="checkbox"/> No <input type="checkbox"/> State reason		
Other Relevant Information (GP, Health Visitor Name, Named Person)		

Whose concerns are being reported?									
Are you reporting your own concerns or responding to concerns raised by someone else?									
My own concerns <input type="checkbox"/> Someone else's concerns <input type="checkbox"/>	If someone else's concerns, please provide their details: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Name:</td> <td style="width: 50%;"></td> </tr> <tr> <td>Relationship:</td> <td></td> </tr> <tr> <td>Position:</td> <td></td> </tr> <tr> <td>Contact details:</td> <td></td> </tr> </table>	Name:		Relationship:		Position:		Contact details:	
Name:									
Relationship:									
Position:									
Contact details:									

Person(s) involved in the incident or alleged to have caused the incident:		
Name:	Date of Birth:	Male <input type="checkbox"/> Female <input type="checkbox"/> Non Binary <input type="checkbox"/> Other <input type="checkbox"/>
Address:		
Telephone Number:	Mobile:	
E-mail address:	Position:	

Incident Information:

Reasons for concern? What Happened? Please detail incident or concern (include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay) (State briefly what child/adult said or what you observed that caused concern. Include date, time, event)

Area of Risk: Physical Neglect Emotional Sexual Parental Substance Misuse
Parental Mental Health Child Placing themselves at risk Domestic Abuse Non-engaging family Exploitation Other Concerns Financial

Who have you spoken to and what was said?

If reported by someone else, who was this?

Tel No:

Any witnesses?

Yes No

Witness name and contact details:

Witness 1:

Witness 2:

Has the incident been reported to any external authorities?

Yes No

Who?

When was it reported? (time & date):

Who reported it? (name & contact details):

Agreed actions/Advice given:

State what action taken, and when.

Signed: _____ Print name: _____

Date: _____ Time _____

Position: _____

DPO actions:

Signed: _____ Print name: _____

Date: _____ Time _____

Position: _____

Follow Up

Has the incident been dealt with? Yes No

If yes, please provide details on actions taken and end result:

Individual Completing the Form

Signature	Print Name	Position	Date
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Designated Protection Officer

Signature	Print Name	Position	Date
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