



Slattadale

Registered in Scotland: SC051510

c/o Gairloch High School, Achtercairn, Gairloch, Ross-shire, IV21 2BP

Policy Document

- Should you notice any aspect of this policy as being incorrect/inaccurate, please contact the Chair at the earliest opportunity.

POLICY NAME:	Safeguarding
POLICY ID:	007
LAST REVIEWED:	20 th March 2023
NEXT REVIEW DUE:	20 th March 2025

PURPOSE OF THIS DOCUMENT

The purpose of this policy statement is:

- A) to protect children and young people who receive Slattadale's services from harm. This includes the children of adults who use our services
- B) to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection. This policy applies to anyone working on behalf of Slattadale, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students

1 Introduction Slattadale is committed to promoting the welfare and safety of all children and young people who participate in our outdoor education activities. This policy outlines our approach to child protection and complies with current Scottish legislation and guidance, including the Children and Young People (Scotland) Act 2014, the National Guidance for Child Protection in Scotland (2021), and Getting it Right for Every Child (GIRFEC).

VERSION NUMBER	CHANGE or UPDATE	AUTHOR	DATE
1.0	First version	Stuart Caddell	26 th January 2023
2.0	Updates	Stuart Caddell	20 th March 2023
3.0	Updates	Stuart Caddell	16 th November 2024

2	<p>Scope of the Policy This policy applies to all staff, volunteers, and trustees involved in Slattadale activities. It covers children and young people aged 3 to 18 and is designed to ensure their safety and well-being during all activities.</p>
3	<p>Principles Slattadale's child protection policy is based on the following principles:</p> <ul style="list-style-type: none"> • The welfare of children and young people is paramount. • All children and young people have the right to be protected from harm, abuse, and exploitation. • All staff, volunteers, and trustees have a duty of care to act responsibly and report any concerns about the safety or well-being of a child or young person. • Children and young people should feel respected, listened to, and involved in decisions affecting them.
4	<p>Legal Framework This policy adheres to relevant legislation and guidance, including:</p> <ul style="list-style-type: none"> • Children and Young People (Scotland) Act 2014 • National Guidance for Child Protection in Scotland (2021) • United Nations Convention on the Rights of the Child (UNCRC) • Protection of Vulnerable Groups (Scotland) Act 2007 • GIRFEC principles
5	<p>Roles and Responsibilities</p> <ul style="list-style-type: none"> • Designated Child Protection Officer (CPO): Responsible for overseeing child protection within Slattadale, ensuring policies and procedures are followed, and acting as the main point of contact for concerns or referrals. • All Staff and Volunteers: Responsible for: <ul style="list-style-type: none"> ○ Understanding and adhering to this policy. ○ Attending mandatory child protection training. ○ Reporting concerns immediately to the Designated CPO. • Trustees: Responsible for ensuring effective safeguarding policies are in place and reviewed regularly.

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6	<p>Safe Recruitment Slattadale follows robust recruitment procedures to ensure the suitability of staff and volunteers:</p> <ul style="list-style-type: none"> • All staff and volunteers working with children and young people must complete a PVG (Protecting Vulnerable Groups) check. • References and employment history will be thoroughly checked. • All recruits must undergo safeguarding induction and training.
7	<p>Code of Conduct Staff and volunteers must:</p> <ul style="list-style-type: none"> • Treat all children and young people with respect and dignity. • Never engage in inappropriate physical contact or behaviour. • Avoid being alone with a child or young person where possible. • Use positive and non-judgmental language. • Report any concerns or incidents immediately.
8	<p>Recognizing and Responding to Concerns</p> <ul style="list-style-type: none"> • Recognizing Signs of Abuse: Physical, emotional, sexual abuse, neglect, or exploitation may present as changes in behaviour, unexplained injuries, or direct disclosures. • Responding to Disclosures: <ul style="list-style-type: none"> ○ Stay calm and listen carefully. ○ Do not ask leading questions or make promises you cannot keep. ○ Reassure the child or young person that they are being taken seriously. ○ Record the disclosure accurately and report it to the CPO immediately.
9	<p>Reporting and Referral Procedures</p> <ul style="list-style-type: none"> • Concerns should be reported immediately to the CPO using the Incident Reporting Form. • The CPO will assess the situation and decide whether to: <ul style="list-style-type: none"> ○ Manage the concern internally with support and monitoring. ○ Refer the concern to social services or police. • All records of concerns and actions will be securely stored and treated confidentially.

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10	<p>Training and Awareness</p> <ul style="list-style-type: none"> • All staff and volunteers must complete child protection training annually. <ul style="list-style-type: none"> ◦ Every year - Awareness of Child Protection (Free online training) ◦ Every 3 years – Recognition and Response in Child Protection • Regular updates on safeguarding legislation and best practices will be provided. • The CPO will undergo advanced training to support their role (hcpc.scot)
11	<p>Risk Assessment and Safety Measures</p> <ul style="list-style-type: none"> • All activities will undergo a thorough risk assessment to identify and mitigate potential hazards. • Staff-to-child ratios will be maintained according to best practice guidelines. • Emergency procedures, including first aid and communication protocols, will be in place and practiced regularly.
12	<p>Review and Updates This policy will be reviewed annually or sooner if there are significant changes in legislation or guidance. Amendments will be approved by the trustees.</p>
13	<p>Contact Information</p> <ul style="list-style-type: none"> • Designated Child Protection Officer: Stuart Caddell <ul style="list-style-type: none"> ◦ Contact@slattadale.org (goes to at least 1 other elected Trustee as well) ◦ 01445 712275 • Local Social Work Services: 01478 613 825 • Police Scotland: 101 (non-emergency) or 999 (emergency) • Emergency Social Work: 0808 175 3646 <p style="text-align: center;">Help & Advice Numbers - Highland Child Protection Committee</p>

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