

Inverbrothock out of school care club

Charity number: SC030097

Child protection policy and procedure

Inverbrothock out of school care club will promote the safety of users to ensure that they feel safe and secure and that they are free from exploitation and abuse.

This will be achieved by:

- Staff receiving regular training in the recognition of harm, abuse, neglect, bullying and discrimination and will follow the club's procedures in addressing these issues.
- Staff have a clear understanding of their roles and responsibilities in protecting children and young people from harm, abuse, bullying and neglect.
- The clubs Child Protection procedures meet Angus Council's guidance on child protection.
- Staff are vetted carefully, and this is done through the PVG scheme. This is in line with the Health and Social Care Standards and Scottish Social Services Councils codes of practice prior to appointment.
- The club meeting the required adult: child ratios always.
- Regular risk assessments being carried out.
- All child protection matters complying with the club's confidentiality and record-keeping policies.

Child protection procedures

General

During recent years there has been a growing awareness within society that children are and have been abused - physically, sexually, and emotionally - and that this abuse can cause serious physical and psychological damage. Alongside this growing awareness, there has been an increasing willingness to report instances of suspected abuse. If people who suspect abuse do not report it, the suspicion can never be tested, and the child may continue to suffer. There is a growing number of young children in day care settings, there is a possibility that staff and volunteers will encounter abuse. They need to be aware of some of the signs of abuse, therefore, and know to respond.

Staff roles

Staff could have their suspicions or concerns raised in several ways the most likely of which are:

1. A child 'disclosing' abuse.
2. Bruising or evidence of physical hurt, which may or may not be accompanied by
3. Unusual behaviours by a child

If a member of staff has such concerns, they should report them to the Manager of the club straight away.

Staff should follow these procedures and respond appropriately to a child making allegations of abuse:

1. Stay calm.
2. Listen carefully to what is being said.
3. Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others - **do not promise to keep secrets**.
4. Tell the child that the matter will only be disclosed to those who need to know about it.
5. Allow the child to continue at their own pace.
6. Ask questions for clarification only, and always avoid asking questions that suggest a particular answer.
7. Reassure the child that they have done the right thing in telling you.
8. Tell them what you will do next, and with whom the information will be shared.
9. Record in writing what was said using the child's own words as soon as possible- note the date, time, any names that are mentioned, to whom the information was given and ensure that the record is signed and dated. This must be done on a sheet of loose-leaf paper.
10. It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from the designated person in the club.

The designated child protection officer for the club is Diane Rennie – Club Manager.

Whilst the intention is to heighten awareness of possibility of abuse, it is important to remember that many injuries caused by accidents are similar in presentation to those caused by neglect or abuse. Similarly (e.g., bereavement, separation, or illness) as well as exposure to emotional, physical, or sexual abuse.

Signs of abuse or neglect

The checklist below is not perfect or complete, and only indicates that a child may have been abused.

Physical signs to be concerned about are:

- Bruising, cuts or burns particularly on parts of the body not normally injured in accidents (neck, back, back of legs, buttocks, mouth)
- Black eyes, particularly if both eyes are black and particularly in young children can be suspicious.
- Grasp marks on the arms or chest of a small child, or symmetrical bruising (especially on the ear)
- Injuries in the genital area
- Tiny red marks in and around the eyes and neck indicating shaking or constraint.
- Unusual or frequent scarring
- Burns or scalds which do not relate to the explanation given.

Other signs to be concerned about in a child's behaviour or presentation are:

- Frozen watchfulness
- Fear of carers
- Sudden changes in behaviour such as child becoming very quiet or refusing to speak.
- Severe hostility/aggression towards other children
- Severe tantrums or serious misbehaviour which could be a cry for help.
- Sudden or significant weight loss

- Inappropriately dressed or poorly cared for child.
- Sexual awareness or knowledge inappropriate for the child's age
- Sexually explicit behaviour

There are certain parental responses which are a cause for concern especially if the child has bruising or other marks. These are:

- Delay in seeking medical treatment which is obviously needed.
- Unawareness or denial of any injury
- Inappropriate or varying explanation of an injury
- Constant complaints about a child (realistic or unrealistic)
- Over hasty or violent reaction to a child's behaviour
- Unrealistic expectations of the child

Guiding principles

- Strong suspicion - the social work department should be contacted, and a referral made.
- Unsure - contacting the child's named person (primary school children - Head teacher) or social work can be contacted for a discussion about concerns which are not clear cut. These discussions will help to clarify matters and determine what, if any, further action may be necessary.

What happens after a referral has been made to social work department

It is the duty of the social work department to investigate all referrals of alleged child abuse. In many cases, the investigation is carried out jointly with the police, to whom referrals may also be made.

Child protection within the day care setting

Persons in charge must accept that abuse may also occur within the day care setting. This statement is based on fact and therefore routines and practices should always be developed to ensure the wellbeing of children.

All staff employed within the club must be registered with Scottish Social Services council within 6 months of commencing in their post. They must become a member of the PVG scheme before commencing their employment.

Additional arrangements must, however, be made for the supervision of all staff, volunteers, and trainees on placement. All adults should be vigilant in not only working together as a team but also in monitoring internal practice.

How to respond

Should a child or child's parent/guardian/carer state that the child has or may have been the subject of abuse in any way within the club the person in charge **MUST** report the incident immediately to the social work department, SSSC and PVG scheme. The Care Inspectorate must also be informed.

For the protection of the children and of the individual who the focus of the allegations is on, the person must be removed from the situation and instructed to leave the premises. It is acknowledged that he/she may be completely innocent of all allegations. However, this must be established prior to him/her being allowed further contact with children. The person will not be permitted to work again without the agreement of the registration and inspection units.

It is also important that parents are informed of such an occurrence, including parents of other children within the club, and social work staff will advise and assist the person in charge in this regard.

Child Protection contact numbers

Angus council Child Protection team: 01241 435450

Angus council out of hours service: 0345 277 7778

[The above policy is approved and hereby adopted by the IOOSCC Committee](#)

[Policy updated July 2025.](#)