

Sanday Development Trust

enhancing quality of life



Child Protection Policy

Created February 2013
Next review August 2013

Sanday Development Trust recognises that all children have the 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.

This child protection policy is compatible with the policy of the Orkney child protection committee which is compatible with the principles of the European Convention on Human Rights and the Human Rights Act 1998 and also with the guidance of the UN Convention on the Rights of the Child 1989. This Core Child Protection Guidance is also compatible with the equality and diversity principles and duties set out within the Equality Act 2010. Child protection services in Orkney therefore, must ensure that they are fair, consistent and reliable, with all the people involved being enabled to participate by being listened to, respected and included. There should be no discrimination on the grounds of race, disability, gender, age, sexual orientation, religion or belief, gender reassignment or on the basis of pregnancy and maternity.

Sanday Development Trust recognises its responsibility for the safety and well being of children who are engaged in activities under the control of the Trust and its employees and volunteers.

There will be a named person and a named deputy to whom child protection issues which arise in relation to Trust activities should be addressed. Contact details for these individuals will be displayed at Heilsa Fjold.

Emergency contact details will also be displayed at Heilsa Fjold. In an emergency issues should be addressed directly to one of the following:

Orkney Health and Care
Social Work Services 01856 873535

Orkney Health and Care
Out of Hours Social Work Duty Service 01856 888000

Northern Constabulary – Kirkwall Police Station 01856 872241

Training of employees and volunteers

1. All employees and volunteers should be familiar with and follow Sanday Development Trust's child protection guidance. There will be a named person responsible for ensuring that employees and volunteers receive appropriate training and know who to contact if they have a concern about the health or wellbeing of a child.
2. The training CD ROM provided by Orkney Child Protection Committee should be watched by all employees and volunteers as part of their induction process or before becoming engaged in a Trust activity.
3. Employees and volunteers will be required to complete the quiz at the end of the CD ROM and return it to Orkney Islands Council so that their names can be added to the record kept there. A record will also be kept in the office at Heilsa Fjold.
4. Copies of the CD ROM will be kept in the office at Heilsa Fjold and made available as required. It will be the responsibility of the centre manager to monitor use of the CD ROM and keep the record.
5. Employees and volunteers must also read and follow the instructions in the leaflet 'You can help keep children safe', produced by Orkney Child Protection Committee. Leaflets will be kept in the office at Heilsa Fjold and made available to anyone who needs one. There will also be leaflets available in the public area of Heilsa Fjold for members of the public to read.

Supervision of Organised Activities and Drop in Sessions

1. All organised activities will be supervised by a person who has been PVG checked but Heilsa Fjold can be open for casual drop-in sessions even if there is not a PVG checked adult on the premises. The Centre will only be open for drop in if there is a named adult present and the principles of this policy will still apply.
2. Children under the age of 9 must be accompanied by an adult at drop in sessions.
3. The decision on whether or not PVG checking is required in individual cases will be based on guidelines from the Central Registered Body in Scotland (CRBS).
4. There will be a named person responsible for ensuring PVG checks are carried out.
(Myra)
5. There will be a named person for providing advice and guidance on how to respond to concerns about the welfare and protection of children and young people.

Behavioural expectations

It is expected that all people will behave in an appropriate manner when at Heilsa Fjold. This includes behaving with courtesy towards staff, volunteers and other Centre users and with respect towards the Centre and its contents. If it becomes necessary to ask a child to leave the Centre due to unacceptable behaviour the child's parents/guardians will be asked to come to collect the child.

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CHILD PROTECTION POLICY

CONTACT DETAILS
for display at Heilsa Fjold

If you are concerned about the health or well being of an individual child or if you need guidance about the welfare and protection of children and young people during a drop-in session:

Sandra Towrie Telephone 01857 600347

If you would like to discuss child protection issues in relation to use of Heilsa Fjold:

Sandra Towrie 01857 600347

Myra Stockton 01857 600291

In an emergency:

Orkney Health and Care
Social Work Services 01856 873535

Orkney Health and Care
Out of Hours Social Work Duty Service 01856 888000

Northern Constabulary – Kirkwall Police Station 01856 872241

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CHILD PROTECTION POLICY

RESPONSIBILITIES OF NAMED PEOPLE
As specified in Child Protection Policy
For display in office of Heilsa Fjold

VALID FROM APRIL 2013

1. Concerns about child protection issues which arise in relation to Trust activities should be addressed to Sandra Towrie (600347) or Myra Stockton (600 .
2. Responsibility for ensuring staff and volunteers receive appropriate child protection training: Sandra Towrie
3. Responsibility for monitoring training CD ROM and recording names of people who have watched it and done quiz: Centre Manager, Joanna Kenny
4. Person responsible for liaising with CRBS for PVG checking: Myra Stockton

