



## Child Protection Policy

- \* **Everyone has a responsibility to protect children, young people and vulnerable adults.**
- \* **Every child, young person and vulnerable adult has a right, at all times, to feel safe and protected from any situation or practice which may result in harm.**
- \* **Above all, the welfare of children, young people and vulnerable adults is the paramount consideration and we must all work together to ensure they are protected.**

### Impact Arts' Child Protection Officers

The following are Impact Arts' Child Protection & Safeguarding Officers:

Child Protection Officer (CPO) **Ann Marie Allan**

T: 0141 575 3001 M: 07464 752 115 E: [annmarie.allan@impactarts.co.uk](mailto:annmarie.allan@impactarts.co.uk)

Deputy CPO/ CEO **Fiona Doring**

T: 0141 575 3001 M: 07977 281 895 E: [fiona.doring@impactarts.co.uk](mailto:fiona.doring@impactarts.co.uk)

Deputy CPO/ Head of Operations **Caroline McGhee**

T: 0141 575 3001 M: 07818 759 160 E: [caroline.mcgee@impactarts.co.uk](mailto:caroline.mcgee@impactarts.co.uk)

Any concerns regarding the well-being of children and young people who use Impact Arts' services must be reported to the Child Protection Officer at the earliest opportunity. Staff should never wait until a supervision session or meeting to share a child protection concern or disclosure to the Child Protection Officer and these should always be prioritised and shared immediately.

At times, staff may also become aware of concerns relating to children or vulnerable adults who are not directly connected to their service which must also be passed to the Child Protection Officer.

Staff should consult our Child Protection Procedure which outlines the steps to take if any concerns are noted or disclosures made.

### 1. Introduction

The arts can play a major part in allowing children and young people to have the best possible experience of childhood and develop to their fullest potential. Impact Arts has a responsibility to ensure that children can take part in Impact Arts' activities in a safe and nurturing environment in line with our organisational values, the principles of GIRFEC and the UNCRC Rights of the Child.

### 2. Policy Aims

The principal aims of this Child Protection Policy are to:

- Ensure that children and young people's rights are upheld in line with the United Nations Conventions on the Rights of the Child (UNCRC)
- Ensure that our staff and everyone who encounters our organisation are aware of their responsibilities and supported to make informed and appropriate responses to child protection issues.

We will achieve this by:

- Adopting safe recruitment and selection processes
- Ensuring all staff are appropriately trained so that they feel confident in responding to safeguarding matters
- Offering supervision support and guidance for staff working with child protection issues

- Ensuring the environment in which we work with children and young people risk is safe and welcoming
- Working effectively with statutory services and other support organisations to ensure children and young people are protected and safe
- Recording and reporting Child Protection concerns and Disclosures in a confidential manner.

This document does not form part of a contract of employment and may be changed from time to time in line with current best practice and statutory requirements and to ensure business needs are met. Staff will be advised of any changes made to this policy. As part of Impact Arts' induction process, all staff are required to confirm that they have read and understood this policy and Impact Arts' safeguarding procedures for children and vulnerable adults.

### **3. Child Protection Principles**

- the welfare, safety and well-being of the child is paramount and the best interests and safety of the child should be put at the centre of any child protection issue
- all children, whatever their age, culture, disability, gender or racial origin have a right to a safe environment and to protection from abuse;
- staff should be clear on how to respond appropriately to safeguarding and well-being concerns and disclosures when working with children;
- Impact Arts' staff are required to record all child protection "concerns" as well as "disclosures" recognising that these can inform an over all picture of a child or young person's situation
- any suspicion or allegation of abuse should be taken seriously and responded to appropriately and timeously following the Impact Arts Child Protection policy
- the Child Protection Officer will challenge appropriately and champion the rights and welfare of the child at all times as well as offer appropriate support and guidance to staff involved with safeguarding concerns

### **4. Responsibilities**

#### **Board**

- Signing off on this policy and ensuring that it is communicated to and adhered to by all staff, volunteers and Board members
- Review the organisational Safeguarding report on a quarterly basis.
- Undertake NSPCC Child Protection training to enhance their collective understanding of its importance and their role in ensuring risks are well managed.

#### **CEO**

- Ensure Impact Arts' policies, procedures and guidance on managing safeguarding and reviewed annually and updated in line with Scottish Government and other relevant legislation.
- Ensure that Impact Arts' Safeguarding policies and procedures are communicated effectively with all staff and that staff are trained appropriately in handling safeguarding disclosures and concerns.

#### **Child Protection Officer**

- Oversee the operational and management responsibility for safeguarding at Impact Arts.
- Day to day dealing with disclosures and concerns and providing staff training, advice and guidance on the handling of all safeguarding disclosures and concerns.
- Maintain confidential records in relation to any disclosures or concerns and the associated response in relation to them.

## **HR Manager**

- Oversee all recruitment and ensuring appropriate PVG and disclosure Scotland checks are carried out for all employees and volunteers in line with Impact Arts' Protecting Vulnerable Groups Scheme & Disclosure Scotland Policy.

## **All Staff, volunteers, sessional or self – employed workers, Boardwalk customers and external contractors or consultants**

- Ensure they are familiar with the contents of the Child Protection Policy and Procedure
- Raise any concern relating to child protection at the earliest opportunity by following the outlined procedures.
- Put the safety needs of children at the centre of all delivery and decision making.

## **5. Definitions**

### **Child Protection**

Child Protection refers to the process involved in the consideration, assessment and planned action which takes place where there are concerns that a child may be at risk of harm.

The Children (Scotland) Act 1995 states that each child has the right to protection from all forms of abuse, neglect or exploitation.

***For the purposes of Impact Arts' Child Protection policy, 'children' refers to anyone under the age of 18 years.***

### **Safeguarding**

Safeguarding is a much wider term than child protection and refers to promoting the welfare of children, young people and vulnerable adults. Safeguarding incorporates ensuring that children and young people are protected from maltreatment and any circumstance which would negatively impact their health or development and ensuring they are supported to achieve the best possible outcomes. Child protection sits within safeguarding and aims to protect against suffering or significant harm.

### **Child Abuse**

Child abuse is defined in the National Guidance for Child Protection in Scotland (2021) as:

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger.

### **Disclosure**

When a child or young person describes or a staff member witnesses something which has the potential to be harmful to the child or poses an immediate risk to their safety. A disclosure could be about a recent event (abuse, neglect, serious harm) or about a historical event.

### **Concern**

Concerns are when a child describes or a staff member witnesses something of a less serious nature but which has the potential to be harmful to the child or young person. It may be that no action is required when a concern is shared but by formally recording these concerns a pattern may form that shows that this young person is at risk and needs additional support.

### **Responsible Adults**

Responsible adults are people over the age of 18 who assume responsibility for children during an Impact Arts' facilitated activity such as teachers, parents, kinship carers, care workers and group leaders.

### **The Child's Plan**

The Child's Plan is an entitlement enshrined in the Children and Young People (Scotland) Act 2021 for children and young people from birth up to 18 years old to have a personalised and coordinated

plan where they need a range of extra support needs to enhance their well-being. The Child's Plan should explain why the plan has been created, what it will achieve and the actions that have to be taken by the Team Around the Child (TATC) who implement the plan. Impact Arts staff may, on occasion be part of contributing to the Child's Plan or TATC meetings.

## 6. Relevant Legislation

The Impact Arts child protection policy is underpinned by the overarching principles of child protection in Scotland as detailed in the following legislation, policy and guidance:

- [Getting it Right for Every Child \(GIRFEC\) 2022](#)
- Children and Young People (Scotland) Act 2014
- The National Guidance for Child Protection in Scotland 2021
- [United Nations Convention for the Rights of the Child \(Incorporation\) \(Scotland\) Act 2024](#)

The United Nations Convention on the Rights of the Child (UNCRC) recognises this and states that every child has the right to express their views in matters affecting them (article 12), have freedom of expression and access to information (article 13) and participate freely in cultural life and the arts (article 31).

This is supported by the Getting it Right for Every Child (GIRFEC) framework which focusses on the SHANARRI indicators for children to be:

- |             |               |
|-------------|---------------|
| • Safe      | • Active      |
| • Healthy   | • Respected   |
| • Achieving | • Responsible |
| • Nurtured  | • Included    |

It is not Impact Arts' intention to amend the terms & conditions stipulated within the aforementioned legislation, policy and guidance. Should any dispute arise concerning provisions outlined within the Impact Arts child protection policy, the statutory provisions will take precedence under all circumstances.

## 7. Categories of Abuse

The National Guidance for Child Protection in Scotland (2021) defines the following categories of abuse. This list is not exhaustive and further details is provided in Appendix 1:

### Physical abuse:

Physical abuse is the causing of physical harm to a child or young person. Physical abuse 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.

### Emotional abuse:

Emotional abuse is persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. 'Persistent' means there is a continuous or intermittent pattern which has caused, or is likely to cause, significant harm. Emotional abuse is present to some extent in all types of ill treatment of a child, but it can also occur independently of other forms of abuse.

### Sexual abuse:

Child sexual abuse (CSA) is an act that involves a child under 16 years of age in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening.

**Neglect:**

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. There can also be single instances of neglectful behaviour that cause significant harm. Neglect can arise in the context of systemic stresses such as poverty, and is an indicator of both support and protection needs.

**8. Reporting**

All safeguarding disclosures and concerns are recorded in a confidential manner and reviewed on a regular basis by the Child Protection Officers and External Supervisor to ensure they have been dealt with appropriately. High level summary reports are shared with the Finance & HR Committee and Board on a quarterly basis for review and highlighting any specific areas of risk or concern as well as noting any particular trends.

**9. Recruitment**

All new staff including those who may have contact with children whilst representing Impact Arts' must:

- complete an application form which will elicit information about the applicant's past work experience;
- undergo a PVG check prior to beginning work;
- provide two confidential references which will be taken up prior to commencement and will specifically ask about suitability to work with children;
- provide evidence of identity;
- demonstrate they match our organisational values.

New staff who have contact with children will only begin their contact once we have received their PVG certificate back from Disclosure Scotland and it has been seen by the CPO and authorised as suitable. Further information on the checks that different roles require is outlined in our [Protecting Vulnerable Groups Scheme & Disclosure Scotland policy.docx](#)

**10. Training & Support**

Impact Arts is committed to ensuring all our staff are trained in Child Protection to ensure that our policy and procedures are adopted throughout the organisation. To ensure ongoing awareness of child protection:

- **New staff** (including sessional staff) have access to child protection training provided by Impact Arts through a mix of in person training and pre-recorded resources, which will demonstrate in depth the types of child protection issues they are likely to encounter, and procedures for recording information and reporting concerns.
- **All staff** attend a child protection refresh session every 12 months
- **Staff (including CPOs) involved in Child Protection Disclosures** are offered 1 to 1 supervision session to de-brief
- **Child Protection Officers** undergo refreshed Dedicated Child Protection Training every 3 years
- **Trustees** undergo Child Protection training as part of their induction when joining the Board

Staff are encouraged to attend multi-agency child protection training offered in the local authorities where they work to support them to build relationships with statutory partner agencies and to increase awareness of local statutory safeguarding processes.

**11. Communication of Child Protection**

Impact Arts prioritise the sharing of our Child Protection Policy throughout the organisation to ensure all staff are familiar with its content and reporting procedures. Child protection is embedded throughout the organisation in the following ways:

- standing agenda item at Monthly Team Meetings

- standing agenda item at Leadership Team meetings
- standing agenda item at Programme Delivery meetings
- standing agenda item as part of standing Governance paper at all Board meetings
- standing item at Support & Supervision meetings and annual appraisals for all staff working directly with children and young people

## **12. Confidentiality**

It is important that all staff communicate clearly to children they are supporting the limits to confidentiality and make clear that they are duty bound to notify the Child Protection Officer of any concerns.

When a child is disclosing something, staff must not actively probe for more information but allow the child to tell freely in their own words what they are willing to tell. It should be reiterated to a child following a disclosure that this information cannot be kept confidential and will have to be shared.

All Child Protection files and notes are kept in a highly restricted access folder on Impact Arts' Sharepoint with only the Child Protection Officers able to access them. A dedicated child protection email account ([child.protection@impactarts.co.uk](mailto:child.protection@impactarts.co.uk)) exists to ensure that all email communications are stored securely in one place.

## **13. Partnership and Collaboration**

When working in partnership with another organisation to deliver work with children and young people, it is the responsibility of all organisations to be fully aware of issues of child protection and to have their own policies and procedures in place for managing this. Specific clauses covering child protection should be included in contracts/ agreements and partner agencies should demonstrate their commitment to safe working practices and policies regarding child protection.

Where there are discrepancies between the child protection policies of Impact Arts and the partner organisation, the default policy will be the National Guidance for Child Protection in Scotland 2021.

## **14. Physical contact**

Impact Arts' staff should avoid any physical contact with children. In exceptional circumstances staff may be required to support children with physical tasks but this must be done in the company or sight of other staff members and never alone or out of sight.

Exceptional circumstances include:

- providing mobility assistance to children with physical disabilities where permission has been granted from their responsible adult first
- providing appropriate assistance to the child or young person's responsible adult when requested
- in emergency situations in which a child with restricted mobility would be in danger if help were refused.

The first step to dealing with a potentially violent situation would be to use de-escalation techniques to reduce the likelihood of the situation escalating and the child, other children and/or staff member being put at risk.

If a staff member is faced with any incidence of violence such as a physical attack or threatening behaviour, this should be dealt with through our [Violence at Work Policy](#).

If a member of Impact Arts' staff or other children are at risk or feel threatened then Impact Arts staff may ask a responsible adult to remove a child from the activity.

## **15. Allegations**

Should a child, young person or fellow staff member accuse a member of Impact Arts' staff of physical, emotional or sexual abuse, or any kind of inappropriate behaviour, this should be referred immediately to the line manager and the Child Protection Officer. Both parties' account of the incident should be recorded by the Child Protection Officer. Staff can also refer to our [Whistleblowing Policy](#) where they have concerns about the conduct of another staff member.

This is an extremely distressing situation for all children, young people and staff. Impact Arts' has a duty of care to safeguard the needs of the children who use its services and the safety of the child will be paramount in any investigation. Processes will be put in place to ensure that staff are also supported throughout the process.

In the event of an allegation being unproven, Impact Arts will offer counselling support to employees via our Employee Assistance Programme. If an allegation is unproven, Impact Arts will ensure appropriate support is in place for the child to enable them to process and deal with the situation.

Impact Arts may have to notify Police Scotland and Social Services Child Protection Authorities immediately depending on the nature of the allegation.

In this situation, the Staff member may be suspended from work with pay while Impact Arts conduct an investigation and follow the advice of the relevant authorities. If these allegations are proven against the staff member their contract will be terminated immediately for gross misconduct and a referral will be made to Disclosure Scotland and any other relevant regulatory body in line with the [Referrals to Disclosure Scotland Policy](#) and the [Protecting Vulnerable Groups Scheme & Disclosure Scotland Policy](#).

In such instance of an allegation, Impact Arts' CEO will notify Impact Arts' Trustees and make a decision as to appropriateness of notifying OSCR of any notifiable events relating to incidents of abuse or mistreatment of vulnerable beneficiaries: [https://www.oscr.org.uk/media/2155/2016-03-15\\_guidance-for-notifiable-events\\_web-version.pdf](https://www.oscr.org.uk/media/2155/2016-03-15_guidance-for-notifiable-events_web-version.pdf).

Such incidents will also trigger a review of the situation to understand what learning can be gained to prevent a similar situation from happening in future.

#### **16. Medication, first-aid and health & safety**

Staff should not give a child any kind of medication under any circumstances. If first aid is required the resident first-aid person or responsible adult should take charge.

At Impact Arts, health and safety guidelines should be followed at all times. Children should not be allowed access to areas identified as potentially dangerous in risk assessments. In workshops all equipment with potential to cause harm, such as scissors or sewing needles, must be signed out and signed back in by all participants. Art boxes of materials for digital workshops must not contain any sharp items or toxic substances which could be misused by individuals to self-harm, or cause harm to others in the household.

If it is known that a child has a medical need that requires monitoring and/or medication, a risk assessment should be formed as part of their support plan.

If there is a situation where a child has a medical emergency that requires urgent assistance, the staff member should call 999 and request an ambulance.

#### **17. Photography**

Photographs or videos of children, as individuals or in groups, where they can be recognised must not be taken or published without obtaining consent from the individual's parents or guardian where they are under 16 years old. The child can give consent themselves if over 16 years.

In the case of groups (school, youth groups etc), Programme Managers or Co-ordinators should ensure that they have discussed the school's photographic policy with the teacher/ responsible adult in advance of the visit. School groups should be sent a Photographic Consent form for pupils to take to their parents in advance of the visit.

Special care should be taken when photographing babies and toddlers due to their inability to be involved in a discussion around consent. Staff should avoid taking images of babies and toddlers where they are in nappies and/ or exposing a lot of bare skin and these should never be shared digitally. If we wish to use images for marketing purposes then parents/ carers should be asked for explicit permission to do so.

When large group photographs or photographs of whole areas are required, and it is not feasible to obtain individual consent, a notice/ announcement should be made in advance of the photography.

Once permission has been acquired, Impact Arts may store, distribute and publish the photos in publications, presentations and on the web. Impact Arts uses pictures of children and young people involved in its events and learning projects to celebrate their achievements and to advertise similar projects in the future.

Where providing the name of an individual, school, or group is important, such as competition winners etc, written permission should be obtained.

Staff should be aware of children in their services who are looked after away from home where there is a non-disclosure order on their address as photographs on social media may identify the whereabouts of a child.

## **18. Digital**

The guidelines on photography outlined in this policy must be followed at all times on Impact Arts' websites and social media platforms.

A child's personal website or email addresses should never be published, unless written permission is obtained from the adult responsible for that child.

Material submitted by children to Impact Arts' website should be treated in the same way as photographs. Any information that could be used to identify or trace individuals, such as addresses on letters, should be withheld unless written permission is obtained and if it is absolutely necessary to share the information in the first place. Staff should also be aware of other identifiable information in photographs that could reveal a child's personal information such as school uniforms with logos. See the [Digital Communication Policy.docx](#) for further information on Safeguarding and digital communication.

### **Online workshops**

Staff must always have a colleague on the same video call when delivering workshops. It is not permitted to have 1:1 video calls with workshop participants. This includes using "breakout rooms" in Zoom; these must be planned in advance so that two staff are present. This is to protect the participant and staff from any misunderstanding if a disclosure is made.

## **19. Management of information**

Impact Arts will adhere to our [Data Protection Policy](#) when dealing with information sharing relating to a child deemed to be at risk. We will:

- Only share information which is necessary, relevant and proportionate to the relevant authorities,
- record why information has been requested or shared

- make the child, young person or family aware why information is being shared unless there are child protection concerns.

Typically, information relating to child protection will be stored confidentially by Impact Arts for 7 years following the organisation’s last contact with the child. In some cases, records can be kept for longer periods of time. For example, if:

- the records provide information about a child’s personal history, which they might want to access at a later date;
- the records have been maintained for the purposes of research;
- the information in the records is relevant to legal action that has been started but not finished; or
- the records have been archived for historical purposes (for example if the records are relevant to legal proceedings involving the organisation).

For more information please see the website of the [Information Commissioner’s Office](#).

**20. Data Protection Act 2018**

The organisation will treat all personal data in line with obligations under the current data protection regulations.

Version Control			
Version	Author (s)	Date	Changes Undertaken
1	Fiona Doring, Mairi McLaren, Maria Boyle	06/11/2023	Full Policy Review
2	Fiona Doring, Caroline McGhee, Ann Marie Allan	22/1/2025	Full Policy Review New text relating to photographs of babies and toddlers added at section 16 Legislation updated

## Appendix 1:

### Categories of Abuse

For the purposes of this policy, ‘*abuse*’ is the harming of another individual usually by someone who is in a position of power, trust or authority over that individual. The harm may be physical, psychological or emotional or it may be directed at exploiting the vulnerability of the victim in more subtle ways (for example, through denying access to people who can come to the aid of the victim, or through misuse or misappropriation of his or her financial resources). The threat or use of punishment is also a form of abuse. In many cases it is a criminal offence.

The National Guidance for Child Protection in Scotland (2021) also defines the following categories of abuse (list is not exhaustive):

#### Physical abuse

Physical abuse is the causing of physical harm to a child or young person. Physical abuse 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.

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 practitioners from a focus on a child’s essential needs for care and protection from harm, or a focus on the need of a family for support to reduce stress and associated risk.

#### Emotional abuse

Emotional abuse is persistent emotional ill treatment that has severe and persistent adverse effects on a child’s emotional development. ‘Persistent’ means there is a continuous or intermittent pattern which has caused, or is likely to cause, significant harm. Emotional abuse is present to some extent in all types of ill treatment of a child, but it can also occur independently of other forms of abuse. It may involve:

- conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person
- exploitation or corruption of a child, or imposition of demands inappropriate for their age or stage of development
- repeated silencing, ridiculing or intimidation
- demands that so exceed a child’s capability that they may be harmful
- 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)

#### Sexual abuse

Child sexual abuse (CSA) is an act that involves a child under 16 years of age in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening.

For those who may be victims of sexual offences aged 16-17, child protection procedures should be considered. These procedures must be applied when there is concern about the sexual exploitation or trafficking of a child.

The activities may involve physical contact, including 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 (CSE) is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a person under 18 into sexual activity in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact. It can also occur through the use of technology. Children who are trafficked across borders or within the UK may be at particular risk of sexual abuse.

### **Criminal exploitation**

Criminal exploitation refers to the action of an individual or group using an imbalance of power to coerce, control, manipulate or deceive a child or young person 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. Violence or the threat of violence may feature. The victim may have been criminally exploited, even if the activity appears consensual. Child criminal exploitation may involve physical contact and may also occur through the use of technology. It may involve gangs and organised criminal networks. Sale of illegal drugs may be a feature. Children and vulnerable adults may be exploited to move and store drugs and money. Coercion, intimidation, violence (including sexual violence) and weapons may be involved.

### **Child trafficking**

Child trafficking involves the recruitment, transportation, transfer, harbouring or receipt, exchange or transfer of control of a child under the age of 18 years for the purposes of exploitation. Transfer or movement can be within an area and does not have to be across borders. Examples of and reasons for trafficking can include sexual, criminal and financial exploitation, forced labour, removal of organs, illegal adoption, and forced or illegal marriage.

### **Neglect**

Neglect consists in persistent failure to meet a child's basic physical and/or psychological needs, which is likely to result in the serious impairment of the child's health or development. There can also be single instances of neglectful behaviour that cause significant harm. Neglect can arise in the context of systemic stresses such as poverty, and is an indicator of both support and protection needs.

'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. Early signs of neglect indicate the need for support to prevent harm.

The GIRFEC SHANARRI indicators set out the essential wellbeing needs. Neglect of any or all of these can impact on healthy development. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment); to protect a child from physical and emotional harm or danger; to ensure adequate supervision (including the use of inadequate caregivers); to seek consistent access to appropriate medical care or treatment; to ensure the child receives education; or to respond to a child's essential emotional needs.

Faltering growth refers to an inability to reach normal weight and growth or development milestones in the absence of medically discernible physical and genetic reasons. This condition requires further assessment and may be associated with chronic neglect.

Malnutrition, lack of nurturing and lack of stimulation can lead to serious long-term effects such as greater susceptibility to serious childhood illnesses and reduction in potential stature. For very young children the impact could quickly become life-threatening. Chronic physical and emotional neglect may also have a significant impact on teenagers.

### **Female genital mutilation**

This extreme form of physical, sexual and emotional assault upon girls and women involves partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical

reasons. Such procedures are usually conducted on children and are a criminal offence in Scotland. FGM can be fatal and is associated with long-term physical and emotional harm.

### **Forced marriage**

A forced marriage is a marriage conducted without the full and free consent of both parties and where duress is a factor. Duress can include physical, psychological, financial, sexual, and emotional abuse. Forced marriage is both a child protection and adult protection matter. Child protection processes will be considered up to the age of 18. Forced marriage may be a risk alongside other forms of so called 'honour-based' abuse (HBA). HBA includes practices used to control behaviour within families, communities, or other social groups, to protect perceived cultural and religious beliefs and/or 'honour'

Although it may be difficult for a child or young person to tell someone if they are being abused, and the child themselves might not recognise that what is happening to them is abuse, there are signs of abuse that staff should be alert to as they may indicate concerns about the well-being or safety of a child:

- Unexplained behavioural changes i.e. anxiety/aggression
- Becoming withdrawn from staff/peers/family
- Knowledge of inappropriate/adult issues
- Running away/going missing

**Each of the categories of abuse have specific common signs and although these do not always mean that abuse is taking place, staff should be aware of these common signs (list not exhaustive):**

### **Physical** abuse signs

- A history of unexplained falls or minor injuries
- Bruising, broken or fractured bones
- Burns, scalds or bite marks
- Injuries found at different states of healing

### **Emotional** abuse signs

- Lacking in confidence/self-assurance
- Difficulty controlling emotions
- Difficulty making/maintaining friendships
- Displaying aggressive behaviour towards other children

### **Sexual** abuse signs

- Disclosure or partial disclosure (use of phrases such as 'It's a secret')
- Using sexualised language/displaying sexualised behaviour
- Disturbed behaviour e.g. depression, nightmares, sudden withdrawal from activities, substance misuse, eating problems,, self-harm,
- Showing fear or aggression to one particular person, avoiding being alone with a particular person

### **Neglect** signs

- Appearing dirty/poor hygiene Clothing in poor condition, wrong clothing for the time of year
- Inadequate diet, hunger, lack of money to buy food
- Untreated injuries or medical problems, missed medical appointments

In addition, staff should be aware of the common signs of abuse that are particular to children and young people with disabilities and additional support needs as listed within the National Guidance for Child Protection in Scotland 2021:

- Discrimination, lack of respect shown to an individual, bullying, teasing, verbal abuse, ignoring
- Signs of substandard service offered to an individual, disregard for privacy or dignity with personal care
- Exclusion from rights afforded to others, such as health, education, self-expression, social activities
- Inappropriate use of restraints, rough handling
- Sensory deprivation e.g. spectacles, hearing aid or communication aid
- Denial of visitors or phone calls, threats of abandonment, over use of respite
- Misappropriation of child's finances,

The National Guidance for Child Protection in Scotland 2021 also list potential indicators of risk that may give cause for concern about a child or young person's well-being or safety (Not exhaustive):

- Child Sex Trafficking
- Child Sexual Exploitation
- Radicalisation
- Female Genital Mutilation (FGM)
- Forced Marriage and honour-based violence
- Domestic Abuse
- Parental problematic alcohol and drug use
- Disability
- Non-engaging families
- Children and young people who display harmful or problematic sexual behaviour
- Children and young people experiencing or affected by mental health problems
- Fabricated or induced illness
- Children and young people who place themselves at risk
- Children and young people who are missing
- Under-age sexual activity
- Bullying
- Online/mobile/social media abuse
- Grooming
- Children who are looked after away from home
- Non-recent abuse

*Not all the indicators set out here are common; nor should their presence lead to any immediate assumptions about the levels of risk for an individual child. Where identified, though, they should act as a prompt for all staff, whether in an adult or childcare setting, to consider how they may impact on a child (National Guidance for Child Protection in Scotland 2021).*

## Appendix 2:

### External Sources of Help & Support

#### **NSPCC Scotland Advice Line**

0808 800 5000

**Police:** To contact local police, please call 101.

In the event of an emergency, call 999.

**Childline:** Tel: 0800 11 11

#### **Children 1<sup>st</sup>**

83 Whitehouse Loan

Edinburgh

EH9 1AT

T: 0131 446 2300

F: 0131 446 2339

[info@children1st.org.uk](mailto:info@children1st.org.uk)

### Local Social work offices

#### Glasgow

##### **Parkhead** - [how to get here](#)

Newlands Centre

871 Springfield Road

Glasgow G31 4HZ

Phone 0141 565 0100

Out of Hours: **0300 343 1505**

For offices in other areas, please visit

[Your Support Your Way Glasgow](#)

[yoursupportglasgow.org](http://yoursupportglasgow.org)

#### Edinburgh

##### **Social Care Direct**

Chesser House

500 Gorgie Road

Edinburgh

EH11 3YJ

Tel: 0131 200 2324

Email: [socialcaredirect@edinburgh.gov.uk](mailto:socialcaredirect@edinburgh.gov.uk)

Out of hours: 0800 731 6969

#### North Lanarkshire

Coatbridge Social Work Locality

Municipal Buildings

Kildonan Street

Coatbridge ML5 3BT

[CoatRecServices@northlan.gov.uk](mailto:CoatRecServices@northlan.gov.uk)

01236 622100

#### North Ayrshire

##### **Irvine & Kilwinning**

3rd Floor

Bridgegate House

Irvine

KA12 8BD

Tel: 01294 310300

Fax: 01294 310384

[contactus@north-ayrshire.gov.uk](mailto:contactus@north-ayrshire.gov.uk)

**Out of hours:** 0800 328 7758

## Appendix 3:

### Code of Conduct

Following this code of conduct will help build the skills and confidence of Impact Arts' staff working with children and to reduce the likelihood of situations that feel unsafe

An Impact Arts' employee should always:

- respect the rights and dignity of an individual;
- welcome children to engage with our work whilst helping and encouraging them to express themselves;
- ensure that the appropriate child protection and risk assessment procedures have been followed before taking part in a project, which involves children;
- be a positive role model and exhibit consistently high standards of behaviour when in the presence of children;
- consider that children come from a diverse range of backgrounds and some may have had complex or traumatic experiences, which could make them sensitive to certain issues and situations;
- take disclosures seriously and report them verbally or in writing as fully and as soon as possible to Child Protection Officer.

An Impact Arts' employee should never:

- be alone with children (unless they have an enhanced Disclosure or PVG and permission from the responsible adult);
- have unnecessary physical contact with children;
- use actions or language that may cause a child or young person to lose self-esteem or confidence;
- enter into a personal relationship with a child;
- contact or engage in conversation with a child via social media
- transport children in their own or company vehicle
- do anything of a personal nature for a child that a child can do themselves;
- allow allegations made by a child against them to go unrecorded;
- publish images or video of children or young people involved in Impact Arts' activities without the consent of their parent/guardian.

If any staff member were to engage in any of the actions above they may be subject to Impact Arts Disciplinary procedures following investigation and, if required, the relevant authorities will be notified and their contract of employment terminated.

Impact Art staff that are in sole-care or a supervisory role working with children will have to undergo a **Protection of Vulnerable Groups (PVG) check** before such contact is permitted. Impact Arts' staff should not take direct responsibility for children unless they have had a PVG check within the past year.

A Child Protection folder holding this policy, resources and reporting template is located in each Impact Art office. Staff should sign a declaration form as part of their induction and ongoing appraisals to state that they have read, understood the information in this policy and that they have refreshed this information on an annual basis.