

**Glachbeg Education Centre
Allanglach Wood
North Kessock
Ross-shire
IV1 3XD**

**Tel/ Fax 01463 811923
info@glachbeg.org.uk**



Child Protection Policy First draft: 13th June 2005

General Principles

Glachbeg will take steps to ensure that children are not exposed to risks associated with people whose background makes them unsuitable for working with or at the same time as children. Glachbeg also believes in life long learning and the importance of community co-operation in creating a sustainable society. Glachbeg recognises that there is a tension between work with children and work with adults with learning difficulties.

Recruitment

Any staff or volunteers will need to undergo a disclosure check through Disclosure Scotland. Glachbeg is currently registering to become an authorised body for this purpose. In the meantime any adults who would work unsupervised with children would be asked to produce a Disclosure certificate obtained in the last 12 months. If this is not possible arrangements will be made through a third party for the disclosure check to take place. Glachbeg will keep copies of the certificates. Any adults who cannot produce such a certificate, and those awaiting the issue of certificates, will not work with children unless under direct supervision of somebody who has. All adults will receive a copy of and be briefed on a code of conduct, outlining expected behaviour.

Adults with special needs.

Glachbeg offers opportunities for adults with special needs. These adults are supervised by our own staff or by personal assistants. Any personal assistants who are not under the control of Glachbeg will be asked to produce a recent disclosure certificate. The application process will also include a request for assurances that behaviours exhibited by clients could not be seen as being interpreted as a risk for children. Adults with special needs who might work unsupervised will be subject to the same procedures as other recruits. If for whatever reason any of these adults are unable to produce a

certificate they will only be able to attend Glachbeg at times when children are not present.

Guest Artists/ speakers etc.

Where these people are working with children in an unsupervised way they will present a recent disclosure certificate prior to work here. If they are working with adults or families (where supervision remains the responsibility of the parent).

Visiting School Groups and youth groups.

The responsibility for the supervision of children in these groups is the responsibility of the "parent" organisation. Glachbeg will not require evidence that disclosure checks have taken place, but will seek assurances from the organisation that this is normal practice.

Procedures for dealing with abuse:

There are many scenarios that could apply in this context. If there is any concern that a child may be subject to abuse Glachbeg would carry out one or more of these things:

Any staff/ volunteers should first address their concern to the centre director or his representative , who will determine the appropriate action.

In the case of an organised group visiting the Centre

Draw this to the attention of the group leader

In the case of a child attending as an individual .Where possible an initial discussion would take place to determine if there is any substance to the concern

- Notify social services immediately

In the case of a child attending as a part of a family. Where possible an initial discussion would take place to determine if there is any substance to the concern

- Notify social services immediately

Implementation

All new staff and volunteers will undergo a briefing regarding child protection procedure

Training:

Opportunities will be identified through the Voluntary sector for training of staff who may be called upon to instigate the procedure outlined above.

Review:

This policy will be reviewed on a frequent basis, and at not more than 3 yearly intervals.