



CHILD PROTECTION MANUAL

Police Scotland Youth Volunteers

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Statement

Police Scotland was formally established on 1 April 2013 and is responsible for policing across the length and breadth of Scotland, some 28,168 square miles. Police Scotland is the second largest force in the UK after the Metropolitan Police. Police Scotland's purpose is to improve the safety and wellbeing of people, places and communities in Scotland. Our focus is on Keeping People Safe, which is at the heart of everything that we do.

Whilst it is not the primary function of Police Scotland to provide direct services to young people its Adult Volunteers will come into direct contact with young people through our work with the Police Scotland Youth Volunteers.

Volunteers may also come into direct contact with young people through its joint work with organisations such as Young Scot, YouthLink Scotland and by organising and hosting events attended by young people.

PSYV Program, staff and membership of Police Scotland Youth Volunteer Programme acknowledge their responsibility to protect and care for young people who come into contact with the organisation.

Police Scotland recognises that many young people today are at risk of becoming victims of neglect, physical, emotional and/or sexual abuse and it is necessary to have a code of practice, which reduces that risk by minimising the occasions where abuse of trust can occur.

There is a need to find a balance between protecting young people and allowing them to participate in activities, which support their growth on personal, educational and social levels.

A pre-requisite to registration with Disclosure Scotland is having in place a written Child Protection Policy with written procedures for the recruitment and selection of staff (voluntary, paid or helpers).

Under the Protection of Children (Scotland) Act 2003 Scottish Ministers are required to keep and maintain a list of persons unsuitable to work with children. Organisations have a duty to make a referral to the list when a person working in a child care position, whether paid or unpaid, harms a child or puts a child at risk of harm and is dismissed or moved away from access to children as a consequence. The Act also provides that organisations have the discretion to make referrals based on events, which occurred before the commencement of the Act, but states that organisations are not under a duty to make referrals in relation to such events.

An individual disqualified from working with children commits an offence if he or she applies for, offers to do, accepts or does any work in a childcare position. Organisations knowingly employing a person from the list in a child care position will also commit an offence and will, therefore, wish to check the list by means of a Disclosure check.

This policy and manual were approved the Board of The Police Scotland Youth Volunteers Programme.

Background

In 2012 legacy Lothian and Borders Police service commissioned Young Scot Scotland National youth Information Services to assist with research into the current relationship between the Police service and young people. This piece of work identified, through consultation, focus groups and other survey methods, that the relationship can, at times be fractured and that there was obvious room for improvement. The findings of this report (Your Future, Your Police) were documented and highlighted at a conference at the Scottish Police College in March 2013. Present, amongst others, were the former Chief Constable Mr House, Mr MckAskill MSP and senior staff from Young Scot and YouthLink Scotland. Having listened to the findings of the report, the Chief Constable made a commitment to effectively engage with young people in a meaningful way, to improve this situation. The formation of Police Scotland Youth Volunteer program forms part of that commitment.

This Piece of work deepens the engagement between young people and the police, offering a unique, co-designed, bespoke programme for 13-18yr olds, a minimum of 30% of whom are drawn from vulnerable backgrounds and areas of SIMD. The work to be undertaken is clearly signposted, community safety related and focuses on positive outcomes, destinations and accreditation for the young people involved. This proposal is not mainstream engagement but a much deeper, more effective programme that has ever been delivered in the past.

Definitions and Abbreviations

Terms and abbreviations used throughout this document are defined as follows:

YouthLink Scotland	YLS
National Coordinator	NC
Regional Coordinator	RC
Child Protection Officer	CPO: designated person with responsibility for child protection co-ordination
Volunteer Development Scotland	VDS
Central Registration Bureau Scotland	CRBS
Police Scotland Youth Volunteers	PSYV
Adult Volunteers	AV
Group Co-ordinator	GC

1. Recruitment and Selection

1.1 Policy

It is the policy of Police Scotland to provide appropriate protection for young people by ensuring that all personnel involved in working with them are assessed as to their suitability for such activity.

The PSYV board has defined all posts within Police Scotland Youth Volunteer Programme as 'Child Care' posts and therefore disclosure checks are required for all posts with the organisation. Police Scotland will not appoint those who have been assessed as unsuitable to work with young people

In order to ensure that this policy is adhered to, the following procedures will be applied. These procedures are based on the document 'Protecting Children: A Code of Practice' issued by Volunteer Development Scotland and endorsed by the Scottish Executive.

1.2 Procedure and practice guidelines

All staff (including volunteers) will be required to complete an application form (Appendix 2).

Written references will be sought for all posts and where appropriate to the duties and responsibilities of the post, referees will be asked to make comment with regard to the applicant's experience and suitability to work with young people

The form will be used along with an interview and other appropriate checks to determine the suitability or otherwise of the prospective candidate. The interview will be used to check and confirm information contained in the application form.

As the Rehabilitation of Offenders Act (Exceptions) Order 1975 as amended applies to those who wish to work with young people, all candidates being recommended for appointment within the PSYV Programme will be asked to complete the form provided by Disclosure Scotland in order that the appropriate vetting procedure may be completed.

All completed application forms and all other documentation containing personal information will be held securely and kept confidential by the Group Co-ordinator

2. Support and Supervision

2.1 General policy and practise

Group Co-ordinators (GC) will be responsible for the delegation of duties to the staff within their management responsibility. On appointment all staff will be given a Job description, which will outline the duties of the post being offered.

The child protection policy will form part of the induction package given to all staff and they will be advised of their responsibilities with regard to child protection.

A support, supervision and appraisal system will be used to ensure that child protection training is included within the continuous professional development programme as appropriate.

2.2 Ratios

Whilst there is no legal requirement regarding ratios, (though there is for under 8's for whom different regulations apply) PSYV will under normal circumstances endeavour to maintain the following ratios of adults to young people when organising and supervising young people's events and activities:

- Indoor Activities: 2 adults to 24 young people plus 1 extra adult for every 12 young people
- Outdoor Activities: 2 adults to 20 young people plus 1 extra adult for every 10 young people

Wherever possible, mixed gender staff should supervise possible mixed gender groups of young people. Wherever possible staff should not work on their own with young people in an area that cannot be observed by another adult.

2.3 Conduct Guidelines

You must always:

- Treat young people with respect
- Seek to acknowledge and respect the individuality and dignity of each young person
- Provide a positive example to young people
- Respect each young person's right to personal privacy
- Care for young person's physical, emotional and social welfare
- Avoid situations of isolation with a young person by trying always to remain within earshot or sight of others
- Remember that someone else might misinterpret your actions no matter how well intentioned
- Be aware that even caring physical contact with a young person may be misinterpreted
- Encourage a caring, open atmosphere where people may feel comfortable to express views or concerns that they may have
- Be aware that special caution needs to be exercised when you are discussing sensitive issues with young people

You must never:

1. Agree to keep any secrets between you and a young person
2. Have any inappropriate physical contact with young people
3. Engage in any inappropriate communication, private or otherwise, via social media networks or any other communication methods
4. Permit any bullying or peer-abuse behaviour
5. Make any remarks, or be involved in any conversations, which may be interpreted as being either explicitly or implicitly inappropriate (e.g. of a sexual nature)
6. Show, or be seen to show, favouritism to any individual
7. Make any demeaning, suggestive or derogatory remark or gesture to or about anyone, including shouting which can be open to misinterpretation
8. Believe that it could 'never happen to me'
9. Take a chance when common sense and good practice suggest a more prudent approach
10. Jump to conclusions without checking facts
11. Exaggerate or trivialise child protection issues
12. In the event of a Child Protection Disclosure (see section 7 for guidance):
Do not ask leading questions or probe for information
13. Listen very carefully and check that your understanding of the situation is correct
14. Do not mention what you have been told to anyone other than the designated person.

3. Child Protection Policy: Confidentiality

3.1 Policy

In recognition of the right of all young people to confidentiality, it is the policy of PSYV to ensure that information regarding young people associated with or involved with the various activities of the organisation is not disclosed inappropriately. All information that comes to the knowledge of any member of staff regarding young people and their families shall remain confidential, except where there is an over-riding statutory duty to disclose such information.

3.2 Procedure and guidelines

In the course of working with young people confidences of a sensitive nature may be disclosed to staff. This is known in child protection terms as a disclosure. This should not be confused with a disclosure check. (See section 2 definitions and abbreviations) Where there is concern for the safety or wellbeing of the young person, it may sometimes be necessary to reveal this information to others in authority. (See 5.1 above)

It is important that staff should implement the practice of maintaining confidentiality but they should not give promises of confidentiality to young people in their care.

Where a member of staff has concerns for the safety or wellbeing of a young person, this should be discussed with their line manager who may refer the matter to the CPO. Where necessary and appropriate the CPO will contact the relevant external authorities to advise them of this situation.

Confidential or private information gained in the course of dealing with young people will not be disclosed to external authorities, parents, guardians or other individuals without the consent of the young person, unless there are exceptional circumstances that demand such action be taken such as in 3.1 above or where other considerations dictate.

Where this is necessary it will only be done by the CPO in consultation with the RC.

In the event that a member of staff becomes involved in a situation where a young person has disclosed information that is beyond the worker's experience and training, the young person should be encouraged to discuss the matter with the CPO.

Where appropriate the member of staff may offer to accompany the young person to discuss the matter with the CPO or alternatively the member of staff may speak to the CPO on behalf of the young person if they agree. Only the CPO and the member of staff to whom the disclosure has been made should discuss the situation with the young person.

Confidential or private information will not be inappropriately shared or discussed with other staff. Staff should refer to their line manager for advice if required and pass the incident report form to them for completion on follow-up action.

The safety and wellbeing of a young person while in the care of PSYV is of paramount importance and takes precedence over confidentiality. The CPO should be made aware of all disclosures but may not have to become involved in every case.

4. Child Protection: Training

4.1 Policy

It is the policy of PSYV to ensure the ongoing implementation of specific Child Protection Procedures and Guidance for PSYV staff to ensure the safety and wellbeing of all young people in the care of PSYV.

4.2 Procedure and guidelines

All staff will be given appropriate training, which will include information about types of abuse, possible signs of abuse, appropriate behaviour and procedures for dealing with suspected abuse or disclosure of abuse, by young person.

Refresher training will be reviewed under the support and supervision and annual appraisal procedures.

4.3 Abuse

Staff should be aware that there are many types of abuse to which a young person can be subjected. Definitions and a list of types are contained in Appendix B.

It is important that all staff are aware of the appropriate behaviour guidelines so that every effort can be made by all those involved in working with young people to minimise the possibility of any form of abuse taking place. However difficult it is to accept that abuse could take place within the PSYV environment, it is necessary to address the issue in order to minimise the risk.

To ensure that young people are not at risk of being abused in any way while in the care of PSYV, it is necessary to take all appropriate preventative actions to avoid situations or circumstances where abuse might occur or where it is perceived that it could occur.

The responsibility for protecting young people from abuse and harm lies with adults. PSYV accepts responsibility for ensuring the appropriate behaviour of staff towards young people.

All those involved in working with young people should be prepared to consider the views and opinions of their peers regarding their conduct towards the young people in their care.

5. Dealing with Child Protection Issues

5.1 Where abuse is suspected

In the event that a member of staff suspects, from observation of a young person's behaviour or physical condition, that abuse has occurred the matter will be brought to the attention of their line manager who should arrange for the matter to be discussed with the CPO.

Subsequent to discussion with the line manager and/or the member of staff, the CPO will decide on the appropriate course of action, which may involve one of the following:

- Continuing to observe the situation meantime
- Gathering additional information regarding the perceived problem
- Where appropriate, making enquires with other relevant sources such as parents etc.
- Establishing an informed explanation for the young person's condition or behaviour

Where the indications and information would suggest that abuse might have occurred, the CPO should seek independent advice regarding the course of action that should be taken in the circumstances.

5.2 Where abused is allegedly disclosed

Where a young person confides in a member of staff and discloses that abuse has taken place, the member of staff should:

- Not commit themselves to keeping a secret
- Give the young person his or her full attention, looking at the young person directly but in a non-threatening manner
- Be aware that the young person may have been threatened
- Not ask leading questions or "put words in the mouth" of the young person
- Not press for more information than the young person is prepared to give
- Accept what the young person tells them
- Reassure the young person that he/she has done the right thing to tell you
- Let the young person know what will be done next, who is going to be told and why
- Reassure the young person by finishing on a positive note.

As soon as possible after the discussion with the young person, the member of staff should make notes of exactly what the young person has said including the date, time and location of the discussion. This should be recorded in the Child Protection Incident Form (Appendix 7). Care should be taken to write down (in the words of the young person) what was said and not to make observations or interpretations about what was said.

Without unnecessary delay the member of staff should inform their line manager who should inform the CPO of the situation. **It is not the role of the member of staff to investigate the disclosure.**

A VPD will be submitted by the group coordinator for the attention of the national child protection coordinator.

5.3 Where a disclosure involves a member of staff

The procedure for dealing with the young person must remain the same no matter who is accused of the abuse.

Any member of staff accused of abuse should be advised by their GC/RC to withdraw from their responsibilities while an investigation is carried out. This can be very hurtful particularly in the early stages of an investigation and it is important

That support is put in place for the member of staff who may be in this position. This support should be independent from the investigating officer.

The welfare of the young person must always be given priority.

6. Child Protection Policy: Responsibilities

6.1 General statement

Everyone within PSYV has a responsibility for the protection of young people who come into contact with the company. Levels of responsibility and recommended guidelines for action are as follows.

6.2 Staff

Use the procedures and guidelines outlined in the Child Protection Manual and its appendices to develop good working practices.

Be aware of the vulnerability of the young people and the pressures placed on them by their peers and society to conform to patterns of behaviour that may place them at risk of being abused.

Where a member of staff is concerned regarding a young person in their charge they should in the first instance discuss the matter with their Group Co-ordinator and together they may be able to resolve the issue(s) An Incident Report Form (Appendix 7) should be used to keep notes.

If a disclosure has been made the member of staff should record the disclosure on the Child Protection Incident Form (Appendix G) and pass it to their Line Manager.

6.3 Line Managers (Group Co-ordinators)

Use the procedures and guidelines outlined in the Child Protection Manual and its appendices to develop good working practices and to support their staff in dealing with issues, which arise from their work with young people.

Where an issue or concern regarding a young person has been resolved within the team it should be recorded on the appropriate Incident Report Form noting that no further action is required and passed to the CPO for information. Where the issue or concern has not been resolved it should be recorded on the Incident Report Form and sent for further action to the CPO.

Line Managers should pass all Child Protection Incident Forms to the CPO for information or action.

6.4 National Coordinator / Regional Coordinators

The NC through RC's is responsible for ensuring that any relevant legislation is taken into account when reviewing this policy. The RC will ensure that the procedures and guidelines outlined in this manual are followed by all staff within the PSYV and will undertake support and line management functions within this context as appropriate.

6.5 Assistant Child Protection Officer

- Read the General/Child Protection Incident Form
- Listen to the account of the events described by the member of staff
- Determine how the member of staff and/or Team Leader dealt with the situation
- Assess the situation to determine what further course of action should be taken
- Identify and offer any support as appropriate.

Where it is considered necessary by the CPO, he/she will seek independent advice regarding the course of action that should be taken in the circumstances. Alternatively, the CPO may consider that the circumstances demand that Social Services and/or Police Scotland be informed.

No person other than the CPO, GC, RC or NC will make contact with external authorities such as the Social Services or the Police.

Health and Safety

7.1 Policy

The Health and Safety Policy for Police Scotland sets out the company's responsibilities in respect of the health, safety and welfare of staff and participants. This includes young people participating in events and activities organised by PSYV

7.2 Procedure and guidelines

The lead PSYV member of staff for each activity involving young people is responsible for maintaining adequate supervision to ensure their well-being. They are also responsible for preventing damage occurring to any accommodation and or equipment being used in order to ensure that a safe environment is maintained.

- Fire Precautions (see health and safety policy)
- Accidents (see health and safety policy)
- Food Hygiene (see health and safety policy)

8. Transport

8.1 Policy

It is the policy of PSYV to ensure, as far as practically possible, the safety of those involved in work involving young people where it is necessary to use some form of transport to convey young people to or from an event or activity.

8.2 Procedure and guidelines

All vehicles being used for transporting young people for PSYV business must comply with the following:

1. The vehicle must be comprehensively insured
2. The vehicle must have a valid Road Tax Licence, which should be properly displayed.
3. The vehicle must be properly maintained and be road worthy. Where necessary it will have a valid MOT certificate.

The standard of driving must always reflect the high standards required of PSYV members who are responsible for the safety of the young people in their care.

The following rules should be followed at all times.

- 1) Applicable speed limits must be observed.

- 2) All passengers and drivers should wear seat belts unless legally excused from doing so.
- 3) Vehicles should not be overloaded and only the correct number of passengers carried.
- 4) The driver of the vehicle has the responsibility to ensure each passenger is taken to home or a pre-arranged safe place. The final young person to be dropped off should always be carried in the rear seat of the vehicle.
- 5) Where the vehicle used is a minibus, the seats must be the forward facing type and be fitted with safety belts. Drivers of the minibus must be 21 years of age or above and have at least three years driving experience.
- 6) When travelling by minibus, young people must be supervised by at least one member of staff other than the driver.
- 7) All young people travelling to events and activities should have returned their parental consent form for the event or activity.
- 8) Members of staff who use their private vehicles for transporting young people on behalf of PSYV should have their car and insurance documentation checked by the CPO prior to undertaking this activity.
- 9) All accidents must be reported to Group Co-ordinator/National Programme Manager as soon as practically possible.

9. Trips, visits and events (including residential)

9.1 Policy

It is the policy of PSYV to ensure that all trips, visits and residential events are well organised and supervised. They will be organised in such a way as to ensure that parents/guardians of the young people involved are adequately informed of the details and that parental permission and appropriate health and safety consents are sought prior to the events.

9.2 Procedure and guidance

- 1) Ratios will as far as practically possible follow the guidance given in section 4.2.
- 2) Parents/Guardians/Partner Organisations will be given information on the proposed programme for the session and registration/consent and health forms will be requested for all participants (Appendix 5).
- 3) Specific consent and health forms will be requested for trips, visits and events (see Appendix 5).
- 4) Health forms should be carried by the lead member of staff on all trips, visits and events.
- 5) A risk assessment should be made of all accommodation prior to any residential event. Staff should be easily accessible and a rota drawn up to ensure appropriate supervision levels is maintained.
- 6) Fire drills and emergency procedures should be outlined to all participants as soon as practicably possible after arrival.
- 7) Risk assessments should be carried out prior to participation in new activities.
- 8) Prior notification of events should be made to National Programme Manager to ensure that the event is deemed suitable in the event of any future claim being made against Police Scotland

10. Open Events

10.1 Policy

It is the policy of PSYV to ensure that there is proper risk assessment and management of all events held on company premises or in other premises where the event is being organised or run by PSYV. This includes events, which are open to young people from various geographic locations and organisations.

10.2 Procedure and guidance

Smoking is strictly forbidden on the organisations premises or any other premises used for PSYV events and activities. During the course of the event regular checks will be made of accommodation such as toilets to ensure the health and safety of participants.

Where the risk assessment dictates, the lead member of staff may inform Police Scotland of the intention to hold an event and may seek their advice.

Appendix A – Policy Statement

POLICY STATEMENT ON THE PROTECTION OF YOUNG PEOPLE

As part of its ethos PSYV recognises that its work with young people is the responsibility of the whole ORGANISATION and it is committed to:

Ensuring that all young people have the opportunity to grow up safe from harm;

Listening to, valuing and relating effectively to young people;

Ensuring that its staff are properly supported and appropriately trained in relation to child protection issues:

Encouraging and supporting parents and guardians.

Police Scotland Youth Volunteers has endorsed the following policy measures:

It is the policy of PSYV to provide appropriate protection for young people by ensuring that all personnel are assessed as to their suitability for such activity and that the appropriate level of vetting is carried out.

In order to ensure that this policy is adhered to, the following procedures will be applied. These procedures are based on the document 'Protecting Children: A Code of Practice' issued by Volunteer Development Scotland and endorsed by the Scottish Executive

Group Co-ordinators will be responsible for the delegation of duties to the staff within their management responsibility. On appointment all staff will be given a job description, which will outline the duties of the post being offered.

The child protection policy will form part of the induction package given to all staff and they will be advised of their responsibilities with regard to child protection.

The support, supervision and appraisal system will be used to ensure that child protection training is included within the continuous professional development programme as appropriate.

In recognition of the right of all young people to confidentiality, it is the policy of PSYV to ensure that information regarding young people associated with or involved with the various activities of the organisation is not disclosed inappropriately. All information that comes to the knowledge of any member of staff regarding young people and their families shall remain confidential, except where there is an over-riding statutory duty to disclose such information.

It is the policy of PSYV to ensure the ongoing implementation of specific Child Protection Procedures and Guidance for PSYV staff to ensure the safety and wellbeing of all young people in the care of PSYV

The Health and Safety Policy for Police Scotland sets out the company's responsibilities in respect of the health, safety and welfare of staff and participants. It is noted that this includes young people participating in events and activities organised by PSYV.

It is the policy of PSYV to ensure, as far as practically possible, the safety of those involved in work involving young people where it is necessary to use some form of transport to convey young people to or from an event or activity.

It is the policy of PSYV to ensure that all trips, visits and residential events are well organised and supervised. They will be organised in such a way as to ensure that parents/guardians of the young people involved are adequately informed of the details and that parental permission and appropriate health and safety consents are sought prior to the events.

NOT PROTECTIVELY MARKED

THIS STATEMENT FORMS PART OF THE CHILD PROTECTION POLICY OF POLICE SCOTLAND YOUTH VOLUNTEERS. IT WILL BE MADE AVAILABLE TO MEMBERS, STAFF, YOUNG PEOPLE SUPPORT ORGANISATIONS AND PARENTS.

NOT PROTECTIVELY MARKED

Appendix B – Types and signs of abuse

TYPES AND SIGNS OF ABUSE

Types of Abuse

Adult Volunteer should be aware of the various types of abuse to which young people can be subjected including the following:

Physical Abuse

This would be the case where intentional injury was inflicted on the young person or where the young person was deliberately harmed or where they had been forcibly restrained for no good reason.

Psychological Abuse

This form of abuse may not be particularly obvious as it can involve the manipulation of the young person's mind and emotions. Psychological abuse may entail for example threats of violence, ridicule of the young person's dress, appearance or ability. Perhaps the more significant form of psychological abuse would be deep-rooted problems in the family life where a young person is denied love and affection by parents or guardians.

The other most significant abuse is bullying by peers. Wonder if this needs highlighting or a separate heading?

Sexual Abuse

As a consequence of the nature of this form of abuse where adults, or indeed other young people, abuse others to gratify their sexual desires, it is likely that the victim may be unwilling to discuss the matter. Abusers are frequently known to the young person and it may be the young person's family members or other relatives or neighbours that are involved.

Possible Signs of Abuse

It is appropriate and necessary for those involved in working with young people to be aware of the indications that might suggest abuse is taking place. However, it must always be borne in mind that what might appear to be an indicator of abuse may in fact have some other reasonable explanation. It is vitally important therefore to exercise great care in reaching any conclusion in this regard.

Some of the indicators that *may* suggest abuse is taking place would include the following:

Possible Signs of Physical Abuse

Where essential medical attention has not been provided

Injuries that are being deliberately hidden or that occur without reasonable explanation

Bruising in areas that would not normally be visible

Possible Signs of Psychological Abuse:

Indulging in juvenile behaviour not appropriate to age

Demonstrating undue nervousness

Unexpected under-achievement/poor performance

Participating in attention seeking activities

Running away from home, school etc.

Lying, stealing and other socially unacceptable behaviour

Possible Signs of Sexual Abuse:

Demonstrating, by the various methods of communication, unusual interest in sexual matters

Being sexually provocative with adults

Experiencing difficulties with sleeping including bed wetting and having nightmares

Suffering abdominal pains with no apparent cause

Self-harm – deliberately hurting themselves

Appendix C – Addition to Application Form

APPLICATION FORM

IMPORTANT NOTE

As the Rehabilitation of Offenders Act (Exceptions) Order 1975 as amended applies to those who wish to work with young people, existing as well as prospective youth workers/leaders must declare all convictions, even those you may consider as 'spent'. If you are considered for appointment you will be asked to complete disclosure form, which will be processed through CRBS in accordance with the regulations developed by Disclosure Scotland.

A Code of Practice has been issued by Scottish ministers in connection with the use of information provided by Disclosure Scotland, a copy of which will be made available on request. Failure to reveal information that is directly relevant to the appointment sought could lead to withdrawal of an offer of appointment.

Appendix D—Event Check List

EVENT CHECK LIST

Information to Support Organisations/Parents should include:

15. Name of Group
16. Event
17. Venue/Destination
18. Dates
19. Travel Arrangement (the mode of transport)
20. Time and Place to leave from and return to
21. Lead Member of Staff Name
22. Date for Registration/Consent Form to be returned
23. Tel No to be used for enquires/emergencies
24. A brief description of the activities/programme
25. Details of supervision arrangements
Qualifications of leaders/tutors (especially for sports/outdoor activities)
26. If young people are not going to be supervised all the time, this should be made clear
27. Cost (including to whom cheques should be made payable and dates by which it has to be paid)
28. Items to be brought (kit list, money, etc.)

**ALL REGISTRATION/CONSENT FORMS SHOULD BE RETURNED PRIOR TO THE EVENT
AND SHOULD BE TAKEN ON THE EVENT BY THE LEAD MEMBER OF STAF**

Appendix E - PSYV Volunteering Event Consent Form

To be used when Annual General Consent is not suitable i.e. events out with local area command or overnight stays.

Name of Event			
Location of Event			
Date of Event			
Time From		Time to	
Details of Duties			
Travel Arrangements	Drop of at (location) by parents by (time) PSYV Vehicle will convey from (location) to (location) On return, YV's will be returned to (location)		
Uniform Requirements			
Food/Money Requirements			
Additional Information to Parents/Carers (Confirm whether overnight etc.)			

Parent/Carer Complete Below and return to Group Coordinator:

Name of Event			
Youth Volunteer Name			
Parent/Carer Name			
Please tick either box A or box B below:			
A) I do give consent for my child to attend this event:			
B) I do not give consent for my child to attend this event:			
Signed			
Date			
Please provide any additional details about your child's attendance at this event (include any changes to circumstances since completing Health/Emergency Contact Forms etc.)			

Appendix F – General Incident Report**GENERAL INCIDENT REPORT**

Date/time of incident			
PSYV Group			
Name of Lead Member of Staff			
Building/place of incident			
Name of Young person(s)			
Description of incident			
What action could be taken to prevent a recurrence of the incident?			
Has the incident been recorded in the accident book?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Incident Report to Regional Coordinator (Name)			Date
Signature of Group Coordinator			
Date and time			

Regional Coordinator to complete	
Details of any follow-up required	
Signature of Regional Coordinator	
Date and time	
Date of copy Incident Report to National Child Protection Co-ordinator	
National Child Protection Co-ordinator comments	
Date and time	

Appendix G – Children's and Young People's Protection: Incident Report Form

CHILDREN'S AND YOUNG PEOPLE'S PROTECTION: INCIDENT REPORT FORM

Name of young person(s)			
Home Address			
Age		Gender (M/F)	
Date of disclosure		Time of disclosure	
PSYV Group		PSYV Region	
Details of disclosure			
<p>Please write down, as accurately as possible, what led up to the disclosure and what was disclosed to you. Please continue overleaf and on additional sheets if necessary.</p>			
Name of Group Coordinator		Date	
Passed to Regional Coordinator (Name)		Date	

Regional Coordinator Comments			
Name		Date	
National Child Protection Coordinator Comments			
Name		Date	
National PSYV Coordinator Comments			
Name		Date	
Date of disclosure		Time of disclosure	
Details of disclosure			
Name of young person(s)			
Address			
Age		Gender (M/F)	

<p>Please write down, as accurately as possible, what led up to the disclosure and what was disclosed to you. Please continue overleaf and on additional sheets if necessary.</p>	
VPD Submitted? (Include no.)	
Signed	
Passed to CPO	
Passed to National CP Officer	

Appendix H – The Recruitment of Ex-offenders

THE RECRUITMENT OF EX-OFFENDERS

Police Scotland Youth Volunteers is committed to equality of opportunity and the avoidance of unfair or unlawful discrimination. Appointees of Police Scotland Youth Volunteers are expected at all times to uphold the ethos of the Company. However, no applicant or member of staff will be subject to less favourable treatment on any ground, offending history included, which cannot be shown to be relevant to performance.

Police Scotland youth Volunteers complies fully with the Code of Practice, issued by Scottish ministers, in connection with the use of information provided to registered persons and other recipients of information provided by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for positions of trust. All applicants for positions will be treated fairly and no subject of a Disclosure will be unfairly discriminated against on the basis of conviction or other information revealed.

Police Scotland Youth Volunteers promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates including those with criminal records. The selection of candidates for interview will be based on competence, qualification and experience. We will request a Standard or Enhanced Disclosure only where, in consequence of a thorough risk assessment of the appointment in view, it is considered proportionate and relevant to that position. Where a Disclosure is deemed necessary, all application forms, job adverts, careers literature, website and any other appropriate literature will advise that a Disclosure will be requested in the event that the individual is offered the position.

Where a Disclosure is to form part of the recruitment process, Police Scotland Youth Volunteers will encourage all applicants selected for interview to provide details of their criminal record at an early stage in the application process. We shall ask that this information be sent under separate, confidential cover, to a designated person within the Organisation and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process. In line with the Rehabilitation of Offenders Act 1974, we will only ask about convictions that are defined as 'unspent' in terms of that Act unless the nature of the position is such that we are entitled to ask questions about an individual's entire criminal record.

At interview, or under separate discussion, we undertake to ensure an open and measured discussion on the subject of any offences or other matters that might be considered relevant for the position concerned. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. We undertake to discuss any matter revealed in a Disclosure with the subject of that Disclosure before withdrawing a conditional offer of employment.

We aim to ensure that all those in Police Scotland Youth Volunteers who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also aim to ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders (e.g. the Rehabilitation of Offenders Act 1974).

We undertake to make every subject of a Disclosure aware of the existence of the Code of Practice, to make a copy of it available on request and to make a copy of this Policy available to all Disclosure applicants at the outset of the recruitment process.

Appendix I – The Protection of Personal Data

THE PROTECTION OF PERSONAL DATA

Police Scotland Youth Volunteers complies fully with the provisions of the Data Protection Act 1998, holding and processing data only within the exempted terms for a 'not-for-profit' organisation. It aims to ensure that all personal data held is accurate and also adequate, relevant and not excessive for the purpose for which it is held.

Police Scotland Youth Volunteers complies fully with the Code of Practice, issued by Scottish Ministers, regarding the correct handling, holding and destroying of Disclosure information provided by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for positions of trust. [It does not act as an Umbrella Body, i.e. a body that countersigns applications for Standard or Enhanced Disclosures on behalf of another organisation.]

All personal data which is not in the public domain is held securely with physical media being held in lockable containers access to which is strictly controlled and computer files being accessible only by the use of controlled passwords. Disclosure information will not be held in an individual's personnel file but only in lockable, non-portable storage containers access to which is strictly limited to authorised and named individuals who are entitled to see such information in the course of their duties.

Personal data will only be used for limited, fair and lawful purposes and in accordance with the rights of the data subjects. Disclosure information will only be used for the purpose for which it has been provided. The information provided by an individual for an appointment within Police Scotland Youth Volunteering will not be used or disclosed in a manner incompatible with this purpose. Such information will only be used with the express consent of the individual who will be notified, with a full explanation, of any non-obvious use or disclosure of the data.

Police Scotland Youth Volunteers recognises that, under section 124 of the Police Act 1997, it is a criminal offence to disclose Disclosure information to any unauthorised person. Information provided under Section 115(8) of the Act will not be disclosed to the applicant.

Personal data will not be retained for longer than its purpose requires. Disclosures and disclosure information will not be kept for any longer than is required after recruitment (or any other relevant) decision has been taken. In general, this will be to allow for the resolution of any disputes or complaints and will be no longer than six months. Disclosure information will only be retained for longer than this period in exceptional circumstances, in consultation with Disclosure Scotland and under the same storage and access conditions as it was previously held.

Once the period for retention of Disclosure information has elapsed, such information will be promptly, irretrievably and securely destroyed. Care will be taken to ensure that it is always securely held even whilst awaiting such destruction. No image or photocopy or any other form of the Disclosure information will be retained. Records may however be held of the name of the subject, the date, type and unique reference number of Disclosures, the positions for which they were requested and details of the recruitment decisions taken.

Personal data will not be transferred to countries outside of the European Economic Area without adequate protection.

This policy is available on request to anyone who wishes to see it.