



Child Protection Policy

The Scottish Council of Jewish Communities is committed to safeguarding the welfare of all children and young people. All reasonable steps will be taken to promote safe practices and to protect children from harm, abuse and exploitation.

We will:

- Implement recruitment and enrolment procedures for appointing staff, volunteers and helpers that ensure all reasonable steps are taken not to appoint a person who is unsuitable to work with children or who is disqualified from working with children.
- Ensure that all staff, volunteers and helpers in our group are aware of their responsibility to protect children and young people. A child will be considered to be anyone under the age of 18.
- Promote the rights of a child to be listened to and to be taken seriously so that the children are able to express their views, thoughts and concerns.
- Ensure that staff, volunteers and helpers are aware of and adhere to our code of conduct and child protection policy and procedures.
- Ensure that all staff, volunteers and helpers understand the need to report child protection concerns about a child or a worker's conduct towards a child.
- Ensure that staff, volunteers and helpers understand their responsibility to refer any child protection concerns to the relevant Local Authority, Duty Social Worker, in line with our child protection procedures.
- Make referrals in line with the Scottish Council of Jewish Communities Child Protection Procedures.
- Ensure that staff, volunteers and helpers are provided with support and the opportunities to develop their skills and knowledge in relation to child protection.

Child Protection Procedure

The following action will be taken in the event that a member of staff, volunteer or helper receives information or suspects that a child may have been or is being abused in any way.

Listen and reassure the child

In the event that a child approaches a member of staff, volunteer, or helper to disclose that abuse has or is taking place:

- Show that you take the child seriously and listen to what he or she is saying, reassure the child that he or she can trust you and is safe, and that you will pass on this information to people who will be able to support him or her.
- Do **not** promise to keep the situation secret as information relating to child protection cases **must** be referred to an appropriate Social Worker. However, the information provided by the child must only be shared with those who need to know.
- Do not ask the child questions to obtain more information than the child has volunteered, or to investigate the allegations (for example in order to form your own judgement as to their veracity). Only ask the child questions to clarify what the child has said.

Record the information

Record what the child or other informant has said, or, in the case where it is you yourself that suspects that a child may have been abused, the facts that lead you to believe this. This should include the following information:

- The child's name, address and date of birth
- The date and time you received the information or identified a concern
- In the case of information received, the child or other informant's account of what has happened (including the date and time of the alleged events)
- In the case where it is you that suspects abuse, the details of your concerns
- Your name, contact information, and job title or other position which led you to receive the information or identify a concern.
- Your signature and date of signing.

NB: These notes should be destroyed as soon as you have communicated the information therein to the appropriate authorities.

Refer the case immediately

- Immediately telephone the Duty Social Worker of the relevant local authority Social Work Department and summarise the information you have received.
- In the event that you are unable to contact the Social Work Department you should make contact with Jewish Care (Scotland).
- As well as telephone contact, put your concerns in writing to the relevant Social Work Department, enclosing a copy of the information you have recorded.

Code of Conduct for Staff and Volunteers working with Children and Young People

This Code of Conduct details the type of practice we require all adults working for the Scottish Council of Jewish Communities to follow when in contact with children. This Code of Conduct will assist in ensuring the safety of the children, promote good practice and reduce the likelihood of false allegations.

When working with children:

- Treat all children equally, and with respect and dignity.
- Always put the care, welfare and safety needs of a child first.
- Always work in an open environment, avoiding unobserved situations.
- Be a good role model, avoiding smoking, drinking or use of bad language in front of children.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Ensure that if any form of manual or physical contact is required during an activity that the child is informed of what is required and their consent is obtained.
- If children have to be supervised in changing rooms ensure you work in pairs.
- Ensure that if mixed groups of children are taken on trips, they are accompanied by at least one male and one female member of staff, volunteer, or helper.
- Ensure that when on trips away from home you do not share a room with a child, other than your own. An adult should never enter a child's room on his/her own, except in an emergency. A child or children who require additional support or supervision may be accompanied by a designated carer, who can provide agreed one-to-one support.
- Never invite children to come to your home.
- Obtain written parental consent if you are required to transport a child in your car.
- Never engage in rough, physical, or sexually provocative games, including horseplay.
- Never allow or engage in any form of inappropriate touching.
- Never make sexually suggestive comments to a child, even in fun.
- Never allow allegations made by a child to go unrecorded or not acted upon.
- Report immediately any suspicion that a child could be at risk of harm or abuse.
- Never do things of a personal nature for a child, that they can do themselves.
- Never form an inappropriate emotional or physical relationship with a child.

As required by the Protection of Children (Scotland) Act 2003, individuals who harm a child or place a child at risk of harm, and are asked to leave or are moved away from working with children, will be referred to the Scottish Ministers to determine whether they should be placed on the Disqualified from Working with Children List.