

# **CHILD PROTECTION POLICY**

**This document outlines the Scottish Prison Service Policy in relation to Child Protection**

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**Unlocking Potential Transforming Lives.**

**Policy Number:**

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**Directorate Owners:**

**Family Policy, Strategy & Innovation**

**Policy Scope:**

**The policy applies to all people within SPS estate**

**Links to Other Policies:**

[National Child Protection Guidance Scotland 2014](#)

[Children and Young People \(Scotland\) Act 2014](#)

[A Guide to implementing 'Getting it right for every child': Scottish Government \(2012\)](#)

[Getting it Right for Every Child Wellbeing Indicators](#)

[Getting it Right for Every Child Practice Briefings](#)

[Early Years Framework](#)

[SPS Children's Visits Guidance](#)

[SPS Code of Conduct](#)

[UN Convention on the Rights of the Child](#)

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## 1.0 Introduction

**Note: If you consider a child or young person to be in IMMEDIATE danger, DO NOT wait, call the Police on 999.**

Child protection has to be seen in the context of the wider [Getting it right for every child](#) (GIRFEC) approach, the [Early Years Framework](#) and the [UN Convention on the Rights of the Child](#). GIRFEC promotes action to improve the wellbeing of all children and young people in eight areas of their lives. These wellbeing indicators state that children and young people must be: healthy, achieving, nurtured, active, respected, responsible, included **and, above all in this context, safe**. The primary indicator for child protection is to keep a child **safe** and, in so doing, attention is given to other areas of wellbeing as appropriate.

Child protection is the responsibility of everyone. The Scottish Prison Service (SPS) is required to ensure that all reasonable steps are taken to protect from harm and abuse those children and young people in our care, who visit or make contact with a prison or people in our care.

The policy provides the framework for managers and staff to apply their skills collectively and effectively and to promote, support and safeguard the wellbeing of all children, including those who are most vulnerable.

This document sets out the roles and responsibilities for SPS staff whose work brings them into direct or indirect contact with children and young people.

## 2.0 Aim

This policy provides advice to staff, both SPS and non-SPS, who may become concerned about the welfare of a child or young person during the course of their duty. **It is not the responsibility of staff to decide whether or not a child protection incident has actually taken place. However, all staff, have a responsibility to act on any concerns they may have.**

The policy applies to children under 18 years of age.

This policy is to provide staff with an understanding:

- that the welfare of the child or young person is always paramount;
- that all suspicions and allegations of abuse must be taken seriously and responded to swiftly and appropriately; and
- help all staff be;
  - aware of signs of potential abuse;
  - aware of their obligations to protect children and young people from harm and abuse; and
  - aware of the correct reporting procedures to be pursued.

**This policy replaces the SPS Child Protection Policy and Procedures for Children Visiting Scottish Prisons (2012) which is currently in circulation.**

## 3.0 Policy Statement

SPS is committed to safeguarding children and young people from physical, sexual or emotional harm, neglect or bullying. The SPS recognise that the safety, welfare and needs of the child/young person are paramount and that all children, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, have a right to protection from discrimination and abuse.

The Scottish Government's National Guidance for Child Protection in Scotland was published in 2014 and sets out the roles and responsibilities for keeping children safe across all agencies, including adult services. It states that:

'Child protection is now the responsibility of all who work with children and families, regardless of whether that work brings them into direct contact with children. Services and agencies that may previously have seen their role as being to 'pass on' concerns are now expected to take a proactive approach to identifying and responding to potential risks, irrespective of whether the child in question is their "client". Equally, services that work with adults who may pose a risk to children and young people have a responsibility to take action when risks to children or young people are identified.'

[\*\(National Guidance for Child Protection in Scotland, 2014\)\*](#)

The SPS Child Protection Policy and Procedures has been brought into line with the National Guidance. This strong, clear and relevant Policy in child protection within the prison environment is designed to provide an essential support to staff to help them identify and manage risks to children and young people.

## 4.0 Scope

This policy applies to all SPS employees. Non-SPS people accessing establishments should be made familiar with our policy and processes. The scope of this policy is to protect Children and Young People in our care or who visit or make contact with a prison and with people in our care.

The Child Protection Policy applies to five specific groups:

- Children visiting prisons or visitor centres;
- Information received in our duties regarding the safety of a child or young person;
- External facing roles i.e. Throughcare;
- Young People in our care; and
- Children being cared for by a mother in custody.

Child Protection is a high priority for the Scottish Prison Service. The Child Protection Policy and Procedures have been designed to promote the well-being and protection of all children. We have an ambitious vision to achieve the best possible outcomes for people in our care and their families. Our vision, values and aims take into account national priorities and aspirations.

The policy should be read alongside the SPS Family Strategy, which amongst other things seeks to ensure that whenever possible parent-child relationships are maintained, even if the parent is sentenced to long-term custody.

The SPS assesses and mitigates risk towards children and Young People in four key ways:

- 1 by assessing and managing risk;
- 2 by staff supervision;
- 3 by providing robust procedures for reporting and managing concerns;
- 4 by ensuring that all individuals undertaking regulated work within the SPS are Disclosure Scotland checked; and
- 5 through relevant awareness training for staff.

## 5.0 Roles and Responsibilities

### 5.1 SPS Staff

It is the responsibility of individual SPS staff to ensure that concerns about child protection are reported. All safeguarding and child protection concerns should be addressed through respective line management structures in accordance with SPS Policy and Procedures whilst using/updating Child Concern Forms.

Staff should be alert and aware to the fact that a range of situations could give rise to concerns about child protection. For example, information may be reported to them or they may observe something about the child or their behaviour that causes concern, or they may witness an incident that raises child protection issues. There may also be information that comes to their attention about a person in our care or another adult. This could arise in the course of their duties in the prison, such as: offending behaviour programmes; visits or intelligence information. There could also be occasions where child protection concerns could arise whilst carrying out external duties like escorts or throughcare.

If any member of staff is unsure if they should report an incident or what might need a child protection response, they should seek guidance from their line manager, designated Children Protection Co-ordinator or Prison Based Social Work.

#### ***Child Protection Lead:***

Each establishment must have a designated Child Protection lead (Unit Manager or above). They will be required to:

- ensure that all co-ordinators and relevant staff have received the appropriate level of Child Protection training or awareness and are aware of the reporting procedure;
- establish and maintain close links with local Child Protection Committee Lead Officer and Children and Families Social Work teams; and
- provide assurance to the Governor in regards to compliance with National Child Protection Guidance and SPS Child Protection Policy.

#### ***Designated Child Protection Co-ordinator***

Each establishment must have a minimum of two Child Protection Co-ordinators, with contact details for these individuals displayed in all relevant establishment areas and in Visitor Centres. Their responsibilities will include:

- attending Local Authority Child Protection Co-ordinator training and maintaining their awareness and understanding of child protection issues, procedures, policy and legislation;
- ensuring that Child Protection Awareness Sessions are available to staff and they are aware of the reporting procedure;
- ensure our partner organisations are aware of our policy;
- ensuring that all procedures are implemented, monitored and kept under review;
- a process for logging and secure storage of any Child Protection Concerns raised;
- supporting staff and managers in addressing situations of child concerns and providing debrief appropriately; and
- undertaking a quality assurance review of the Child Concern Form made to Police, Prison Based Social Work and Children and Families Social Work to ensure that information provided is appropriate and consistent with SPS Child Protection Policy.

Other Managers with primary roles of working in areas that have child access should also attend the Local Authority training.

### 5.2 Prison Based Social Work (PBSW)

PBSW staff are qualified social workers who can advise colleagues with any queries relating to social work or public protection matters. PBSW can support staff with accessing local authorities Social Work where a concern has been raised.

Staff will contact and pass child protection concerns to Prison Based Social Work (PBSW) **only when the concern relates to a Young Person in custody (under 18 Years)**. PBSW will then pursue these concerns through their normal processes.

If there are welfare concerns raised that do not involve a Young Person in custody, the form should be completed, assured and a copy provided to PBSW for information. PBSW can also provide support and guidance in all situations to the SPS.

PBSW will conduct routine checks for children visiting prisoners of an agreed criteria (see section 7.1) to ensure it is appropriate for the child/ren to visit. Due to information sharing protocols PBSW will support establishments when a concern is raised or identified from the community.

### 5.3 Other Staff

A number of organisations provide services across the SPS estate where the staff are not employed by the SPS. This includes staff working in Link Centres and Visitors Centres, or staff involved in delivering interventions or programmes to people in our care.

Whilst recognising that these organisations will have their own child protection procedures in place, it is essential that they are aware of the SPS Child Protection Policy and inform the SPS staff if the child protection concern arises in the course of their work with the SPS. The Child Protection Co-ordinator should ensure our partner organisations are aware of our policy.

## 6.0 Definitions

A clear and consistent understanding of the different concepts and terminology in child protection is essential. If action to support and protect children is to be informed and effective, all SPS staff must have a clear, consistent understanding of what is meant by terms such as “child”, “child abuse”, “neglect” and “child protection”. This chapter of the policy provides definitions and explanations of key terms within child protection processes. A wider description of the definitions can be found in the [National Child Protection Guidance Scotland 2014](#).

### 6.1 Who is a child?

For the purposes of this Policy, a “child” is defined as someone who has not attained the age of 18.

### 6.2 What is child protection?

‘Child protection’ means protecting a child or young person who may be at risk of harm from abuse or neglect. Abuse or neglect need not have taken place; it is sufficient to have identified that there may be a risk of harm from abuse or neglect. Equally, in instances where a child or young person may have been abused or neglected but the risk of future abuse has not been identified, the child and their family may require support.

It is not the responsibility of SPS staff to decide whether or not a child protection incident has actually taken place. SPS staff do, however, have a responsibility to act on any concerns they may have by:

- Calling the police – in an emergency situation;
- Discuss their concerns with their designated Child Protection Co-ordinator or First Line Manager (FLM) and complete a child concern form;
- Reporting their concerns to the appropriate Prison Based Social Work or Local Authority Children and Families Social Work team.

### 6.3 What is child abuse and child neglect?

Abuse and neglect are forms of maltreatment of a child. Someone 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.



### *Physical abuse*

Physical abuse is the causing of physical harm to a child or young person. This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child in their care.

### *Emotional abuse*

Emotional abuse is persistent neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve the imposition of age - or developmentally - inappropriate expectations on a child. It may also involve causing children to feel frightened or in danger, or exploiting or corrupting children. Some level of emotional abuse is present in all types of ill treatment of a child; it can also occur independently of other forms of abuse.

### *Sexual abuse*

Sexual abuse is any act that involves the child 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. The activities may involve physical contact, including penetrative or non-penetrative sexual acts. They may include non-contact activities, such as involving children in looking at, or in the production of indecent images or in watching sexual activities, using sexual language towards a child or encouraging children to behave in sexually inappropriate ways.

### *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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, to protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment. It may also include neglect of, or failure to respond to, a child's basic emotional needs. Neglect may also result in the child being diagnosed as suffering from "non-organic failure to thrive", where they have significantly failed to reach normal weight and growth or development milestones and where physical and genetic reasons have been medically eliminated. In its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation. This can lead to serious long-term effects such as greater susceptibility to serious childhood illnesses and reduction in potential stature. With young children in particular, the consequences may be life-threatening within a relatively short period of time.

## **6.4 What is harm and significant harm in a child protection context?**

Child protection is closely linked to the risk of significant harm. "Significant Harm" is a complex matter and subject to professional judgement based on a multiagency assessment of the circumstances of the child and their family. Where there are concerns about harm, abuse or neglect, these must be shared with the relevant agencies so that they can decide together whether the harm is, or is likely to be, significant.

“Harm” means the ill treatment or the impairment of the health or development of the child, including, for example, impairment suffered as a result of seeing or hearing the ill treatment of another. In this context, “development” can mean physical, intellectual, emotional, social or behavioural development and “health” can mean physical or mental health. Whether the harm suffered, or likely to be suffered, by a child or young person is, significant” is determined by comparing the child’s health and development with what might be reasonably expected of a similar child.

## 6.5 Links to relevant sites for further definitions

### GIRFEC

National approach to improving the wellbeing of children and young people in Scotland

### Wellbeing

The wellbeing of children and young people is at the heart of GIRFEC

### Named Person

One point of contact that children and families can go to for advice or support if they need it

### Information sharing

Relevant information to ensure access to the right help at the right time

### Child's Plan

Single planning process for all services to build solutions with and around children and their families

### Lead Professional

Lead professional is the person who ensures that the Child’s Plan is managed effectively and that parents and children are actively involved in the planning process

### GIRFEC partners

A wide range of organisations support the GIRFEC approach

### Resources

Practical tools and examples of 'Getting it right' for children and families

### Publications

Guidance, reports and updates on the GIRFEC approach

## 7.0 Assessing and Managing Risk

### 7.1 Checks for people in our care receiving visits from children

PBSW will provide support in conducting checks for children visiting people in our care that are Schedule 1 Offenders or Registered Sex Offenders to establish the appropriateness for the child to visit. If the visits are being withheld then this process should be undertaken in a timely manner.

#### *Children’s Visits*

Children’s Visits are available in addition to prisoner’s statutory visiting rights and provide an opportunity for a parent to interact with their child and spend time together in a relaxed environment. Due to the supervision and increased interaction involved in these visits a full application process and enhanced checks are conducted to ensure the child’s safety.

Children's visit's application process must be completed for children's visits ([Children's Visits Guidance](#)).

## 7.2 Safe Recruitment and Disclosure Scotland Checks for individuals Undertaking Regulated Work within SPS

The public is entitled to expect that the Scottish Prison Service recruit staff with proven integrity. The SPS should therefore not recruit people with convictions which may call into question the integrity of the applicant or the Service. When making decisions regarding an applicant with criminal convictions, HR teams should refer to the guidance outlined in the SPS Criminal Convictions Policy, which can be found on SharePoint.

Any other Official Visitor/Partner undertaking regulated work within the Scottish Prison Service have a responsibility to have an enhanced disclosure and this should be valid for the period entering the estate. It is the responsibility of the partner organisation to ensure this is in place.

## 8.0 Reporting and Managing Concerns

Children can be, and are, harmed by a variety of experiences. Everyone can help to safeguard children if they are alert to children's needs, and willing and able to act if they have concerns about a child's welfare. While it is the statutory duty of Social Work and Police Services to investigate allegations of child abuse, every member of staff should be watchful and vigilant to potential indicators of abuse or neglect. Staff must be able to recognise indicators of potential abuse and report any concerns, suspicions or allegations of suspected abuse immediately.

**If you consider a child(ren) or a young person to be in IMMEDIATE danger, DO NOT wait, call the Police on 999.**

### 8.1 In all cases, any member of staff who:

- is informed that a child has been, or may be, placed at risk of harm;
- is informed that someone suspects that an individual is an abuser, is or has been abused; at risk of abuse, risk of harm or neglect;
- suspects that someone is an abuser, is or has been abused; at risk of abuse, risk of harm or neglect; or
- is informed that a child or young person is self-harming or at risk of self-harming or suicide.

### 8.2 When someone is reporting a concern staff must ensure that they:

- react calmly;
- reassure the person that they were right to tell;
- do not investigate: keep questions to an absolute minimum to ensure a clear and accurate understanding of what has been said. Don't ask about explicit details;

- reassure but do not promise confidentiality, which might not be feasible in the light of subsequent developments; and
- inform the person reporting the concerns of what actions you will take next, taking note that there may be occasions when those caring for a child should not initially be informed.

### 8.3 It is important that staff do not:

- promise to keep secret the information provided;
- enquire into the details of the alleged abuse if it is the victim disclosing;
- ask leading questions; (e.g. did your Mum hit you?) you can ask questions to clarify information (e.g. “Tell me what you mean by that” or “tell me about that”)
- make promises that they can make it all right/better.

Under no circumstances should a member of staff attempt to conduct an investigation or deal with the problem alone. Any incidents, concerns or suspicions must be reported following the procedures set out in this policy.

### 8.4 Staff must then:

**If you consider a child(ren) or a young person to be in IMMEDIATE danger, DO NOT wait, call the Police on 999.**

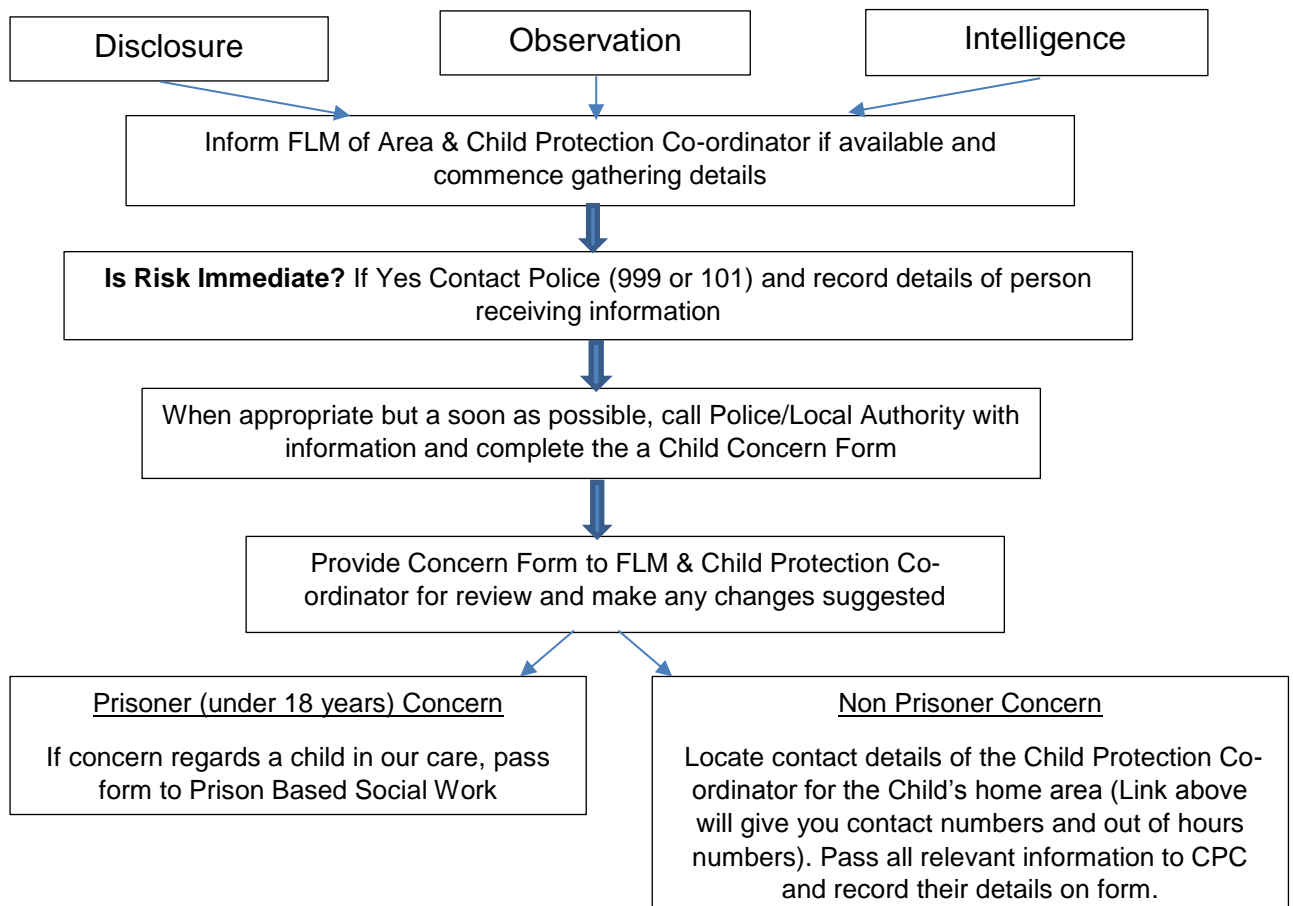
- Inform the First Line Manager (FLM) of the area (immediately) and Child Protection Co-ordinator (if available) and provide them with the Child Concern Form to review and discuss next actions;
- Consider if someone has information that a child may be at immediate risk, this should be reported without delay to one of the statutory agencies for child protection.
- Make a full, accurate written record of what has been said/heard without delay and complete the Child Concern Form, attached at Annex A; as soon as practical;
- Report the incident to the appropriate Children and Families Social Work team where the child resides for visitors or PBSW for prisoner, initially by phone. If this is not possible and the concern is of an urgent nature, staff should contact their designated Child Protection Co-ordinator or FLM;
- You can find the contact details for the local Council of the child’s postcode online at <http://www.careinfoscotland.scot/find-my-council/>, and find child protection contact details and instructions for the child’s area or contact Police Scotland on the non-emergency 101 number);and
- Pass a copy of the concern form to the establishment’s designated Child Protection Co-ordinator, the appropriate Children and Families Social Work team, and Prison Based Social Work.

Decisions to inform the child and or parent/prisoner about any referral will be informed by discuss with Police/Social Work/FLM/Child Protection Co-ordinator; an assessment of any increased risk of harm to the child; and the possibility of prejudicing any subsequent police investigation. If in doubt about the decision and timing of informing a child and their family, seek advice from line manager or local Child Protection Co-ordinator.

**Further helpful Websites**

In Scotland we urge services to have direct contact with the police and social work however for further information on how to report a concern about the wellbeing of a child can be found online at <https://www.nspcc.org.uk/what-you-can-do/report-abuse> or there is also helpful information at <https://www.childline.org.uk/>. More information is also available for parents who wish to report concerns of a child at this link <https://www.children1st.org.uk/what-we-do/how-we-help/parentline-scotland/>.

**8.5 Flow Chart of Process**



Staff can contact CPC to confirm a concern has been dealt with or actioned but staff should not expect to receive further information regarding the concern unless it is appropriate for social work to share.

**8.6 Young People in Our Care (not attained the age of 18)**

If a staff member receive information regarding a young person in our care they should follow the same process as above but only pass the information to the Child Protection Co-ordinator and Prison Based Social Worker.

## 8.7 Mother and Child

### *Duty of Local Authority*

Children and Young People (Scotland) Act 2014 places Local Authorities under a duty to safeguard and promote the welfare of children in their area who are 'in need'. In respect of women in custody, rules of ordinary residence will apply in order to establish which Local Authority will hold responsibility for the expectant mother and child.

### *Mother and Baby Units*

All staff involved with the Mother & Baby Units must have undertaken Child Protection Awareness Training.

In Mother & Baby Units it is important to ensure that effective safeguards are in place for the protection of children who will reside in such designated areas. Contingency plans, including emergency contact numbers must be held by the establishment in the event that there is an incident or there are concerns regarding the child or mother, or child protection issues occurring out of hours. Contact information will be held by Duty Operations Manager, with copies in the Mother and Baby Unit, social work and healthcare files.

If a Child Protection situation occurs and there is immediate risk to the child during working hours the Prison Based Social Work team should be contacted immediately. If out of hours then the Local Authority Social Work out of hours service should be contacted. A Child Concern form must then be completed recording all relevant information. The First Line Manager should be informed immediately in all cases.

## 8.8 Allegation against Staff

Please refer to the [SPS Code of Conduct](#) and follow the policy.

## 9.0 Information Sharing

When working with children and young people, it's important to keep in mind two essential factors:

- Timely information sharing is key to protecting children.
- If a child is at risk or suffering significant harm, the law supports you to share information without consent if sharing the information may increase the risk of harm to the child.

### 9.1 Sharing relevant information is an essential part of protecting children

Although those providing services to adults and children may be concerned about balancing their duty to protect children from harm and their general duty towards their patient or service user, **the over-riding concern must always be the safety of the child**. Concerns about a child's safety will always take precedence over the public interest in maintaining confidentiality.

The law in relation to Data Protection, Human Rights and confidentiality can permit services to lawfully share information, where a child's health or safety is at risk. Under such circumstances consent is not required and should not be sought as the holder of the information can rely on alternative and more appropriate conditions from Schedule 1 Section 18 and Schedule 8 Section 4 of the Data Protection Act 2018.

## 9.2 Information Sharing and Recording

Sharing relevant and proportionate information is an essential component of child protection and care activity. To secure the best outcomes for children, staff need to understand when it is appropriate to seek or share information, how much information to share and what to do with that information. Staff also need to consider from and with whom information can, and should, be sought and/or shared. This applies not only between different agencies, but also within agencies. At the same time, children and their families have a right to know when information about them is being shared. Where appropriate, their consent should be sought, unless doing so would increase the risk to a child or others, or prejudice any subsequent investigation.

### *Information-sharing for child protection: general principles*

- The wellbeing of a child is of central importance when making decisions to lawfully share information with or about them.
- Children have a right to express their views and have them taken into account when decisions are made about what should happen to them.
- The reasons why information needs to be shared and particular actions taken should be communicated openly and honestly with children and, where appropriate, their families.
- In general, information will normally only be shared with the full knowledge and where appropriate consent of the individual to whom the information relates unless the sharing of information may increase the risk of harm to a child or other third party.
- Where information relates to a child and they are viewed to have the capacity to understand the information, the reasons for sharing and the consequences of giving consent to sharing, they should be informed of what information is intended to be shared, for what purpose and with whom and where appropriate asked for their consent to share. Where the sharing of information may result in a risk to a child's health or safety, consent should not be sought and relevant and proportionate information should be shared with other individuals or agencies as necessary.
- At all times, information shared should be relevant, necessary and proportionate to the circumstances of the child; and limited to those who need to know.
- When information is shared, a record should be made of when it was shared, with whom, for what purpose, in what form and whether it was disclosed with or without informed consent. Similarly, any decision not to share information and the rationale should also be recorded.

**If a child's health or safety is considered to be at risk, relevant and proportionate information must always be shared.**



## 10.0 Training & Awareness Sessions

### 10.1 New recruit training

Delivery of awareness sessions to new recruits will be in line with this policy and the national guidance. It will take place within the initial officer training package and support understanding of forms of abuse and process for reporting.

### 10.2 General staff training

All establishments should have awareness sessions in the new Child Protection Policy. SPS currently have processes in place that support delivery from our partner agencies and local authorities. This should be held routinely and should be open to all staff. SPS College and SPS Family lead are working to develop a Family eLearning package that incorporates Child Protection awareness for all staff.

### 10.3 Child Protection Lead & Co-ordinators Training

Child Protection Training is delivered from all Child Protection Committees within your local authority. As a Lead Manager, Co-ordinator or Family Contact Officer in Child Protection this training should be attended and each establishment should have these links in place.



# CHILD CONCERN FORM



This form should be used where anyone within an establishment becomes concerned about the welfare of a child or is informed of a child protection issue.

## CHILD & VISITOR DETAILS

<b>Name of Child:</b>	<b>Name of Adult Visitor responsible for Child:</b>
<b>Gender:</b>	<b>Relationship to Person in custody:</b>
<b>Date of birth/Age (if Known):</b>	<b>Relationship to Child:</b>
<b>Relationship to Person in custody:</b>	<b>Visitors date of birth:</b>
<b>Child's Home Address:</b>	<b>Visitors Home Address:</b>

## ESTABLISHMENT AND PRISONER DETAILS

<b>Establishment:</b>	<b>Prisoner Number:</b>
<b>Prisoner Name:</b>	<b>Prisoner Location:</b>

## PERSON RAISING CONCERN

<b>Name:</b>	<b>Role:</b>
<b>Date:</b>	<b>Time:</b>
<b>If Concern is raised by someone else please provide details:</b>	

## WITNESSES OR CCTV EVIDENCE AVAILABLE

<b>Name:</b>	<b>Role:</b>
<b>CCTV Details:</b>	

### IMMEDIATE RISK

<b>Police Contacted</b>	<b>Yes/No</b>
<b>Details of Police</b>	
<b>Police Incident Number</b>	

### CONCERN REPORT

**Concern Details:** (Please provide details of incident or concern you have, include locations, times, dates, description of any injuries and please make a full record of what was heard or seen).

<b>Name:</b>	<b>Role:</b>
<b>Date:</b>	<b>Time:</b>

### ACTIONS TAKEN

Role	Name of Person receiving information	Date/Time
First Line Manager of Area		
Police		
Child Protection Co-ordinator		
Prison Based Social Work		
Children and Families Social Worker ( <a href="http://careinfoscotland.gov.uk">careinfoscotland</a> - <a href="#">find my council</a> ) Access Child Protection section for instructions		
Parent/Prisoner		
<b>Any Further Comments:</b>		



## CHILD PROTECTION QUICK REFERENCE GUIDE

The Scottish Prison Service is committed to ensuring that all necessary steps are taken to protect from harm, those children and young people in our care or who visit or make contact with a prison and with prisoners. Child protection is the responsibility of all who work with children, young people and their families, regardless of whether that work brings them into direct contact with them.

### INDICATORS OF POSSIBLE ABUSE

The following is not a definitive list but offers some examples of when staff might become concerned for the welfare of a child or young person.

- A child has suspicious bruising or other marks;
- If you see behaviour that makes you “uncomfortable” e.g. children being kissed passionately and/or genital areas being touched or caressed;
- Unsuitable clothing being worn at visits;
- The conduct of a visitor and/or the prisoner in front of the child causes concern e.g. the visitor in charge of a child may be under the influence of alcohol or drugs to the point where they cannot take care of the child; or
- A child being used to pass prohibited and/or unauthorised items.

It may not be one particular example that causes concern but a variety of factors including the adult’s general behaviour towards the child and the child’s behaviour. It is the responsibility of staff to report any concerns, suspicions or allegations of suspected abuse immediately to the community Children and Families Social Work of the local authority area where the child resides, or where there is imminent danger contact the Police on 999 (101 if it is not an emergency) clearly stating you have a child protection concern.

### REPORTING PROCEDURE

- React calmly;
- Keep questions to an absolute minimum to ensure a clear and accurate understanding of what has been said;
- Reassure but do not promise confidentiality, which might not be feasible in the light of subsequent developments;
- Inform the person reporting the concerns of what actions you will take next, taking note that there may be occasions when those caring for a child should not initially be informed;
- Inform the Manager of the area as soon as possible;
- Make a full, accurate written record of what has been said/heard without delay by completing the Child/Young Person Concern Form and have this reviewed by FLM and establishment Child Protect Co-ordinator if they are also available;
- Report the incident to the appropriate Community Children and Families Social Work team in the local authority area the child resides, initially by phone. If this is not possible and the concern is of an urgent nature, staff should contact their designated Local Authority Child Protection Co-ordinator; and then
- A copy of the report should be passed to the establishment’s designated Child Protection Co-ordinator, the appropriate Community Children and Families Social Work team, Police (if involved) and Prison Based Social Work.

**If any member of staff is unsure if they ought to report an incident or what might constitute abuse, they should seek guidance from their line manager, designated Children Protection Co-ordinator or Prison Based Social Work.**

## Further Information:

The SPS recognises that from time to time employees may have questions or concerns relating to Child Protection. The SPS wishes to encourage open discussion with employees to ensure that questions and problems can be resolved as quickly as possible. Employees are encouraged to seek clarification on any issues with the appropriate Line Manager in the first instance.

## Sustainability

Improving our environmental performance and doing things in a more sustainable way should be seen as integral to our core business practices.

In line with the SPS Sustainable Policy and to demonstrate compliance with the Scottish Government's commitment to improving environmental and sustainable development performance, please be mindful if printing this document – keeping paper usage to a minimum (print only version), printing on both sides, and recycling.

## Equality Statement

The SPS is an equal opportunities employer where all employees are treated with dignity and respect. We are fully committed to equality, diversity and human rights and to ensuring our culture, working environment, policies, processes and practices are free from bias. This policy applies to all employees regardless of protected characteristics, and, subject to any eligibility criteria, length of service, grade, working pattern or operational status.

## Inclusive Communications

It is our ambition to ensure that SPS documents are readable, accessible and engaging for staff.

In formatting this document, good practice principles around engagement and inclusive communications have been adhered to.

If you require this document in an alternative format please contact Human Resources.

## Review and Monitoring

This policy will be reviewed every two years or sooner where applicable to reflect changing business and legislative requirements.