

**CUPAR DEVELOPMENT TRUST (SC522831)**

**Child Protection Policy**

**Company Address:**

**Cupar Development Trust**

**59 Bonnygate**

**CUPAR**

**Fife**

**KY15 4BY**

**a Company Limited by Guarantee (SC522831)**

**For the purposes of this document, the current Cupar Development Trust named Child Protection Officer (CPO) is Anja Armstrong.**

**Revision No 1 – 17th May 2023**

**Revision No 2 – 26th August 2024**

**1. Statement of Purpose**

1.1

Cupar Development Trust (CDT) are committed to ensuring the safety and wellbeing of children. We acknowledge that the child's welfare and wellbeing are paramount and that we have a duty of care to implement effective policies and procedures for safeguarding all children.

In CDT, any activities conducted that involve children, young people, and vulnerable adults are conducted primarily through co-operation with local schools, scout and guide groups, local young people’s activity groups and organisations that work with vulnerable adults. During CDT activities and events, children should never be left alone with an adult that is not their parent/carer, teacher, or the leader of the group involved. There will always be multiple supervising adults present to supervise any activity session. This issue will be addressed in the planning stage and if there is judged to be a significant risk that insufficient supervising adults will be available, then CDT will not proceed with the activity. The Child Protection Officer should be consulted in cases of doubt.

1.2

The following policy provides guidance for allstaff and follows the [*National* *Guidance for Child Protection in Scotland 2014*](https://www.gov.scot/publications/national-guidance-child-protection-scotland/) and Adult Support and Protection (Scotland) Act 2007: Code of Practice Published 28 July 2022.

For ease of reference we will use the term ‘the guidance’when referring to this document throughout the policy. The sole focus of this policy is the protection, safety and welfare of the child.

Throughout this guidance the term‘parents’ is used to include all main caregivers.

**2. The Context for Child Protection**

**2.1**

*[National Guidance for Child Protection in Scotland 2014](https://www.gov.scot/publications/national-guidance-child-protection-scotland/)*

The national guidance sets out common standards for child protection services in Scotland, making it clear how all agencies should work together, where appropriate, to respond to concerns early and effectively, ensuring practice is consistent and of high quality. It is supported by a suite of other policies and should be seen in the wider context of [*GIRFEC*](https://www.gov.scot/policies/girfec/)the [*Early Years Framework* (2009)](https://www.gov.scot/publications/early-years-framework/) and [*United Nations Convention on the Rights of the Child (UNCRC)*](https://www.unicef.org.uk/what-we-do/un-convention-child-rights/)*.* It is supported by the [*Children and Young People (Scotland) Act 2014.*](http://www.legislation.gov.uk/asp/2014/8/contents/enacted)

**3. Types of Abuse**

Abuse and neglect are forms of maltreatment of a child. In a child protection context, there are four different types of abuse that can be identified:

* Physical abuse is the causing of physical harm to a child.
* Emotionalabuse is persistent emotional neglect or ill treatment of a child causing severe and persistent adverse effects on the child’s emotional development.
* Sexual abuse is any act that involves the child in any activity for the sexual gratification of another whether or not it is claimed that the child either consented or assented.
* Child 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.

Further information on types of abuse and neglect can be found in Appendix 1 of this policy.

**4. Responsibility**

4.1

It is the duty of everyone involved in CDT to safeguard the welfare and interests of the children. We are committed to ensuring all our staff and board members are adequately trained and familiar with our child protection policies and procedures, along with relevant national guidance and procedures, to ensure that children can be protected. We acknowledge that everyone working with children and their families, including all staff and board members, need to appreciate the important role that they play in being vigilant and providing robust support for child protection.

4.2

CDT have a responsibility to recognise and actively consider potential risks to a child. To this end, all staff and board members of CDT that routinely come into contact with children through their work at the Trust will undergo a relevant basic Disclosure Scotland check.

When concerns for a child are raised, staff and board members will also be expected to share appropriate and relevant information and concerns with other agencies and work collaboratively with other services to secure safer outcomes for the child.

4.3

We will ensure that there is a designated Child Protection Officer (CPO) with overall responsibility for child protection. They will be responsible for ensuring all relevant procedures are followed when a child protection case arises. Confidentiality will be protected, but all concerns that a child may be at risk of harm will be reported to the relevant external agencies. Staff will not investigate any concerns but will gather initial information and establish basic facts such as what happened, when, where, by whom and make a note of any witnesses. All recorded information should be shared with the appropriate agency (see guidance below) without delay.

**5. Training**

In order to enable CDT to fulfil their obligations, all staff and board members will receive an annual reminder of the company’s Child Protection policies and procedures. A copy of this Child Protection policy is held by the Administration Officer. It is the responsibility of the Chairperson to ensure that all staff and board members receive a circulated copy of the Child Protection Policy once annually, and that each acknowledges by email communication that they have read and understood the policy.

**6. Procedures**

All staff and board members have a role in relation to child protection. It is imperative that the appropriate procedures are followed in relation to Reporting, Recording and Referral to external agency. Staff need to understand their own role and the roles of other services when responding to concerns about a child.

**7. Reporting**

7.1

Staff and board members must report any concerns they have about a child to the designated CPO. Information can be disclosed in several ways including:

* When a child indicates or discloses harm.
* When a third party discloses the possibility of harm.
* When you are concerned that a child is or may be being harmed.
* When you have witnessed or heard something that causes you concern about a child’s safety.

7.2

Where a report is received of any incident involving physical abuse, sexual abuse or neglect occurring during a live public CDT event or activity, the police should be contacted immediately by dialling 999. Try to ensure that the child(ren) in question is supervised by 2 adults until help arrives (this could be a leader/teacher known to the child(ren) or any CDT staff /board members). If at all possible, call for help discretely and try to ensure that nobody leaves the premises/area before the police arrive. The employee or board member who raised the alarm should then get in touch with the CPO to ensure all internal CDT child protection forms are completed without delay and submitted to the relevant external agency(ies).

Where any other concerns are raised about a child:

If an employee or board member has child protection concerns about a child encountered on CDT business, these should immediately be discussed with the CPO. All relevant information must be recorded without delay. The CPO will ensure the relevant forms are completed and will take immediate action to share all information with the relevant external agency(ies).

7.3

Initial information should be gathered, and basic facts established, that relate to the concern, namely what, where, when and by whom. This will include suspicions or indicators of significant harm (Appendix 1) and/or direct information of concern for a child.

**8. Recording**

All information about any incident must be recorded on a Child Protection Report Form (CPRF) (Appendix 2). This will ensure a record of all known facts and procedures that have been followed, as well as agencies that have been spoken to or consulted with as appropriate. When completing the CPRF form, only facts will be recorded, including what has actually been said by a child or another person. The actual words used must be recorded, as well as details of the time, place and any other relevant information.

**9. External Agency Reporting**

Where the activity involved a school group, the CPO should share all information (in writing) with the school headteacher.

If the activity involved an organised group, or a public event, the CPO should contact the following external agencies:

For children under school age, this would involve sharing of information with the local Health Visitor or the Fife Council Social Work department. For children school age and above, this would involve contacting the Fife Council Social Work department

* Fife Council Emergency Social Work number for emergency calls: out of office hours (9 am to 5 pm) - 03451 550099.
* Fife Council Social Work Contact Centre for non-emergency/daytime calls, - 03451 551503 or email [**sw.enquiries@fife.gov.uk**](mailto:sw.enquiries@fife.gov.uk)
* The phone number for the North East Fife NHS Health Visitor Team is 01337 832136

As CDT is a small organisation with no person in receipt of enhanced Child Protection training, all concerns brought to the attention of the CPO will be shared with the relevant external agency(ies). The CPO will take immediate steps to share copies of all evidence collected with external agencies.

Staff and/or board members may be required to cooperate and work with multi-agency colleagues.

**10. Monitoring of this Policy**

It will be the responsibility of the Chairperson of CDT to ensure that this policy is reviewed regularly and kept up to date. This will be achieved through an annual review of the information contained within by the Administration Officer.

**Appendices**

Appendix 1 – Indicators of Abuse

Appendix 2 – Child Protection Report Form

**Links to national policy**

Health and Social Care Standards My Support, my life (Scottish Government 2017)

[www.gov.scot/Resource/0052/00520693.pdf](http://www.gov.scot/Resource/0052/00520693.pdf)

United Nations Convention on the Rights of the Child (Article 3: Best Interests of the Child)

[www.unicef.org.uk](http://www.unicef.org.uk)

Protecting Children and Young People: The Charter (Scottish Executive 2004)

<https://www.webarchive.org.uk/wayback/archive/20150219072535/http://www.gov.scot/Publications/2004/04/19082/34410>

The Children (Scotland) Act 1995 and other relevant legislation

[www.legislation.gov.uk/ukpga/1995/36/contents](http://www.legislation.gov.uk/ukpga/1995/36/contents)

National Guidance for Child Protection in Scotland (Scottish Government 2010)

[www.scotland.gov.uk/Publications/2010/12/09134441/0](http://www.scotland.gov.uk/Publications/2010/12/09134441/0)

National Guidance for Child Protection in Scotland 2014

[www.gov.scot/Publications/2014/05/3052](http://www.gov.scot/Publications/2014/05/3052)

Getting it right for every child (GIRFEC)

[www.scotland.gov.uk/Topics/People/Young-People/gettingitright](http://www.scotland.gov.uk/Topics/People/Young-People/gettingitright)

Getting Our Priorities Right (Scottish Government)

[www.scotland.gov.uk/Publications/2013/04/2305](http://www.scotland.gov.uk/Publications/2013/04/2305)

The Common Core of Skills

[www.scotland.gov.uk/Publications/2012/06/5565](http://www.scotland.gov.uk/Publications/2012/06/5565)

The Children and Young People (Scotland) Act 2014

www.legislati[on.gov.uk/ukpga/1995/36/contents](http://www.legislation.gov.uk/ukpga/1995/36/contents)

Children (Equal Protection from Assault) (Scotland) Act 2019

[www.legislation.gov.uk/asp/2019/16/enacted](http://www.legislation.gov.uk/asp/2019/16/enacted)

Child Protection Improvement Programme (CPIP) Scottish Government 2016

<https://beta.gov.scot/policies/child-protection/child-protection-improvement-programme/>

**Find out more**

Children 1st – Scotland's National Children's Charity

[www.children1st.org.uk/help-advice/](http://www.children1st.org.uk/help-advice/)

Children and Young People's Commissioner Scotland

[www.cypcs.org.uk/about](http://www.cypcs.org.uk/about)

NSPCC Learning - All the tools, training and resources you need to keep children safe

<https://learning.nspcc.org.uk/?_ga=2.207962065.2134587175.1536322681-1325448261.1536322681>

Publication - Factsheet

Adverse Childhood Experiences (ACEs) (The Scottish Government, 2018)

<https://beta.gov.scot/publications/adverse-childhood-experiences/>

**Child Protection Policy – Appendix 1**

**Indicators of Abuse**

This list of indicators is not exhaustive, nor is it mutually exclusive.

**Neglect**

* + Constant hunger
  + Poor personal hygiene
  + Constant tiredness
  + Inappropriate/inadequate clothing
  + Unkempt and general waif-like look
  + Untreated illnesses
  + Exposure to danger; lack of supervision
  + Destructive tendencies
  + Low self-esteem
  + Poor social relationships
  + Compulsive stealing or scavenging

**Physical abuse**

* + Unexplained injuries or burns - particularly if recurrent
  + Inconsistent and/or improbable excuses given to explain injuries or untreated injuries
  + Reports of punishment which seem excessive
  + Bald patches
  + Withdrawal from physical contact; over reaction to sudden movement of adults
  + Arms and legs covered in hot weather
  + Fear of returning home
  + Fear of medical help
  + Self-destructive tendencies
  + Aggression towards others
  + Site of bruise not normally associated with play
  + Failure to thrive
  + Untreated injuries

**Sexual abuse**

* + Itching in the genital area
  + Soreness in the genital area
  + Unexplained rashes or marks in the genital area
  + Pain on urination
  + Difficulty in walking or sitting
  + Stained or bloody underclothes
  + Recurrent tummy pains or headaches
  + Bruises on inner thigh or buttocks
  + Frequent masturbation (many young children masturbate occasionally for

comfort/experimentation)

* + Inappropriate language for a pre-school child
  + Inappropriate sexual knowledge for a pre-school child
  + Making sexual advances to adults or other children
  + Wariness of being approached by anyone, possibly combined with a dazed look
  + Regression to younger behaviour
  + Distrust of a familiar adult; anxiety about being left with adults
  + Sexually explicit play with toys and other children

**Emotional abuse**

Emotional neglect is often difficult to detect and can occur by itself, or in conjunction with physical abuse. It may also occur when a child is physically well cared for.

* + Overly withdrawn child
  + Overly aggressive child
  + Constant wetting or soiling
  + Frequent vomiting
  + Persistent rocking movement
  + Very poor language development
  + Inability to relate to peers or adults
  + Fear of new situations
  + Parental attitude to child

**Other possible signs are:**

* + Significant lack of growth
  + Weight loss
  + Hair loss
  + Poor skin and muscle tone
  + Circulatory disorders
  + Lethargy

It is important to recognise that some of the signs and symptoms could arise from other causes. Ask for explanations of any injury. Consider the explanation in conjunction with the developmental age of the child. In addition to recording information about a child’s actions, it is also useful to take notes of anything a child says which is indicative of neglect or harm.

All agencies that deliver child services and work with children and families have a responsibility to recognise and actively consider potential risks to a child. They are expected to identify and consider the child’s needs, share information and concerns with other agencies to improve outcomes for the child. [National Guidance for Child Protection in Scotland 2014.](https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2014/05/national-guidance-child-protection-scotland/documents/00450733-pdf/00450733-pdf/govscot%3Adocument/00450733.pdf)

**Child Protection Policy – Appendix 2**

**Cupar Development Trust Child Protection Report Form**

**Please indicate what you are reporting:**

* I have concerns that abuse may be occurring
* I was involved with an incident with a child
* I was witness to an incident with a child
* I have received an allegation of abuse
* A child has told me that they are being abused

**Important Information:**

Your name:

Your telephone number:

**Name of child concerned**:

**Capacity in which child is known to you**:

**Information relating to the child** (if known)

Date of birth:

Home address:

Carer:

**Is the main carer/teacher/leader aware of this referral?**

(If no, please explain why)

**Nature of Concern or Incident**

**Please include information about :**

Nature of concern / type of suspected abuse  
Dates/times/location that the concern/incident became known

Exact words used, and facts disclosed about any suspected abuse (dates/times/who was involved etc)

Any witness(es) to any disclosure or incident

Any action you took i.e. first aid sought or report to CPO

Signed: ....................................................................................... Date: ..............................

Print Name: .................................................................................

Designation: ................................................................................

**Action Taken**

Please indicate which of the following actions have been taken:

* Child Protection Record Form completed (Appendix 2)
* Child Protection Record Form passed to external agencies (please specify which agencies and dates)

Signed: …............................................................................... (CPO) Date: ….....................