

Safeguarding Joint Policy

SensationALL and Schools Out! Club Westhill (here referred to as SA and SOC) believes that the safety and rights of children is of paramount importance. We recognise that safeguarding the welfare of children and young people is our responsibility and we will take all reasonable steps to promote safe practice and to protect children and young people from harm and exploitation.

It is the duty of all staff and volunteers of SA and SOC to protect all children and young people from physical abuse, neglect, sexual and emotional abuse while supporting diversity and respecting the rights of children and young people using our services.

How We Keep Children Safe:

1. Ensure that all staff and volunteers understand their legal and moral obligations to protect children and young people from harm and exploitation and to report care or protection concerns about a child/young person, or a worker's conduct towards a child/young person, to the organisation's Child Protection Officers - Schools Out Manager or SensationALL Chief Executive Officer.
2. Refer to GIRFEC guidelines: <http://www.gov.scot/Topics/People/Young-People/gettingitright/what-is-girfec>
3. Ensure a thorough recruitment procedure is followed when recruiting staff and volunteers.
4. All staff and volunteers undertaking what is classed as a 'regulated role' by Disclosure Scotland are PVG checked.
5. All staff must complete Child Protection training within their probationary period of employment and undertake subsequent annual safeguarding refresher sessions.
6. All Volunteers, Directors (Schools Out!) and Trustees (SensationALL) are expected to complete basic child protection training.
7. Ensure that all staff and volunteers understand their responsibility to work to standards and best practice as detailed by local multi-agency procedures, the Care Inspectorate (Schools Out!), Scottish Social Services Council, NSPCC, and SA and SOC guidelines.
8. Any suspicion of abuse will be promptly dealt with, and detailed records kept.
9. Ensure that children and young people are able and encouraged to express their ideas and views on a wide range of issues and have access to the SA and SOC Complaints Procedure as required.
10. Ensure that parents/carers are informed of SA and SOC's service ethics and have access to all guidelines, policies, and procedures.
11. SA Trustees, SOC Directors and all staff and volunteers will liaise with other bodies as required to support children and families and keep up to date with national developments relating to the care and protection of children and young people.

Duties of SA and SOC Staff and Volunteers:

The needs of children and young people must be of paramount importance in all SA and SOC activities and services. We believe that it is the duty of **ALL** those involved to safeguard the welfare and interests of children which may, on occasion, involve issues of child protection.

Staff and volunteers in close contact with the children and young people using our services are in a position where they can observe physical and psychological changes in a child which may be indicators of abuse or neglect. They can also play an important role in promoting children's feelings of self-worth as trusted adults in whom the children can confide. It is imperative that all staff and volunteers are made aware of their responsibility to all children they interact with and understand what action to take if any issues of child abuse are suspected.

Action to Take:

If there is a reasonable concern for a child or young person, the following steps must be taken:

1. Discuss your concerns immediately with one of the organisations appointed safeguarding officers. The matter will be dealt with in the utmost confidentiality.
2. If there is any doubt or disagreement about the need for referral to Social Work the SA and SOC representative will seek advice from the Social Work department.
3. The following information needs to be reported to Social Work:
 - Name and information about the child- age, gender, ethnic identity and/or disability.
 - Nature of concern- what child said, what someone told you, physical signs, and behavioral indicators.
 - Your name and role (if relevant), or name and role of whoever told you.
 - Where and when this happened.
 - Who else was present.
 - What a child said or what was observed.
 - What you said to the child about confidentiality.
 - The name and address (if known) of the alleged abuser.
 - Your response to the child and what you said.
 - Who you told, any advice received, or action taken.
4. SA and SOC Child Protection Officer will record brief factual notes, clear and concise, no jargon, of any injuries or concerns and any decisions/action taken with advice from other agencies where applicable and followed the above steps.

These should be signed and dated. The notes should also include when Social Work were contacted. This information will be kept by SA or SOC in a secure and locked file on our shared drive.

Contacting Social Work does not in itself automatically trigger Social Work or Police intervention. However, the advice of Social Work should be sought before informing the parents of the child of suspicions in case any subsequent investigation into the allegation is compromised. The interest in and safety of individual children must be put before other considerations.

In the case of suspected abuse or harm, staff or volunteers should immediately inform the designated person at SA or SOC.

- **Katie McNutt (07380137681) SA**
- **Susan Kay (07754759274) SOC**

If there is any immediate danger to a staff member, volunteer or service user, call the police on 999.

Contact Information for Aberdeenshire Social Work:

Child Protection Team - 01467 537111 (Monday to Friday) **or** out of hours emergency service, 5pm to 9am weekdays and all weekend - **03456 08 12 06**.

Local Social Work Services – Kemnay:

Kemnay Family Resource Centre, Acquihire Road, Kemnay, AB51 5SS, **01467 641297**

Duty Social Work staff can be emailed: social.work@aberdeenshire.gov.uk

Adult Protection network - 01651 871246 or email adultprotectionnetwork@aberdeenshire.gcsx.gov.uk or contact the above emergency out of hours social work service on **03456 08 12 06**.

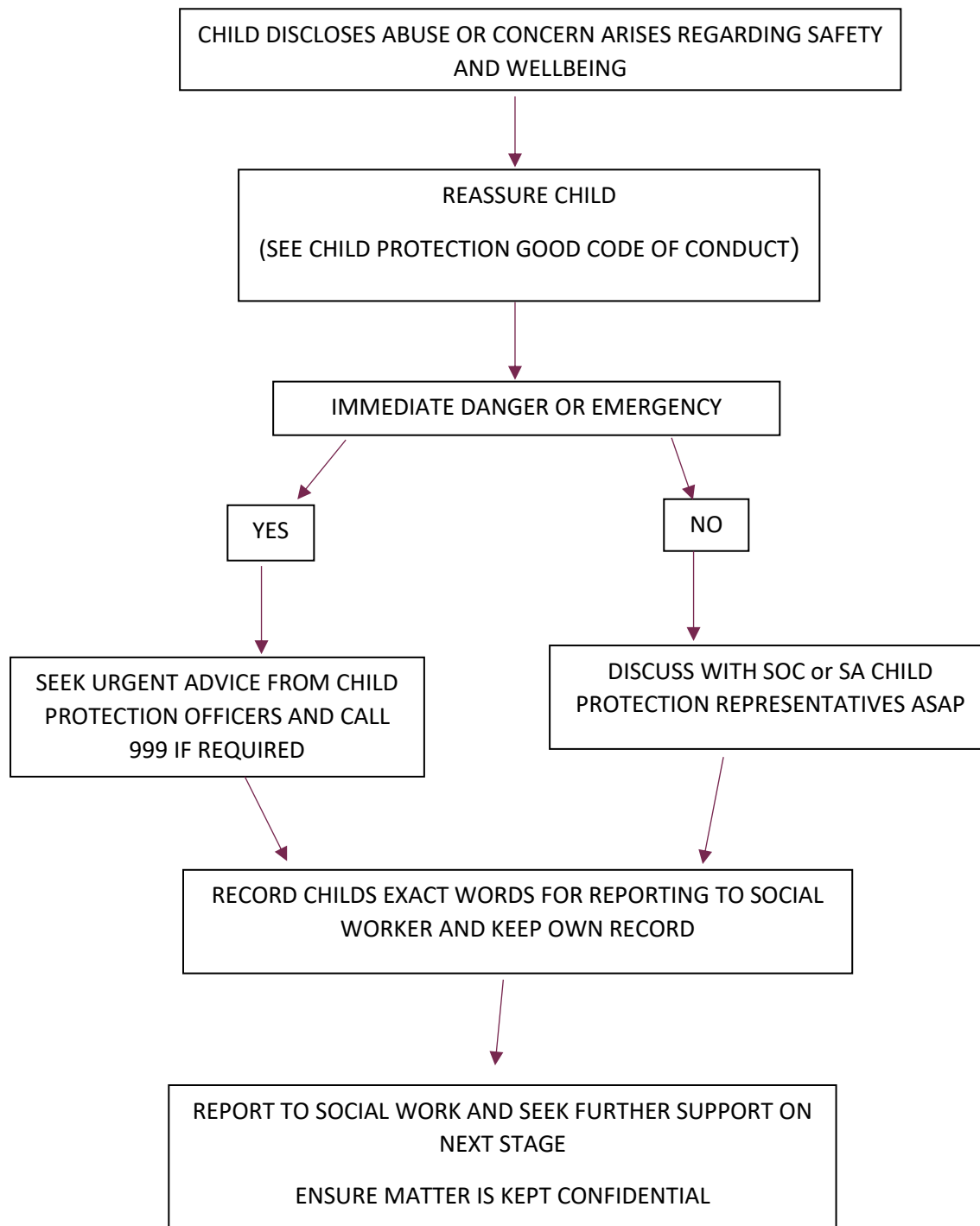
Further guidance of the Aberdeenshire Council Child Protection Policy & Adult Protection Policy. [National Risk Framework guidance](#).

Contact Information for Aberdeen City Social Work:

Children services in Aberdeen - **0800 731 5520** or jcprotection@aberdeencity.gov.uk

Adults (over 16 years old) - Adult Social Work Duty team **0800 7315520** or Duty@aberdeencity.gov.uk. Out of hours contact **01224 693 936**.

Child Protection Flowchart



Policy reviewed: 09/09/2025
Next review due: September 2026