# CHILD PROTECTION RESOURCE PACK

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## How to use this Resource

SCDA has tried to capture all of the information you may need to implement a best practice approach to the protection of vulnerable groups in one document. The first part of this document concerns itself with providing information about what a safe environment is for children or protected adults. The second part outlines policies and procedures and ends with a selection of templates that can be adapted for use in your club.

We hope that it will be a point of reference for you rather than a document you have to sit and read through in one go.

We have tried to provide practical resources for you in the form of sample policies and templates but please contact our National Drama Advisor if there are additional things that you would like help with

***Disclaimer***

***Although every care has been taken by SCDA in the preparation of this publication, no warranty is given by SCDA as to the accuracy or completeness of the information contained within it. SCDA shall not be responsible or liable for any loss or damage whatsoever arising by virtue of such information or any instructions or advice within this publication or by any of the aforementioned.***

SCDA acknowledges the support given by the following people and organisations in the compilation of this document and the SCDA Child Protection Policy/Code of Conduct.

- Youth Scotland, for use of material from their publication, "Safe and Sound – building a safer youth work environment."
- Fiona Rogan
- Sue Wheatley, consultant, and author of POCSA training manual
- Campbell Bell, Freelance Child Protection Trainer
- Children Ist and the Child Protection in Sport Unit
- Scottish Youth Theatre
- Carole Williams, National Drama Advisor SCDA
- Volunteer Scotland

**Definitions & Abbreviations**

Child Protection Office (CPO)
Child Protection Officer – each club should have a designated person who co-ordinates all of the child protection related procedures in the club

Lead Person
Volunteer Scotland require each club to appoint a Lead Person who will be responsible for handling all PVG Scheme related activities. This may be the same person as the CPO.

PVG Scheme
Protecting Vulnerable Groups Scheme ensuring that any adults carrying out regulated work are not barred from doing so. It consists of 2 strands – children and protected adults.
https://www.disclosurescotland.co.uk/disclosureinformation/pvgscheme.htm

Child
For the purposes of child protection a person is considered a child up to the age of 18

Protected Adult
A protected adult is defined as a person aged 16 or over who received one or more type of care of welfare service either regularly or for a short period of time. More details around the definition of a protected adult can be found in Section 94 of the Protection of Vulnerable Groups Act (Scotland) 1997
http://www.legislation.gov.uk/asp/2007/14/contents .

Regulated Work
The definitions of regulated work for children and protected adults can be found in Schedules 2 and 3 of the Protection of Vulnerable Groups Act (Scotland) 1997 and are summarised here for SCDA purposes as

> Teaching, instructing, training or supervising children/protected adults (except teaching, instructing, or training children or protected adults which is merely incidental to teaching instructing or training individuals who are not children or protected adults)

SCDA has agreed with Volunteer Scotland that the following roles constitute regulated work (where aimed specifically at children or protected adults) and therefore all individuals carrying out these roles must obtain a PVG scheme record

- Director
- Choreographer
- Musical Director
- Rehearsal Assistant
- Wardrobe Assistant
- Chaperone
- Stage Manager
- Charity Trustee – Children's Charities only

**SCDA CHILD PROTECTION**

It is the policy of Scottish Community Drama Association to ensure that all participants in workshops, festivals and drama productions are safeguarded from physical, sexual and emotional harm while taking part.

SCDA requires that all tutors, workshop leaders or helpers, production staff and other paid or voluntary helpers working with children and young people follow the Code of Conduct set out below. There are particular rules for Festivals, which are available separately.

**Administration of an Event**

- All SCDA event organisers must follow the following good practice
- Carry out a risk assessment of the event, and ensure that risk is minimised
- Appoint a designated Child Protection Officer/Lead Person (CPO), to whom any allegations or incidents are reported. They should be aware of the appropriate contact points within police, social work and, where appropriate, the local authority Child Protection Committee.
- Ensure that all staff or volunteers who are carrying out regulated work are a member of the PVG (Protecting Vulnerable Groups) Scheme
- Ensure that staff or volunteers who are not members of the PVG Scheme either because they are not carrying out regulated work or vetting is in progress, are never alone with children at any time
- Ensure that all participants – parents, helpers, volunteers, drama team etc – are fully aware of their responsibilities under the law.

**What to do if something goes wrong?**

If you have any reason to suspect that a child or young person is being abused:

- Inform the CPO immediately of your concerns
- Make a written record of all details of the facts known to you, and give a copy to the CPO
- The CPO must then contact the Local Child Protection Committee for advice on how to proceed.

If a child or young person tells you about abuse by someone else:

- Stay calm, do not be shocked, and try to act normally
- Allow the individual to speak freely, without interruption, but do not question them or attempt to investigate yourself
- Offer support and reassurance, assure them that you believe what they say. Explain that you cannot keep it a secret, and that you will speak to a designated person about it
- Report the matter as detailed above.

If you receive an allegation of abuse about any other Leader, or about yourself,

- Keep a written record of all the facts as you know them.
- Try to ensure that no-one is placed in a position which could lead to further compromise.
- Contact your Local Child Protection Committee for advice on how to proceed.

Specific procedures for SCDA Festivals is available on the Festival Forms section of our website

## Have fun and be safe
## A General Guide to protecting young people in your drama group

Taking part in a drama group provides young people with valuable and challenging learning experiences, as well as offering fun, and a change of environment.

All activity involves an element of risk. Youth drama leaders cannot give absolute guarantees of safety to young people and their parents/carers. But we must make sure that all possible precautions are taken to reduce the possibility of accidents and minimise danger.

Volunteers working with young people in drama groups have a legal duty of care towards young people under 18 or protected adults.

Putting a care and protection framework in place for your club is not difficult – it is just good sense. Here are the key ingredients for a safer club:

- Carry out a risk assessment. Your duty of care starts as soon as the young person arrives at your club premises. You remain in charge until the young person leaves your premises. You must think about all the possible hazards they might meet between those two points. You then need to consider what you can do to reduce the risk. You need to put safeguards in place and agree what actions you will take if something goes wrong. You are used to carrying out health and safety risk assessments for productions. You simply need to think about the other hazards, including humans who may wish to bring harm to children or young people.
- Plan what adult "staff" you will need. Ideally, you should have at least 1 adult for every 8 children in your group. Parents can come along as helpers, but they need to agree to follow the club code of conduct. Each regular helper should have a written remit – a clear statement of what their duties will be. This avoids misunderstanding or arguments if things go wrong. Remember, volunteer helpers are legally responsible, just as paid staff would be.
- Issue the SCDA Child Protection Policy /Code of Conduct. Make sure the adult helpers know and understand the code of conduct. It protects them as much as the young people.

There must be at least one person in your club who takes overall responsibility for Child Protection. They should be prepared to take the lead in carrying out vetting through the PVG Scheme and keep up to date with the latest procedures.

If something goes wrong, such as an adult behaving badly, volunteers may be afraid to disclose this to the club leader, especially if the wrongdoer is a friend. It's important that volunteers know in advance what to do if they are concerned. The CPO should make sure of this by updating everyone on an annual basis.

In your risk assessment, you need to have thought about the worst case scenario. What will you do if a trusted friend of the club behaves improperly? Think about this beforehand, and put clear procedures in place that everyone understands.

SCDA Headquarters is a one-stop shop for advice, information and support on all aspects of working with children and young people. Please do not hesitate to get in touch. We can put you in touch with people in your local area or Volunteer Scotland for more direct help and advice.

Remember – it is everyone's job to make sure children are safe!

## SCOTTISH COMMUNITY DRAMA ASSOCIATION
## CHILD PROTECTION - CREATING A CARE AND PROTECTION FRAMEWORK FOR YOUR CLUB

### Introduction

Child protection is the responsibility of every adult who has involvement with children.

Children have the right to be protected from abuse and harm at all times and in all situations. This booklet has been designed to help your drama group protect these rights.

### What is Child Protection?

The Children (Scotland) Act 1995 states that each child has the right to protection from all forms of abuse, neglect or exploitations. It also states that children should have the right to express their views on any issues or decisions affecting them.

As a community group, you offer a very valuable service to children. Through your group, they are able to take part in a worthwhile community activity. They also learn to trust and respect the adults involved. This places your volunteers in a unique position in children's lives. There may come a time when a child feels the need to confide in a volunteer, or when a volunteer feels that all is not well in the child's life.

Your group has a duty to make sure that volunteers know how to give a child the support, guidance and help that they need. Child Protection policies are produced to help you and your volunteers think through the issues and to develop your own child protection framework. It will also help you consider any training that you might need.

### What is Child Abuse?

The formal definition of Child Abuse is:

*"children may be in need of protection where their basic needs are not being met, in a manner appropriate to their age and stage of development, and they will be at risk through avoidable acts of commission or omission on the part of their parent(s), sibling(s) or other relative(s) or a carer ( i.e. the person while not a parent who has actual custody of the child)."*

This is a very open definition encouraging us to be open minded and think about what child abuse is. For those working in Child Protection, the definition tends to be broken down into the following sub-categories:

Physical Injury

Sexual Abuse

Emotional Abuse

Physical Neglect

Non-organic failure to thrive

A review of Child Protection in Scotland led to the publication of “It’s everybody’s job to make sure I’m alright” (2002). Out of this review has come a number of initiatives including the Framework for Standards and the Children’s Charter.

*“The welfare of the child is paramount.....Everyone involved in working with children has a fundamental duty of care towards them”* Scottish Executive 2004

**REDUCING THE RISK OF HARM**

## Your Organisation

As a youth drama group, or an adult group with a youth section, you have a duty of care towards all young people under 18 and protected adults. You should appoint a Child Protection Officer (CPO), who will gather the information needed to help you, and who can ensure that everyone knows the right thing to do. This person will be the first point of contact for anyone with concerns about a child's welfare, and would be responsible for reporting concerns about Child Abuse to the statutory agencies. However, it will be important to emphasise that child protection is a whole-club responsibility, and that the role of a CPO is to co-ordinate the implementation of child protection procedures in the club.

You will also need to appoint a Lead Person who will be the point of contact with Volunteer Scotland in order to carry out PVG scheme membership for people carrying out regulated work. This may or may not be the same person depending on the needs of your club and people available to take up the role(s).

It is important to ensure club members understand that the child protection procedures apply to them. It is not just about protecting children from adults who want to access them through drama. It is also about ensuring that volunteers know what to do if a child tells a trusted director or leader about abuse happening outside of drama.

## Your Premises

### Getting into the building

Make sure parents know what time the group starts, and discourage young people from arriving too early. Introduce a signing in (and out) book, as well as agreeing a limited or no re-entry system if that feels appropriate for your group. It is important that young people are aware of the issues around fire safety and the need for the youth group to be able to account for members in case of a fire etc. You should remind parents that the drama group's role of care is only on the premises – it might also be useful to negotiate that certain areas within the vicinity of the group, such as the car park, are out of bounds during opening hours.

Your adult volunteers should have a "closing" procedure, to make sure that all young people have left the premises safely. If a child has been left behind, or a parent fails to collect them, you must have an emergency contact number so that the situation can be reported. A lone adult should not escort the child home.

Safe Inside

The safety of the group and volunteers once they are inside the premises is very important. Health and Safety might not be exciting, but to ensure the safety of everyone who is involved in the group you should pay close and regular attention to it. You should:

- Identify a health and safety volunteer
- Have an accident/incident book
- Have a fire drill at least once a year
- Check fire exits and first aid box regularly
- Know what to do in an emergency
- Make sure at least one adult has some first aid training
- Have a regular meeting where adults and young people can review procedures and make changes if they are needed

**During Activity**

In your risk assessment, you should identify all potential hazards and think of how to eliminate them. For example, if you rehearse on the floor of a hall when a set is being built onstage, you will have to consider the safety issues around tools, knives, potential tripping hazards etc. If you split into small groups to rehearse, will an adult be alone with a child or small group of children? Might an adult decide to drive to a DIY store to get materials – will he take a child with him? On show nights, who gets access to dressing rooms? What are the dangers of having mobile phones with cameras in areas where people are changing? Work out in advance what is allowed and what is not, so that everyone is clear.

For adult protection, you should avoid situations where an adult is alone with a child, for any reason. It is not always possible to avoid this, but adults should be clear that this is not to be encouraged. If there are adults who do need to be alone with children, they should always be a member of the PVG Scheme and been vetted by the club.

The young people could be encouraged to contribute to setting a behaviour contract. They can help draw up rules for the session. Once agreed by everyone, the rules should be displayed in the rehearsal area for everyone to see. Young people should know what sanctions are imposed if rules are broken.

Bullying behaviour should be actively discouraged. Bullying or offensive attitudes can come from both adults and young people, and need to be guarded against. Club leaders should also make sure that volunteers and young people are aware of language not considered acceptable today.

The aim should be to ensure that your drama group has a good ethos, and would not be off-putting to people from different racial groups or children with disabilities.

**The End of the Activity**

Young children can sometimes be found alone at the end of activities or in public spaces without adequate parental supervision. Leaders should always take action if they see a young child who:

- Seems lost and nervous
- Seems reluctant to go home at closing time
- States that they do not want to go home
- States that they are meant to have been collected by an adult who has failed to do so.
- Where a leader is concerned that a child has been left alone or is concerned about going home, they should take the following steps:
- Ask the child where they live and how far the journey home is
- Establish if there are any dangers to letting the child go home alone and unsupervised
- Try to establish the name, address and telephone number of the parent/carer and if this fails contact the Police for advice

**Under no circumstances should a child be escorted home alone by a worker/volunteer**

## KEEPING A SAFE ENVIRONMENT

Child Protection Policy and Procedures

It is a key requirement of any organisation working with young people that they have a clear and concise Child Protection Policy. This has to be more than a piece of paper. It will shape all your procedures and practices around:

- Recruitment and selection of staff or volunteers
- Programme planning and residential
- Support, networking and training
- Complaints and accidents procedures

SCDA has produced a template for a Child Protection Policy which is included towards the end of this document. You may adjust this to suit your club. You can also find examples online at Volunteer Scotland Voluntary Arts Scotland.

## Recruitment and Selection of Volunteers

Few groups have a steady stream of new volunteers ready to sign up to the group. Most often, people drag along friends to help out. It is a good idea to develop a welcome procedure that includes an informal interview or chat. That way, you can check out their attitude, skills and interests. For safety, new volunteers should be asked to fill in a form and provide a reference. Create a standard request for a reference, including an invitation to the referee to phone and discuss any concerns or issues not easily covered in a letter.

All potential recruits should be asked the same set of questions, so it is worth planning in advance what those should be. You should have a Job Description or Role Description, which shows the potential volunteer what they will be expected to do. This will allow the potential recruit to ask questions about the job.

Don't feel that you have to say "yes" to every offer of help you get – be prepared to say "No" to people if you feel they are not what you are looking for. You should also remember that potential volunteers might want to say "No" to your group as well.

### Police Checks

An important part of recruitment and selection procedures is the process of undertaking police checks for new adult leaders. These checks are helpful in that they provide up to date information on the applicant's criminal record history and in some cases will include non-conviction information held by the Police.

If the role that your volunteer will have in the drama group involves regulated work with young people under 18 years of age, then they should be a member of the PVG Scheme. Once a member of the PVG Scheme their membership records will be automatically updated if any new vetting information arises. Vetting information is conviction information retrieved from criminal justice systems and non-conviction information held by the police that is considered relevant.

### How do we access Police Checks?

Clubs need to enrol with Volunteer Scotland in order to carry out their own checks. It is a fairly straightforward process. More information can be found on the website http://www.volunteerscotland.net/disclosure-services

### How do we handle the results of a Police Check?

All clubs will need to adhere to a secure handling procedure. A template policy is provided by Volunteer Scotland.

## ONCE THE TEAM IS IN PLACE

New members of your team

Sometimes volunteers are thrown in at the deep end, with no background information about what the rules and procedures are, or where they can get some advice and support. Your group should have an induction pack and programme for new volunteers that includes information on fire exits, as well as procedures and rules. In order to ease people in gently, consider giving them a "buddy" who can keep an eye on them and they know will be happy to give advice and support.

Ongoing Support

Once youth volunteers are in place, it is easy to forget that they may need training and support, especially if they have been in the group for a long time. It's also important to ensure that all your volunteers are consistent in their work with young people. A regular 15-minute session where the volunteers can chat about issues and agree on what is needed can be very valuable.

Keep up to date

As part of being a youth leader you build up a close trusting relationship with the young people you are working with. You need to look closely at your practice because people working with children and young people are under scrutiny more than ever before.

The expectations of young people, their parents and your local community are constantly changing. What was considered acceptable a few years ago may be considered unacceptable and may be even dangerous today.

## BEING AWARE

Code of Conduct

It is useful for a youth group to have a written code of conduct for everyone within the group. This not only tells parents and members what standard of behaviour to expect, but provides all volunteers with clear guidance on how to be have when working with young people in your drama group. It is also a good idea to ask adult volunteers to sign up to the code of conduct. We have included a template for a Code of Conduct towards the end of this document which you can adjust to fit your club and/or activity.

Parental Consent

Your programme will probably include a wide range of activities. In addition to your rehearsals or workshops, you might offer trips away from your usual meeting place to take part in competitions or festivals or to see theatre performances. You need to get the permission of parents before they are able to attend. A consent form should give you any specific information that you need to ensure the safety of the young people while you are away. As well as emergency contact numbers, you will need medical information. A sample consent form is included in this document however SCDA recommends that you update where necessary to provide complete clarity and agreement over where your responsibility begins and ends.

Video and Photography – taking and using images of children

Photographs can be used as a means of identifying children when they are accompanied by personal information. For example, the name of the child and the club/organisation/school which she belongs to. This information can make children vulnerable to individuals who may wish to "groom" them for abuse. Photo images can be used or adapted for inappropriate use.

The following guidance is recommended:

- If photos of children are to be published, the name of the child should not be given
- Where it is necessary to publish the name of a child, it should not be supported by a photograph
- Parents/carers and children where possible/appropriate should give their written consent for images and names to be used
- Consent should be obtained through a written document and is included in the Parental Consent form included in this document.

Dressing Up

Children may be required to dress in costume. Where possible, costumes should not require children to undress in public areas, but should cover their own clothes. Where children are required to undress, it is crucial that adults respect their rights to privacy and dignity and provide suitable changing facilities which are supervised. These areas should be restricted to adults who have a legitimate right to be there. Very young children and those with special needs may need to be supported by their parents/carers, but those adults must respect the privacy of other children in the area.

Some drama groups have very limited space, and it is difficult to provide privacy. Groups often get round this by having the children dress at home, and come to the venue in costume. Temporary screens can be erected, but they must be chaperoned carefully.

## POSITIONS OF TRUST

Youth drama leaders build up close working relationships with young people. In fact, this is recognised as an important and valuable thing. However, there is a need to ensure that it remains on a "professional" level, and that those working with young people are aware of their own boundaries.

Your code of conduct should explicitly ban sexual and emotional relationships with young people aged 16-18 where one of the partners is in a position of trust – i.e. youth leader and member.

Note: Section 3 of the Sexual Offences (Amendment) Act 2000 provides for a new offence of abuse of trust, which covers consensual sexual relationships within certain relationships of trust. It is now an offence for a person aged 18 or over to have a sexual relationship with a person under 18 where they are deemed to be in a position of trust. This would apply to a relationship between a youth worker and a young person in the drama group.

Safe or Appropriate Touching

We often hear adults saying that they are afraid to touch a child, in case they are accused of abuse. And some organisations have banned touching under any circumstances. Good sense needs to prevail. Here are some sensible rules to follow:

Workers should always be able to justify physical contact with a child in any situation. Openness and transparency are the key rules. If the activity you are involved in requires you to touch children then the following points should be followed:

- Ask permission – not all children are comfortable with physical contact even if they are upset
- Make sure the child is aware of why you need to touch them. Explain to them what you are doing
- Inform parents/carers that touching their child is an integral part of the instruction you are giving
- Make sure that the activity happens in an open space with other adults close by
- Touching should be strictly limited to the level of contact necessary for instruction
- All adult volunteers should be vigilant and pass on any concerns about other adults.
- Physical contact to reassure a child who has hurt themselves or is upset should be agreeable to both the child and adult. It should be limited and appropriate to the child's gender, age, and background.

## DEALING WITH PROBLEMS

Incidents

Inevitably incidents happen in a youth group that need the intervention of an adult. There may well be differences in how each worker will respond to a situation, but it is important that the same procedures are followed by everyone. Any accidents or incidents should be recorded, and time is set aside to discuss whether any changes to procedures should be made as a result of the incident.

Youth workers can find themselves in potentially difficult and vulnerable positions, which could be easily misinterpreted. You have a responsibility to look at your practice and that of your colleagues on a regular basis to see if it can be improved or changed in line with current expectations.

Any allegations, complaint or suspicion of abuse should be recorded as near to the time of the incident as possible. The form should be signed and dated by the person reporting the incident. The person receiving the report should record what action they took and why. If they referred the case on to anyone else, this should also be recorded with the reason for the referral.

An incident report form is included in this pack.

The completed form should be kept in a secure safe place with limited access.

Dealing with an Accident

An accident form should be completed by the youth drama leader who was in charge at the time of the accident. As with the incident report, an accident report should include the date and time of the accident, who was involved, what happened, and the name and role of the person completing the form. The group should consider what needs to be done to improve safety and this might involve speaking to the landlord or owner of the premises about safety concerns. If there is a pattern of accidents at certain times, or when certain leaders are in charge, this might indicate that some procedures have to change, or the leader may need some support.

Dealing with Allegations of abuse or misconduct

All your volunteers should know how to respond to a child who alleges abuse. It is important that they follow the guidance below and appreciate fully the difficulties which may arise if procedure is not followed properly.

There is a belief that children will only make an allegation of abuse to adults they have known for some time. This is not necessarily the case and workers who do not have long term and sustained contact with children should be aware of the possibility of receiving an allegation.

If a child alleges that they have been abused, or the organisation has received a third party report that a child is being abused or neglected, or there are signs that could point to abuse or neglect, your organisation has a duty to report the concern to your local child protection agency. Your Child Protection Officer should already know how to do this, and who to contact.

If a child or young person alleges that they have been harmed by a worker; if a parent, carer or other individual from outwith the organisation alleges that a child has been harmed by a worker, or if other workers have concerns about a worker's behaviour towards children or young people, this allegation MUST be reported.

In all of the above circumstances, you should under no circumstances try to investigate this yourselves. Please follow the actions outlined in the SCDA Child Protection Policy (version 3 July 2009)

Dealing with confidential Information

In the course of dealing with a child protection incident, or in obtaining vetting information, you may found yourself in the possession of sensitive information. It is essential that your organisation ensures that any child protection information relating to individuals is stored in a secure place, and that access to this information is restricted to those members of your organisation who have designated responsibility for child protection issues. In other words, your management committee is not entitled to see this information, only the designated child protection officer. All such information should be shredded as soon as it is no longer needed.

Once vetting has been done, and you have read it you should shred it. You can keep a simple record showing the name, the date of check, and a simple yes/no to indicate whether the person has been passed as suitable to work for your group.

if after investigation a volunteer has been asked to leave a club, and this has been passed on to Disclosure Scotland, the information should be shredded, but a note can be left on file to say that the volunteer was asked to leave, and that he/she is not regarded to be suitable to work with children.

From 1 December 2022, PVG Certificates are being issued via email. Clubs must have an updated Secure Handling Policy to ensure that they are compliant. More information including template can be found here

## FURTHER SOURCES OF SUPPORT AND HELP

| | | |
|---|---|---|
| Youth Scotland | 0131 554 2561 | http://www.youthscotland.org.uk/ |
| Children 1st | 0131 446 2300 | http://www.children1st.org.uk/ |
| Health and Safety Information Line | 0845 345 5500 | http://www.hse.gov.uk/ |
| Childline | 0800 1111 | http://www.childline.org.uk |
| NSPCC Helpline | 0800 800500 | https://www.nspcc.org.uk/about-us/what-we-do/Scotland/ |

On the **Volunteer Scotland** website, you can find the Protecting Vulnerable Groups Scheme online training manual. Usefully divided into modules, you can browse the section that is appropriate to your needs. It goes into much more detail about many of the issues covered in this publication. You will find this at https://www.volunteerscotland.net/for-organisations/disclosure-services/

The **Child Protection in Sport Unit at Children Ist** has a lot of downloadable information and guidance. Although it is aimed at volunteers running sports groups, a lot of it is very relevant to drama groups. Have a look at www.childprotectioninsport.org.uk

**Creative Lives Scotland** – keep an eye on their website for updates on how the law is changing, they will endeavour to keep the sector up to speed on what is happening, and will let you know about training in your area. Use the advice section of the website for useful briefings https://www.creative-lives.org/

## CHILD PROTECTION PROCEDURES:

## ADULT CLUBS OCCASIONALLY INVOLVING CHILDREN IN A SHOW – REFERRED TO AS "INCIDENTAL" IN PVG LEGISLATION

### Background

As you know, SCDA is proud to be a supporter of the very best practice in Child Care. We know that taking part in drama will provide young people with valuable experiences, as well as offering fun, new friendships and a change of environment.

But we also know that the vast majority of abuse is committed by an adult known to the child, either within the family, neighbourhood, or within an activity group such as a club or society. That is why organisations such as the Scouts, Guides, Youth Club networks and SCDA have all taken a lot of time to consider how to protect young people.

All events involve an element of risk. Event organisers cannot give absolute guarantees of safety to young people and their parents/carers. But we must make sure that all possible precautions are taken to reduce the possibility of accidents and minimise danger.

Duty of Drama Club Committee

All clubs involving young people in their show must have a "Care and Protection Framework". Now, don't panic it's not as difficult as it may sound and you can use the relevant section in this document for your club if you wish to. The points that follow should help to clarify the main considerations.

1. You are responsible for the child from the moment they are handed into your care, until you hand them back. Parents need to know at what point you take over responsibility and when your responsibility ends. A sign-in sheet for each rehearsal and performance might mark the handover. A chaperone ticking off each child as they leave does the same.
2. Parents should sign a consent form giving permission for their child to take part, and covering other issues such as photography, video and medical needs. SCDA has one that you can use or adapt to suit your event.
3. Your club should nominate someone to be their Child Protection Officer for the Event. They should get some training (free training is provided by Volunteer Scotland, more details can be found here http://www.volunteerscotland.net/disclosure-services/training/ ) Further help and guidance can be provided by the National Drama Advisor who you can contact on nda@scda.org.uk
4. Make sure your Child Protection Officer's name and how to find them on the night is displayed on posters in dressing rooms and in public areas, so that any concerns can be reported immediately. If possible that person should wear a name badge each night so that they can be found easily.

5. Make sure all your regular club members have a copy of the Child Protection Policy and that they read the Code of Conduct. They might have to modify their usual behaviour if they are not used to having children backstage with them. No drinking or swearing in the dressing room, for example.
6. Carry out a risk assessment. Your duty of care starts as soon as parents/carers "hand over" the young person to you. You remain in charge until the young person is returned to their parent or carer. You must think about all the possible hazards they might meet between those two points. You then need to consider what you can do to reduce the risk. All areas that are medium or high risk need your particular attention. You need to put safeguards in place and agree what actions you will take if something goes wrong. You are used to carrying out health and safety risk assessments. You simply need to think about the other hazards, including humans who may wish to bring harm to children or young people. (SCDA can give you an example of a risk assessment if required)
7. Decide which chaperones and adult helpers will be in a childcare role during the event. You need to be able to distinguish between family and friends, and those who have been cleared to go into dressing rooms etc. Sensitive areas like this should be supervised to ensure no inappropriate behaviour. This is especially important if your club is not regularly working with children, and therefore your members have not joined the PVG scheme.
8. Some childcare issues have arisen after festivals, at post show events. You are still in charge if the young people have not been handed back to their parents. Think about alcohol and how it can change adults' behaviour around children. Decide on sensible protection measures for the after-show party!
9. What will you do if someone makes a complaint, or there is an incident? Work out what to do in advance, and make sure the Child Protection Officer knows the procedure. The SCDA National Drama Advisor can talk through the issues with this person before the event takes place if it would be useful.

Joining the PVG Scheme can take several weeks, and involves visual identity checking by a Child Protection Officer. Make sure that you allow plenty of time for checks to be completed and any offences disclosed to be considered. Not every offence will ban the person from carrying out the job. If something shows up on the disclosure check, SCDA's Child Protection Officer or National Drama Advisor can help you consider what to do next.

If you have any concerns, or need help to understand the procedures, please contact the National Drama Advisor on nda@drama.scot

## Guidance on use of forms

## Forms for New Volunteers

Application form for people carrying out regulated work

Once you know a volunteer is willing to work with your group on an ongoing basis, let them know that as part of the child protection policy, we need to get some details in writing and all information will be handled in compliance with the Data Protection Act 1998, further details can be found here http://www.legislation.gov.uk/ukpga/1998/29/contents Reassure them that this is a formality, but is important to make sure that people who would like to harm children do not get into clubs. If you already know the person very well, assure them that everyone is asked to do this, just to keep things fair.

They may worry about providing two referees. Ideally we want one character referee and one person who has knowledge of them working with young people. So a doctor or employer can be fine for character reference. If the person is new to volunteering with young people, then a character reference may suffice. Be reasonable about it.

Reference Request

You must take up the references, and follow up with a short phone call if you do not get it back. It may be that someone has a concern, but is afraid to put it in writing. So if you do not get a positive return, follow up.

Self –Declaration Form

While waiting for the reference for a volunteer taking up regulated work, you may decide to ask them to complete a self-declaration form – a template is provided for this in the Appendices. Only the Child Protection Officer for your group is allowed to see this form, and it must be shredded after it is seen. You can retain a list of people who have completed forms, with a date, and a simple yes/no to indicate that they have self-declared that they are suitable to work with young people on that date, they can refuse to complete this. Until a person is formally accepted by your group and a PVG scheme record obtained, they should never be alone with children or young people.

## Forms for Running Activities

Parental Consent form

This should be completed before a child joins in any activities with the club and potentially for each new activity undertaken which is materially different from regular rehearsals/workshops such as a residential activity or one requiring travel.

Emergency Contact Details

This should be completed before a child joins any activities with the club. It should also be reviewed on a regular basis in case there have been changes to medication or emergency contact details. We would recommend re-confirming these details on an annual basis.

## Accident/Incident Forms

Incident/Disclosure Form

When an incident happens, it is important to record it, even if minor. Sometimes a pattern of incidents can emerge, that become more serious, and the recording can be valuable. Also it is important to know what was said at the time, and who was there. SCDA provides a template, but the form should be accompanied by a briefing note that tells the volunteer what action to take, and who to give the report form to. If the incident involves a disclosure of abuse, or an allegation against a member of the club, then this information must be kept confidential and dealt with by the trained Child Protection Officer. Allegations must be reported to the statutory agencies, and again, the briefing note should be clear that the volunteers must NEVER try to investigate allegations of this kind.

Accident Recording

SCDA has discontinued its accident report form, because all venues now have to have an accident book but it is your responsibility to check this with the venue. If your rehearsal venue does not, you should purchase it. Good quality first aid kits often include one that complies with the Health and Safety Executive rules.

The HSE Accident Book, Bl 510 (ISBN 0717626032) can be ordered directly from HSE Books - call 01787 881165 or visit www.hsebooks.co.uk.

**SCDA TEMPLATE**

**Application form for Regulated Work with Children and/or Protected Adults**

This drama group operates under the SCDA Child Protection Policy, to safeguard our members from physical, sexual and emotional harm. As part of this policy, we ask all volunteers and drama workers to provide the following information:

| |
|---|
| Full Name |
| Date of Birth: |
| Address and post code: |
| How long have you lived at the above address? |
| If less than five years, please give your previous address, including post code |

If you have previous experience of voluntary work, please give details here:

| Dates | Position | Organisation | Summary of your role |
|---|---|---|---|
| | | | |

Please give details of two local independent referees (not family members) we can contact, one of whom can comment on your experience of work with young people.

| Name and position Held | Contact address and telephone number |
|---|---|
| | |

Section G: Declaration

I confirm that the information I have given in this form is accurate and truthful.

Signed _____Date _____

Please return this form to:

*ADD NAME AND ADDRESS OF CHILD PROTECTION LEAD OFFICER FOR CLUB*

*Include Club's privacy notice for GDPR purposes*

## SCDA TEMPLATE

## Reference Request for a new volunteer

[Insert Name and address of the referee]

Date of reference request: _____

Dear

[*Name of applicant*] has expressed an interest in joining our organisation as a [*give the name of position*] which will involve them working with children. I should therefore like to know if you have any reason at all to be concerned about this applicant being in contact with children.

YES ☐ NO ☐

If you have answered YES, I will contact you separately and in confidence.

If you have answered NO and feel able to complete this reference, I should confirm that all the information you give on this form will remain confidential and will only be shared with designated individuals on a 'need to know' basis. I should be grateful if you could respond to the following questions:

1. How long have you known the above applicant? _____

2. In what capacity (e.g. friend, work colleague)? _____

3. Will you please rate the applicant on the following personal qualities by ticking the appropriate boxes:

| | Poor | Average | Good | Very good | Excellent |
|---|---|---|---|---|---|
| Responsibility | | | | | |
| Reliability | | | | | |
| Trustworthiness | | | | | |

If you would like to provide any further information about the applicant please do so in the space provided below

Signature of referee: _____ Date: _____

Thank you for completing this form.

Please return it to me in the envelope provided.

[*Name of Child Protection lead for club/committee*]

*Include Club's privacy notice for GDPR purposes*

**SCDA TEMPLATE**
**Self-Declaration Form**

| **Scottish Community Drama Association** |
|---|
| SELF DECLARATION FORM |
| Our work involves substantial contact with children and young people and is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. All convictions, however old, must be declared. All information given will be treated in the strictest confidence and will not be used to discriminate against you unfairly. |
| DECLARATION: Have you ever been convicted of a criminal offence or been the subject of a Caution or Bound Over order?<br><br>Yes_____ NO_____ |
| If Yes, please state below the nature and date(s) of the offence(s) |

CONVICTION AND OTHER INFORMATION SUPPLIED

When receiving the above information, we will take into consideration:

Whether the conviction is relevant to the position being offered

The seriousness of the offence revealed

The length of time since the offence took place

Whether there is a pattern of offending behaviour

Whether your circumstances have changed

However, there are some offences that would exempt you from any form of work, whether paid or unpaid, with a youth group.

Data Protection: Information you provide will only be used for child protection purposes and all information will be handled in compliance with the Data Protection Act 1998, further details can be found here http://www.legislation.gov.uk/ukpga/1998/29/contents

All data collected will be held in line with GDPR regulations, more information can be found here https://www.gov.scot/publications/resas-general-data-protection-regulation-info/

I declare that the above information is correct, and that I know of no reason why I should not be considered suitable to work with children or young people. I have never been asked to leave a youth group or dismissed from a paid or volunteer post working with young people.

PRINT NAME_____

Signed_____ Date_____

*Include Club's privacy notice for GDPR purposes*

**SCDA TEMPLATE**
**Parental/Carer Consent/Agreement**

Activity Description.....

I agree to [insert child's name]……taking part in the activity

1. I agree to my contact details being held by SCDA
2. I acknowledge the need for them to behave responsibly.
3. I confirm that I have read and understood the information and guidelines for the particular activity/trip, including the SCDA child protection policy.
4. I will inform the Group leader as soon as possible of any changes in my child's medical or other circumstances between now and the start of the project/ outing/activity
5. I agree to my child receiving medication as instructed, and to any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

Signature of Parent or Carer named above, as confirmation of agreement to terms 1-5 above

Name…….

Signature…….

Emergency Contact Details: Please give a name of an alternative contact, with day and evening telephone numbers that we can use in the event of an emergency if we are unable to reach you.

……..

**Please note that Photographs may be taken during the activity for marketing purposes such as annual reports, Scene Magazine. If you do not consent to this, you must ensure that the group leader knows.**

*Include Club's privacy notice for GDPR purposes*

**SCDA TEMPLATE**
**Emergency Details Form**

Name of Participant: _____date of birth_____

Name of Parent or Carer: _____

Telephone Number: _____

Address: _____

IMPORTANT INFORMATION ABOUT THE PARTICIPANT

Name of Doctor: …….

Doctor's Surgery Address: ……..

Telephone number: …….

Does the participant have any condition requiring medical treatment? Yes
No

Are they currently taking any medication? Yes No

If yes to either, please provide details

……..

Are they allergic to any medication? Yes No

If yes, please specify

……..

When did the participant last have a tetanus injection?

.....

Do they have any special diet requirements? ……..

Are there any religious or cultural requirements we should be aware of?
……

Is there any other information about the participant that you think the organisers should have to ensure that they are comfortable and happy? Eg: access needs, behavioural challenges, learning difficulties etc.

……

Data Protection

Your information will be used by SCDA for the purposes of compiling registers and to ensure your child's safety. All information will be handled in compliance with the Data Protection Act 1998, further details can be found here
http://www.legislation.gov.uk/ukpga/1998/29/contents

*Include Club's privacy notice for GDPR purposes*

**SCDA TEMPLATE**
**Incident/Disclosure Report Form**

Name of Group:

Date, time and location of incident/disclosure:

Name of person(s) involved/making disclosure:

Name and role of person completing form:

Details of what happened/ disclosure of allegations:

(try and reflect language used where disclosure is made by a young person)

What action was taken?

Who did you report to?

If no referral to statutory agencies, state reasons:

(to be completed by CPO)

Signed:

Date:

This form must be kept in a secure and safe place, where access is restricted and in compliance with Data Protection Act 1998, further details can be found here http://www.legislation.gov.uk/ukpga/1998/29/contents

*Include Club's privacy notice for GDPR purposes*

## SCDA TEMPLATE
## CODE OF CONDUCT

As an adult working with children and young people as part of an SCDA activity, you should:

- Treat all children and young people with respect
- Provide a good example of acceptable behaviour
- Plan activities which involve more than one person being present, or ensure that other adults are within sight or hearing wherever possible
- Respect everyone's right to personal privacy
- Be available to listen to the concerns of young participants, and to refer them to other sources of help where appropriate
- Encourage young participants to feel comfortable enough to point out attitudes and behaviour they do not like
- Show understanding when dealing with sensitive issues and recognise that caution is required when discussing such issues
- Be aware that even caring physical contact with a child or young person may be misinterpreted

You should not:

- Permit abusive behaviour such as bullying, taunting, racist behaviour
- Have inappropriate physical or verbal contact with children or young people
- Drink alcohol while in a childcare role, or offer alcohol to under 18's while in a childcare role.
- Jump to conclusions about others without checking facts
- Allow yourself to be drawn into inappropriate attention-seeking behaviour such as crushes or tantrums
- Show favouritism to any individual
- Exaggerate or trivialise any child abuse issues
- Make suggestive remarks or actions, even in jest
- Deliberately place yourself or others in a potentially compromising situation
- Believe that "it could never happen to me"

## SCDA TEMPLATE
## Child / Protected Adult /Adult at risk of Harm Policy

**[INSERT CLUB NAME]**

This policy applies to regulated work with [children / protected adults] as defined in the Protection of Vulnerable Groups (Scotland) Act 2007.

**[Club name]** aims to ensure that all children and adults at risk are kept safe from harm while they are with staff or volunteers in this organisation. In order to achieve this, we will ensure our staff and volunteers are carefully selected, vetted, trained and supervised.

**Selection [delete as applicable]**

- All applicants to our organisation will complete an application form
- Short listed applicants will be asked to attend an interview
- Short listed applicants will be asked to provide references and these will always be taken up prior to confirmation of an appointment.
- The successful applicant will be asked to complete a self declaration form prior to the Disclosure Record being accessed.

**Screening**

All successful applicants carrying out regulated work will be asked to complete an application to obtain or update a PVG Scheme Record prior to taking up the post.

**Training [amend as appropriate]**

The successful applicant will receive information to ensure they know and agree to its' purpose, values and structure. Training on specific areas such as health and safety, identifying and reporting abuse, and confidentiality will be given as a priority to new volunteers and will be regularly reviewed.

**Reporting Abuse**

**[Club name]** understands that in addition to making a referral (a written report) to Disclosure Scotland, child protection issues must always be referred to the child protection agencies (ie social work and/or police). Any issues of a criminal nature will be reported to the police and will not be investigated by the Club.

**[Club name]** will ensure that everyone involved in recruitment and supervision, are aware of this policy and have received appropriate training/support to ensure its full implementation.

**Legal issues**

It is an offence for an individual who is barred to undertake the type of regulated work from which they are barred.

It is an offence for an organisation to offer regulated work to someone who is barred or fail to remove a person from regulated work if they have been notified that they are barred.

It is an offence for an organisation not to refer an individual to Disclosure Scotland where the grounds have been met.

Further information can be obtained from Volunteer Scotland
https://www.volunteerscotland.net/for-organisations/disclosure-services/

and Disclosure Scotland https://www.disclosurescotland.co.uk/

## SCDA TEMPLATE

# Example Policy on the Recruitment of Ex-Offenders

### 1.Purpose

**Policy on the Recruitment of Ex-Offenders**

Scottish Community Drama Association is committed to the principle of equality of opportunity and, subject to the over-riding consideration of protecting children and vulnerable adults, undertakes to treat all applicants for positions fairly and not discriminate unfairly against any subject of a police check on the basis of conviction or other information revealed.

### 2. Scope

- All potential job applicants for paid or unpaid posts
- Existing staff and volunteers who have unsupervised contact with children on a regular basis.

This policy has particular reference to those concerned with recruitment.

### 3. Policy Statement

As an organisation using the Volunteer Scotland service to assess applicants' suitability for positions of trust, Scottish Community Drama Association complies fully with the Code of Practice issued by the Scottish Government (2011) available at http://www.disclosurescotland.co.uk/publications/documents/codeofpracticeDocs/PoliceAct1997--CodeofPractice--18February2011.pdf

Scottish Community Drama Association is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

Membership of the PVG Scheme is requested for all adults carrying out regulated work.

Where a formal vetting is to form part of the recruitment process, we encourage all applicants to provide details of their criminal record at an early stage in the application process. We request that this information is sent to the appropriate person. In relation to paid staff, the Chair of the Association, and in terms of volunteers working with children, to the Child Protection Lead Officer.

Unless the nature of the position allows Scottish Community Drama Association or a member club to ask questions about your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Scottish Community Drama Association who are involved in the recruitment process have access to information enabling them to identify and assess the relevance and circumstances of offences.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

A request for PVG membership will only be asked for when a conditional job offer has been made that includes regulated work.

We make every subject of vetting aware of the existence of the Code of Practice and make a copy available on request.

We will discuss any matter revealed with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar applicants from working with us. This will depend on the nature of the position and the circumstances and background of the offences with due consideration given to our responsibilities to protect children and protected adults. In particular, when considering the relevance of a criminal record, risk assessments will be based on:

- the seriousness of the offence and its relevance to the safety of service users, other employees, clients and property;
- an examination of any relevant information regarding the circumstances leading up to the offence;
- whether the applicant's circumstances have changed since the offence was committed, making re-offending less likely;
- the length of time since the offence took place;
- the level of supervision required and available, and the ability to manage risks and provide safeguards;
- whether the offence has since been decriminalised by Parliament;
- whether the post involves any direct responsibility for finance or items of value;
- whether the offence was a 'one-off' or part of a history of offending;
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

## 4. Adherence to Policy

Responsibility for the implementation, monitoring and development of this policy lies with the Executive Committee of SCDA. Day to day operation of the policy is the responsibility of the Chair and Vice-Chair who will nominate a representative to ensure that this policy is adhered to.

**5. Complaints**

Any applicant wishing to raise a complaint should do so, in writing, to the Chairperson within 15 working days, at the latest, of the alleged incident. An investigation will then be conducted by a representative of the Executive Committee who has not previously been involved in the selection procedure. The ruling will be final. The individual will receive written notification as to the outcome.