

# Child Protection Policy

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Policy control

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# THE GLASGOW SCHOOL OF ART

## CHILD PROTECTION POLICY

### 1 Introduction

- 1.1. GSA is committed to ensuring a safe and supportive environment for all students and staff. This policy sets out GSA's approach to protecting and safeguarding the children and young people GSA work with.
- 1.2. This policy relates to activities organised and delivered by GSA on its own premises or those of another organisation. Where staff, students or volunteers participate in activities that are part of another organisation's programme of delivery, for example in a school, hospital or other further or higher education institution, matters relating to child protection should be dealt with under that organisation's child protection policy.
- 1.3. GSA's intention in setting out a clear policy and robust procedures is to ensure that roles and responsibilities are clearly defined, to assure staff and students alike that GSA places the highest priority on their safety and wellbeing and to ensure that children and staff are protected when undertaking a range of activities such as:
  - Organised visits, summer schools and other activities on GSA premises.
  - Outreach activities undertaken in schools and other venues away from GSA premises.
- 1.4. Under this policy everyone who works with children at GSA has responsibility for child protection. This responsibility will be supported by:
  - The provision of training for staff, students and volunteers who work with children.
  - Guidance for staff, students and volunteers on the protection of children at GSA. This can be found at Annex 2.

### 2 Definition of a child

- 2.1. For the purposes of this policy, a child is defined as a person who has not yet attained the age of eighteen.

### 3 Main principles for working with children

- 3.1 GSA is committed to the four key principles set out by the UN Convention on the Rights of the Child, which are at the heart of good planning and practice when working with children:
  - The best interests of the child are of primary importance.
  - Every child should be treated with dignity and respect.
  - All children have the right to be protected against harm, abuse, neglect and exploitation.
  - All children have the right to express their views on issues that affect them.
- 3.2 All staff working with children will adhere to these principles when planning, delivering or managing activities.

## **4 Mitigating risk**

- 4.1 Mitigating risks to children is a core component of child protection and safeguarding.
- 4.2 The Scottish Government's Protection of Vulnerable Groups (PVG) scheme ensures that people who have regular, work place, and contact with vulnerable groups including children do not have a history of harmful behaviour. For all staff within their areas, Heads of School (and equivalent Executive Group colleagues) must ensure that disclosure at the appropriate level is sought and obtained for all staff and individuals who work with children and vulnerable young people.

GSA's policy and guidance on PVG can be found in the Staff Disclosure Policy which is in the Human Resources section of the GSA website [www.gsa.ac.uk](http://www.gsa.ac.uk).

## **5 What constitutes significant harm**

- 5.1 This policy is intended to ensure that children and vulnerable young people are not put at risk of significant harm and that staff approach issues of safety and protection in a professional and informed manner. Significant harm includes:
- Physical abuse or exploitation
  - Emotional abuse or exploitation
  - Sexual abuse or exploitation
- 5.2 GSA guidance on protecting children provides further information for staff, students and volunteers on recognising significant harm. See Annex 2.

## **6 Disclosure and concerns**

- 6.1 If a child discloses that they are at risk of significant harm or where there is concern that a child is at risk of significant harm members of staff, students or volunteers should refer to this policy and to the associated GSA guidance on protecting children and follow the procedure specified.
- 6.2 GSA recognises that the safety and wellbeing of children must be the over-riding priority and that action must be taken as quickly as possible after an allegation has been made or a concern raised. In all cases the person with reason for concern, or to whom a child discloses, must adhere to the following procedure:
- Report the matter as soon as possible to their Head of Department/Programme Leader or in their absence directly to a Designated Child Protection Officer.
  - Record the disclosure or the nature of their concern, clearly and accurately using the reporting template attached at Annex 1.
  - Deliver the completed reporting template to a Designated Child Protection Officer within twenty four hours of the incident or concern arising, or earlier if the risk of further harm is immediate.
- 6.3 At this stage information must not be shared or discussed with anyone other than the relevant Head of Department/Programme Leader, or where these are unavailable the Head of School or equivalent Executive Group member.

- 6.4 It is the responsibility of the Head of Department/Programme Leader in all cases to consult with the Designated Child Protection Officer who will determine an appropriate course of action.
- 6.5 The role of Designated Child Protection Officer is held jointly by the Head of Student Support and Development, the Deputy Head of Human Resources and the Head of Professional and Continuing Education.
- 6.6 The Designated Child Protection Officer is responsible for:
- Liaison with external and statutory agencies as these relate to this policy
  - Holding all case records and reports related to this policy.

Given that the role is jointly held, the role holders are required to ensure that the above responsibilities are fully met.

- 6.7 The roles and responsibilities of staff under this policy including those of the Designated Child Protection Officer can be found at Annex 3 of this policy.

## **7 Confidentiality**

- 7.1 Sharing information appropriately is an essential part of protecting children. The over-riding priority is the safety and protection of the child and this will always take precedence over the *public interest* of maintaining confidentiality in child protection matters.
- 7.2 Sharing and reporting of information with statutory services must be relevant, necessary and proportionate to the circumstances of the child at all times.
- 7.3 All information relating to child protection will be stored securely in line with data protection legislation.

## **8 Allegations against a member of GSA staff, student or volunteer**

- 8.1 If a child alleges that a member of staff has caused them significant harm, the procedure set out in this policy must be followed immediately.
- 8.2 In a case where an allegation is made against a Head of Department or Programme Leader the completed reporting template should be hand-delivered directly to the Designated Child Protection Officer.
- 8.3 In any such case, GSA will consider what action is required in line with the Staff Disciplinary Policy and Procedure. An employee against whom an allegation is made will be suspended without prejudice as provided for under section 2.3.7 of the Disciplinary Policy.

**ANNEX 1**

**CHILD PROTECTION POLICY - REPORTING AN INCIDENT OR CONCERN**

This form must be completed by the staff member raising the concern and must be handed to the Designated Child Protection Officer within 24 hours of the incident or concern being raised.

**DETAILS OF THE CHILD :**

<b>Full name:</b>	
<b>Date of birth:</b>	
<b>Address:</b>	
<b>Home telephone number:</b>	
<b>Mobile telephone number</b>	
<b>Course attended:</b>	
<b>Religious, cultural or other relevant factors to be considered:</b>	

**DETAILS OF INCIDENT / CONCERN:**

<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
<b>Briefly describe the circumstances and nature of the incident or concern:</b>		
<b>Comment or Explanation given by the child in their own words:</b>		
<b>Initial Action Taken:</b>		
<b>Location of the child now:</b>		

**Details of staff member completing this form:**

<b>Name:</b>	<b>mobile tel. number:</b>
<b>Signature:</b>	<b>Date:</b>

**Received by Designated Child Protection Officer**

<b>Name:</b>	
<b>Signature:</b>	<b>Date:</b>

## **ANNEX 2**

### **GSA CHILD PROTECTION POLICY**

#### **GUIDANCE FOR PROTECTING CHILDREN**

##### **1 Introduction**

GSA is committed to ensuring a safe and supportive environment for all students and staff. GSA places the highest priority on the safety and protection of children and staff when undertaking a range of activities such as:

- Organised visits, summer schools and other activities on GSA premises;
- Outreach activities undertaken in schools and other venues away from GSA premises;

The purpose of this guidance is to ensure that staff, students and volunteers understand their roles and responsibilities with regard to child protection. It explains what to do and who to contact if you have concerns about a child as defined by GSA's Child Protection Policy. This guidance should be read in conjunction with the GSA Child Protection Policy.

##### **2 The protection of children is everyone's responsibility**

GSA recognises that it is everyone's responsibility to protect children. All adults have a responsibility to protect children and ensure that they get the help they need when they need it.

###### **2.1 Understanding child abuse**

There are different forms of abuse, some examples are:

- Physical injury – being hit, kicked, punched.
- Physical neglect – not being properly fed, clothed, cared for.
- Sexual abuse – inappropriate sexual behaviour or language by an adult towards a child.
- Emotional abuse – constantly criticised, ignored, humiliated.
- Practices which subjugate a child – honour based violence or enforced marriage, female genital mutilation

Abuse and neglect are forms of maltreatment of a child. Someone may abuse or neglect by inflicting or by failing to act to prevent, significant harm. Children may be abused in a family or institutional setting, by those known to them or, more rarely, by a stranger. Abusers come from all walks of life and are not restricted to any social class, religion or culture.

###### **2.2 Factors which may give rise for concern about a child**

Children rarely disclose that they are being abused or exploited. However, there may be signs that concern you and these may be an indication of abuse or neglect. The child may:

- have unexplained bruising or bruising in an unusual place.
- appear afraid, quiet or withdrawn.
- be afraid to go home.
- appear hungry, tired or unkempt.
- be left unattended or unsupervised.
- have too much responsibility for their age.

- be acting out in a sexually inappropriate way.
- be misusing drugs or alcohol.

These are some examples of what might concern you but it is important to bear in mind that not all children who are abused, neglected or exploited will display these signs. Equally some of these signs and symptoms may be present for other reasons.

Concerns about actual or potential harm to a child may arise over a period of time or in response to a particular incident. They may arise as a result of direct observation, reports from the child or young person themselves or from a third party. Abuse may not always be carried out by an adult. In some cases a child may be abused by another child. Concerns may also arise through the visual or pictorial expression of thoughts, feelings and emotions as a result of participating in creative activities.

### **3 Action to take if you are concerned about a child**

If a child discloses to you, or if you suspect a child is being abused or is at risk of abuse, you must not try to resolve the issue yourself.

Immediate action must be taken by following the procedure set out in GSA's Child Protection Policy for dealing with a situation where a child discloses that they are at risk of significant harm or where there is reason to be concerned that there is a risk of significant harm, as follows:

- Report the matter as soon as possible to your Head of Department/Programme Leader or in their absence directly to a Designated Child Protection Officer.
- Record the disclosure or the nature of your concern, clearly and accurately using the reporting template.
- Hand-deliver the completed template to the Designated Child Protection Officer within twenty four hours of the incident or concern arising, or earlier if the risk of further harm is immediate.

At this stage you must not share or discuss information with anyone other than the relevant Head of Department/Programme Leader, or where these are unavailable, the Head of School or equivalent.

It is the responsibility of the Head of Department/Programme Leader in all cases to consult with the Designated Child Protection Officer, who will liaise with the statutory agencies.

The Police or Social Work Services are responsible for investigating the child's circumstances and the risk of significant harm. Significant harm is a complex matter and subject to professional judgement based on a multi-agency assessment of the circumstances of the child and their family. The statutory services will decide whether the harm is or is likely to be significant and whether a response under child protection is required.

#### **3.1 Dealing with a situation where a child discloses**

Do not delay dealing with the situation as this may place the child at further risk. Any disclosure should be dealt with sensitively and you should gather as much information as possible taking account of the following:

**Do:**

- stay calm.
- listen to the child.
- keep questions to a minimum.
- reassure the child that they were right to tell.
- tell them what you're going to do next and why.
- record in the child's own words what has been said.

- act promptly and report to your Head of Department/Programme Leader or, if they are unavailable, your Head of School or equivalent.

**Don't:**

- ask too many questions.
- make any false promises.
- express shock or anger at what is being said to you.
- interpret what the child is saying to you – just record and report.
- delay listening to the child or passing on your concerns.
- carry out an investigation into the allegation or try to resolve the issue yourself.

You should explain to the child that you will be passing what they have told you on to an appropriate person so that the next steps that need to be taken can be identified.

You must not disclose any information other than to report a concern as specified in the GSA Child Protection Policy and in this Guidance. Statutory services will inform parents/carers as appropriate.

#### **4 Next steps**

A referral will be made by the Designated Child Protection Officer to Social Work services or the Police who have a statutory role in deciding whether an investigation will take place.

Social Work services and the Police will determine and take appropriate action. As the referrer, the statutory services may wish to speak with you as part of their investigations.

The Designated Child Protection Officer is GSA's designated point of contact with Statutory Services and will liaise with them.

GSA recognises that on very rare occasions a child may disclose events or circumstances that are distressing. In such circumstances it is important to manage yourself and the situation ensuring that the wellbeing of the child is dealt with in the first instance. After dealing with the situation you should speak to your Head of Department who will make themselves available to you. Additional support is available to you through the Human Resources department if you are a member of staff or the Student Support and Development department if you are a student.

#### **5 In an emergency**

If a child is at risk of **immediate** harm or injury and you are unable to contact your Head of Department/Programme Leader or the Designated Child Protection Officer, for example outwith working hours, you should contact the Police by dialling 999.

You must then alert your Head of Department/Programme Leader or in their absence the Designated Child Protection Officer as soon as possible and provide a written report immediately to the Designated Child Protection Officer.

#### **6 Further information**

Guidance from Glasgow City Council Child Protection Committee

<https://glasgow.gov.uk/CHttpHandler.ashx?id=5954&p=0>

The National Guidance for Child Protection in Scotland 2014

<http://www.scotland.gov.uk/Resource/00450733.pdf>

National Framework for Child Protection Learning and development in Scotland 2012

<http://www.scotland.gov.uk/Resource/0039/00391307.pdf>

## **ANNEX 3**

### **RESPONSIBILITIES UNDER THE GSA CHILD PROTECTION POLICY**

#### **THE DESIGNATED CHILD PROTECTION OFFICER**

The Designated Child Protection Officer is the point of contact between GSA and Statutory Services and will liaise as appropriate with GSA staff, students or volunteers who make a report under the GSA Child Protection Policy.

The responsibilities of the Designated Child Protection Officer are as follows:

- To receive reports of concern or disclosure with regard to child protection from Heads of Department/Programme Leaders or Heads of School
- Where it is identified that there are child protection concerns make a referral to Social Work Services within 24 hours of receiving the referral. This will be done in the first instance by phone and followed up in writing.
- Where, as a result of a report, it is identified that there is a high risk indicating urgent action, the Designated Child Protection Officer will call the Police.
- The Designated Child Protection Officer will not discuss or disclose any information to any other party, for example a parent or carer without consultation with Social Work Services and/or the Police.
- The Designated Child Protection Officer will act as the point of contact between GSA and the Statutory Services and receive feedback in relation the outcome of a referral. A referral can result in one of two outcomes:
  - i) It is identified that the child/young person is not at risk. In this case no formal child protection action will be taken.
  - ii) Concerns emerge which suggests the child may be at risk of significant harm and formal child protection action is required. Where this is the case, Social Work Services and the Police have a duty to investigate and take any necessary action to protect the child/young person.
- The Designated Child Protection Officer will liaise between the member of staff, student or volunteer who has made the referral where Social Work Services and/or the Police wish to speak to the referrer as part of their investigation.
- The Designated Child Protection Officer will inform the referrer of the outcome of the referral.

Additional responsibilities of the Designated Child Protection Officer are:

- To ensure that this Policy and any associated guidance and procedures remain up-to-date and are offered, as appropriate, to the Executive Group for approval.
- To ensure that this Policy is published on the GSA website.

- To liaise with Human Resources regarding initial and on-going staff training regarding this Policy and any associated guidance and procedures.

## **ROLES AND RESPONSIBILITIES AT GSA**

- The Board of Governors must assure itself that GSA is compliant with its statutory responsibility to safeguard children.
- The Director of GSA is responsible for providing leadership and ensuring that GSA complies with its statutory responsibilities and that the institutional policy and practice frameworks on safeguarding children from harm are delivered across all activities and functions.
- The Registrar and Secretary is responsible for briefing the Director on safeguarding requirements and for formal institutional reporting, including to the Board of Governors.
- The Head of Student Support and Development is responsible for the development of institution-level policy and guidance on the systems, mechanisms and measures required to demonstrate compliance with safeguarding responsibilities, is the primary source of advice for safeguarding matters at GSA and responsible for drafting appropriate formal reports, in consultation with the Registrar and Secretary.
- All members of the GSA Executive Group are responsible for ensuring that institution-level policy is implemented and delivered effectively within the areas for which they have leadership and management responsibility. GSA Executive Group Members are also responsible for the development and implementation of relevant local-level measures, to ensure alignment with institution-level policy and compliance with statutory safeguarding responsibilities including those relevant to safeguarding children. Appropriate measures will include but are not limited to ensuring that:
  - All relevant staff, students, volunteers have PVG disclosure (in consultation with Human Resources).
  - All staff are aware of their responsibilities under the GSA Child Protection Policy, are appropriately briefed and undertake the training made available by GSA.
  - Where students undertake work with children as part of their studies that they are aware of the GSA Child Protection Policy and the equivalent procedure of any organisation in which their work with children will be undertaken.

## **PROGRAMME LEADERS AND HEADS OF DEPARTMENTS**

Programme Leaders have a role as the first point of contact for staff or students in reporting a child protection concern, offering immediate support to the person reporting the concern and ensuring that reporting to the Designated Child Protection Officer is undertaken in line with policy. They are responsible for ensuring the effective implementation of the measures that support the policy.

## **RESPONSIBILITIES OF ALL STAFF**

All staff have a role in recognising a safeguarding concern and reporting it in line with GSA policy and guidance.