

# Comar Child, Young Person and Vulnerable Adult Protection Policy

## Our Promise

All of us at Comar promise to make sure that you have the best time possible while you are taking part in our activities. We all believe that you have a right to feel safe and comfortable while you are with us. We will do our very best to live up to the promises that we make to you.

We promise to:

- Make you feel welcome
- Always think about your needs as the main consideration
- Treat all children, young people and vulnerable adults fairly
- Make sure that all our staff and volunteers know what they are supposed to be doing
- Make our activities as safe as possible
- Listen to what you want to tell us
- Do our best to make sure you have fun
- Do what we say we will do

## Policy

This policy applies to all staff including senior staff and board members, paid staff, volunteers and sessional workers, agency staff, students and anyone working on behalf of Comar.

The purpose of this policy:

To protect children, young people and vulnerable adults who visit or interact with Comar. This includes relatives and friends of adults who use our services.

To provide staff and other workers with the overarching principles that guide our approach to safeguarding and child protection.

Comar believes that children, young people and vulnerable adults should never experience abuse of any kind. We have a responsibility to promote the welfare of children, young people and vulnerable adults and to keep them safe. We are committed to practice in a way that protects them.

In this policy, children and young people are defined as people under the age of 18. Vulnerable people are people over the age of 16 defined as a protected adult under the Protection of Vulnerable Groups (Scotland) Act 2007. It is the policy of Comar to ensure that all participants in workshops, projects and other activities are protected from physical, sexual and emotional harm whilst taking part in our activities. In order to achieve these safeguards, Comar requires that all staff, volunteers and contractors working with children, young people and vulnerable adults follow the Code of Good Practice set out below.

## Key Principles

1. The best interests of the child, young person and vulnerable adult must always be a primary consideration
2. All children, young people and vulnerable adults should be treated fairly and with dignity and respect
3. All children, young people and vulnerable adults have the right to protection from all forms of harm, abuse, neglect and exploitation
4. All children, young people and vulnerable adults have the right to express their views on matters that affect them

## Code of Good Practice

As an adult working with children and young people for you should:

- Treat all children, young people and vulnerable adults 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 privacy
- Be available to listen to the concerns of participants, and to refer them to other sources of help where appropriate
- Try to ensure that your actions cannot be misunderstood or cause offence
- Encourage 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, young person or vulnerable adult can be misinterpreted

You should not:

- Permit abusive behaviour e.g. bullying, taunting, racist behaviour
- Have inappropriate physical or verbal contact with children, young people and vulnerable adults
- Jump to conclusions about others without first checking facts
- Allow yourself to be drawn into inappropriate attention seeking behaviour, such as crushes or tantrums
- Show favouritism to an individual
- Exaggerate or trivialise any abuse issues
- Make suggestive remarks or actions, even in jest
- Deliberately place yourself or others in potentially compromising situations
- Believe it could never happen to me

What to do If you have any reason to suspect a child, young person or vulnerable adult in a Comar workshop or event is being abused:

- Inform the designated child protection worker or another member of the management team in their absence
- Make a written record of all details of the facts known to you as soon as possible, and give a copy to the Comar core staff member to whom you have spoken

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 member of Comar core staff about it. Never promise a child, young person or vulnerable adult that you will keep it a secret
- Inform the designated child protection worker or another member of the management team in the absence of the designated child protection worker
- Make a written record of all details of the facts known to you as soon as possible, and give a copy to the Comar core staff member to whom you have spoken

If you receive an allegation of abuse about any other Comar worker, or about yourself:

- Immediately inform the designated child protection worker and 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

In all cases, you must refer the matter to Comar's **designated child protection worker** or a member of the management team – do not try to deal with any possible cases of abuse on your own.

Contact:

**Karen Ray 01688 302 673**

**designated child protection worker**

or

**Alasdair McCrone 01688 302 602**

or

Gordon MacLean 01688 302 211

## Alternative contacts

If, for any reason, you would prefer not to contact another member of Comar staff:

In an emergency, contact the police on 999 or

Social Work - during office hours - **01546 605517**  
- evenings and weekends - **01631 566491** or **01631 712**

Or online at <https://www.argyll-bute.gov.uk/social-care-and-health/parent-or-carer/>

More information about people protection and support is available at <http://withscotland.org/about-us-about-withscotland> and <https://www.nspcc.org.uk/>

## Disclosure Scotland

### Training

- A record will be maintained of all staff, identifying who is required to be trained to work with children, young people or vulnerable adults
- All required staff must be registered with Disclosure Scotland, and undergo training as follows:
  - Read Creative Scotland's document 'Creating Safety'
  - Complete NSPCC's online course: Child protection: an introduction
  - Participate in annual refresher training
- Training records will be maintained in the Protection File, and in each staff member's HR file
- Temporary staff or freelancers must be registered with Disclosure Scotland, and be authorised by the designated child protection worker

Failure to complete or maintain training mean staff or freelancers cannot work with children, young people or vulnerable adults in any Comar venue, workshop or event.

### Press

Only the Chair of the Board or the Designated Child Protection Worker can comment to the press or other media on any issues relating to this policy or issues arising in this area.

## Legislation

Relevant legislation:

United Nations Convention on the Rights of the Child (UNCRC)

Children and Young People (Scotland) Act 2014

The Children (Scotland) Act 1995

Adult Support and Protection Act (2007)

Children and Young Persons (Scotland) Act 1937

Children's Hearings (Scotland) Act 2011

Getting it Right for Every Child (GIRFEC)

More information from: [scotland.gov.uk/Publications/2014/05/3052](http://scotland.gov.uk/Publications/2014/05/3052)

## Review

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on 13/07/2017

Signed: Alasdair McCrone