Charity 501
SC501001

Child Protection Procedure

0.1 | Draft for board approval

Document Control

Document title	Child Protection Procedure
Version	0.1
Status	Draft for board approval
Owner	
Approved by (name and role)	
Date approved	
Next review due	
Classification	

Version History

Version	Date	Author	Summary of changes
0.1			

Before adoption

Confirm every field above and every placeholder in this document (such as [INSERT NAME] or [INSERT DATE]) has been completed before the board adopts it. Then read the whole document against the charity's own circumstances: every statement about what the charity holds, has decided, has arranged or has already done must be true, and anything that is not must be changed before adoption.

- [CHARITY TO CONFIRM: the name and job title of the Designated Child Protection Lead (clause 5.1)]
- [CHARITY TO CONFIRM: the name and job title of the Deputy Child Protection Lead (clause 5.2)]
- [CHARITY TO CONFIRM: the name of the fallback trustee or Chair for emergencies (clause 5.3)]
- [CHARITY TO CONFIRM: the name of the nominated trustee who handles allegations against the Chair (clause 8.4)]
- [INSERT LOCAL AUTHORITY CHILDREN'S SOCIAL WORK CONTACT DETAILS, including out-of-hours number (clauses 6.2 and 14.3)]
- [INSERT NAME OF LOCAL CHILD PROTECTION COMMITTEE (clause 14.2)]
- [INSERT LIST OF PLATFORMS AND CHANNELS USED for digital contact with children (clause 12.3)]
- [CHARITY TO CONFIRM: training frequency for the Child Protection Lead and for paid staff (clauses 11.1 and 11.2)]
- [CHARITY TO CONFIRM: the role responsible for keeping training records (clause 11.5)]

- [CHARITY TO CONFIRM: the role responsible for approving devices for images of children (clause 13.2)]
- [CHARITY TO CONFIRM: the retention period for child protection records, consistent with the Data Protection Policy and records schedule (clause 7.5)]
- [CHARITY TO CONFIRM: that our public liability insurance covers our activities with children, including day trips]
- [CHARITY TO CONFIRM: that every staff member and volunteer currently in a regulated role with children holds current PVG scheme membership]

Important: These are draft outputs from a Charity Compliance Engine advisory session. They require trustee review, adaptation to your specific circumstances, and formal board approval before adoption. They do not constitute legal advice. Independent professional advice should be sought for complex or high-risk areas.

Contents

Document Control 2
Version History 2
Before adoption 2
Contents 4
Child Protection Procedure 5
1. Purpose and Scope 5
2. Legal Framework 5
3. Who Is a Child 5
4. Recognising Harm — Categories of Abuse and Neglect 6
5. Child Protection Lead, Deputy and Board Oversight 6
6. Raising a Concern — The Route 7
7. Recording 7
8. Allegations Against a Trustee, Staff Member or Volunteer 8
9. Confidentiality and Information Sharing 8
10. PVG Scheme, Safer Recruitment and the Duty to Refer 9
11. Training 9
12. Online Safety and Digital Contact with Children 10
13. Photographs and Images of Children 10
14. Local Child Protection Committee Procedures and Contacts 11
15. Review and Monitoring 11
16. Related Policies and Documents 11
Reference Materials 13

A DIAGRAM FROM THIS POLICY

Child protection: when and how to refer

Shown in full. In the policy it sits beside the text it supports.

DECISION FLOW **Child Protection: When and How to Refer**

The National Guidance for Child Protection in Scotland 2021 (updated 2023) is the shared national framework for everyone who works with children. A child is anyone under 18. Charities that work with children need to recognise concerns and know how to report them.

1

Concern identified

A child is anyone under 18. The National Guidance describes the main categories of abuse and neglect (physical abuse, emotional abuse, sexual abuse and neglect, plus wider forms such as child sexual exploitation, criminal exploitation, trafficking, female genital mutilation and forced marriage) and the concept of significant harm, judged by the statutory agencies in the round. A community organisation's role is to recognise and report a concern, never to investigate it.

↓

2

Immediate risk to a child

Call **Police Scotland 999** immediately. Do not wait to consult a manager if a child is in immediate danger.

Then notify your safeguarding lead and follow steps 3 to 5 in parallel.

Concern but no immediate danger

Report to your **safeguarding lead** without delay. Do not investigate yourself or confront anyone involved. Proceed to step 3.

↓

3

Refer

Contact your local authority's children's social work team, or Police Scotland where a child is in immediate danger or a crime may have been committed.

Police Scotland: 101 (non-emergency) / 999 (emergency).
Children's social work team: confirm the current contact number with your local council.

↓

4

Information sharing and parents or carers

The Children (Scotland) Act 1995 places the welfare of the child at the centre of decision-making, including in information-sharing contexts. Once a concern has been reported to the designated child protection lead and, where required, to children's social work or Police Scotland, decisions about what is shared further and whether or how parents or carers are informed rest with the statutory agencies leading the response. The charity's role stops at recognising and reporting.

↓

5

Record everything

Document the concern, what was observed or reported, when it was reported internally, what decision was made and by whom, and the referral details. Records must be kept securely. If the referral decision was not to refer, record why.

The 16 to 18 overlap: A 16 or 17 year old is a child under the National Guidance, which covers everyone under 18. The Adult Support and Protection (Scotland) Act 2007 defines an adult as a person aged 16 or over, so its adult-at-risk regime can apply to the same young person at the same time. It is for the statutory agencies to decide which framework, or both, apply. Where the person is under 18, refer through child protection routes in the first instance. The workforce's job is to recognise and report, not to make that legal judgement.

Source: National Guidance for Child Protection in Scotland 2021 (updated 2023) · Children (Scotland) Act 1995 · Adult Support and Protection (Scotland) Act 2007 (the 16 to 18 overlap) · OSCR safeguarding guidance