

## Child Protection and Vulnerable Adults Policy

|  |   |
|--|---|
| <b><i>Purpose:</i></b>   | This policy aims to promote and prioritise the health, safety and wellbeing of children and adults at risk.   |
| <b><i>Review Date:</i></b>   | November 2024   |
| <b><i>Guidance:</i></b>  | Health and Social Care Partnership (HSCP)<br>Getting it right for every child (GIRFEC)  |
| <b><i>Regulatory Standards:</i></b>                                | Scottish Social Service Council (SSSC)<br>3.2 Use established processes and procedures to report allegations of harm and challenge and report exploitation and dangerous, abusive, or discriminatory behaviour or practise.<br><br>Health and Social Care Standards My support, my life:<br>Principle 5: I feel safe, and I am protected from neglect, abuse, or avoidable harm |
| <b><i>Date reviewed by Policy Review Working Group (PRWG):</i></b> | 19 January 2022   |
| <b><i>Approved by Board:</i></b>                                   | 19 January 2022   |
| <b><i>Amended on:</i></b>  |   |
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| <b>CONTENTS</b>   | <b>PAGE NO.</b> |
|---|-----------------|
| 1.0 INTRODUCTION .....                                  | 3               |
| 2.0 OUR COMMITMENT... .....                             | 3               |
| 3.0 CHILD PROTECTION AND ADULT AT RISK PROCEDURES.....  | 4               |
| 3.1 Listen and reassure the child or adult at risk..... | 4               |
| 3.2 Record .....  | 4               |
| 3.3 Refer.....  | 5               |
| 4.0 CHILD SEXUAL EXPLOTATION (CSE) .....                | 5               |
| 5.0 MISSING CHILDREN AND VULNERABLE ADULTS .....        | 5               |
| 6.0 THE LOCAL CONTACT DETAILS FOR SOCIAL Work .....     | 6               |
| 7.0. DISCIPLINARY PROCEDURES.....                       | 6               |
| 8.0 POLICY REVIEW .....                                 | 6               |
| 9.0 EQUALITY AND HUMAN RIGHTS .....                     | 7               |
| 10.0 COMPLAINTS.....                                    | 7               |
| 11.0 DATA PROTECTION.....                               | 7               |
| <br>Appendix 1: AP1 Referral Form.....                  | <br>8           |

## **1.0 INTRODUCTION**

- 1.1 Dalmuir Park Housing Association (DPHA) is committed to ensuring that staff are aware of their responsibility for safeguarding and promoting the welfare of all children, and vulnerable adults and recognises its responsibility to take all reasonable steps to promote safe practice and to protect children and vulnerable adults from harm, abuse, and exploitation. DPHA acknowledges its duty to act appropriately to all allegations, reports, and suspicions of abuse.
- 1.2 Through the implementation of this policy, DPHA aims to do everything it can to protect children and vulnerable adults, and to ensure that all concerns for the welfare of a child or vulnerable adult are reported to the appropriate authorities.
- 1.3 DPHA will liaise and refer concerns to the Duty Social work Department within West Dunbartonshire Health and Social Care Partnership (HSCP), all staff are aware of the link between this policy and HSCP policy.

## **2.0 OUR COMMITMENT**

- 2.1 In line with our recruitment and selection procedures we will ensure that individuals, who are employed by DPHA in a paid or voluntary capacity, are fit for the post they are appointed to. Where a post requires direct work with children or adults at risk, we will ensure reasonable steps are taken not to appoint a person who is unsuitable or disqualified from working with these groups. These post holders will be required to have a Protection of Vulnerable Groups Scheme Check (PVG) undertaken as a condition of employment, at DPHA expense.
- 2.2 Where posts are subject to registration with a body such as the Scottish Social Services Council (SSSC) an appropriate check will be undertaken to ensure that registration is in place and the person is not disbarred from working with children or adults at risk.
- 2.3 DPHA will ensure through yearly training that all staff are aware of their responsibility to protect children, and adults at risk. The training will include this policy and highlight the need to report child protection issues or concerns about conduct towards adults at risk.
- 2.4 For the purpose of this policy, and in line with the Protection of Children (Scotland) Act 2003, a child will be anyone under the age of 18.
- 2.5 The Adult Support and Protection (Scotland) Act 2007 seeks to protect and benefit adults at risk of being harmed and describes adults at risk as being persons (aged 16 or over) who are-
  - a) unable to safeguard their own well-being, property, rights, or other interests.
  - a) are at risk of harm, and because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.

An adult at risk of harm for the purpose of the above noted if-

- a) another person's conduct is causing (or likely to cause) the adult to be harmed.
- b) the adult is engaging (or is likely to engage) in conduct which causes (or is likely to cause) self-harm.

2.6 In the work we do, staff will promote the rights of children and adults at risk to be listened to and taken seriously so that an individual is able to express their views, thoughts, and concerns.

2.7 Concerns about child protection and conduct towards adults at risk will be referred to HSCP duty social worker in line with DPHA procedures.

### **3.0 CHILD PROTECTION AND ADULT AT RISK PROCEDURES**

Should a member of staff receive information or suspects that a child or adult at risk may have been, or is being, abused in any way the following action will be taken.

#### **3.1 Listen and reassure the child or adult at risk**

If a child or adult at risk approaches you to disclose that abuse has or is taking place.

- Show that you take the child/adult at risk seriously and listen to what they are saying, reassure them that they can trust you, that they are safe and that you will pass on this information to people who will be able to support them.
- Staff **must not**, in the case of a child promise to keep the situation secret as information relating to child protection cases must be referred to DPHA's named person (as under noted) who will refer the matter to HSCP duty social worker. However, the information provided by the child/adult at risk should only be shared with those who need to know.
- **Do not** ask the child/adult at risk questions to obtain more information or investigate the concerns. Only ask the child/adult at risk questions to clarify what he or she has said

#### **3.2 Record**

Record on Incident Report form:

- The child/adult at risk's name, address, and date of birth
- The date and time of information received, and concerns identified
- The child/adult at risk's account of what has happened or in the case where it is a member of staff that suspects abuse, detail your concerns
- Sign and date the record

All facts, incidents, assessments, and discussions related to the suspicions should be recorded clearly and accurately. Opinions and conjecture should be avoided, and an attempt made to capture only facts. Such reports should be kept securely under Data Protection Act 1998/ General Data Protection Regulation 2018.

### 3.3 Refer

Any member of staff who has a concern or has received information from an individual must immediately inform DPHA's designated child protection/adult at risk named persons.

- The designated named persons for Housing Support Services are, Care Service Manager, and Housing Support Assistant.
- Dalmuir Out of School Care Group named persons is Project Co-ordinator and Care Service Manager.
- The named persons should contact HSCP duty social worker, to advise them of the concern for the child/adult at risks or any disclosure that has been made.
- AP1 Referral Form must be completed immediately and e-mailed to:

[Adult-wdadult@wset-dunbarton.gov.uk](mailto:Adult-wdadult@wset-dunbarton.gov.uk)

[Children-Clydebank.duty@westdunbarton.gov.uk](mailto:Children-Clydebank.duty@westdunbarton.gov.uk)

- If any of the named persons detailed above are not available, the member of staff should directly contact HSCP duty social worker.

## 4.0 CHILD SEXUAL EXPLOITATION

4.1 The sexual exploitation of children and young people are often hidden. In practice, it might involve children and young people being coerced, manipulated, forced, or deceived into performing and/or others performing on them, sexual activities in exchange for receiving some form of material goods or things, such as food, accommodation, drugs, alcohol, cigarettes, gifts, affection. Sexual exploitation can occur using technology and without the children's immediate recognition. Victims rarely directly disclose abuse, not recognising that they have been exploited and may believe they are in an 'adult relationship' with their abuser, due to the sophisticated grooming process and power imbalance involved.

4.2 Where staff have concerns over the welfare of a child and suspect Child Exploitation, they should follow the Child Protection Procedures aforementioned.

## 5.0 MISSING CHILDREN AND VULNERABLE ADULTS

The links between going missing, sexual exploitation, homelessness and abuse are widely recognised. Children and young people who go missing, are particularly at risk, sleeping rough or with strangers experiencing sexual exploitation or serious violence while missing.

DPHA will assist the Police and/or HSCP however possible in the sharing of information, supporting the process and any search for a child or vulnerable adults reported as missing.

## 6.0 THE LOCAL CONTACT DETAILS FOR SOCIAL WORK ARE

### Health and Social Care Partnership Adult and Older People

| <b>Clydebank Area:</b> | <b>Dumbarton/Vale area:</b>        |
|------------------------|------------------------------------|
| Hardgate Clinic        | Health and Social Care Partnership |
| Stewart Drive          | 16 Church Street                   |
| Clydebank              | Dumbarton                          |
| G81 6AH                | G81 1QL                            |
| 01389 811760           | 01389 776499                       |

### Health and Social Care Partnership for Children and Families

| <b>Clydebank<br/>Dumbarton/Vale area:</b>              |
|--|
| 3 Aurora Avenue<br>Queens Quay<br>Clydebank<br>G81 1BF |
| 0141 562 8800  |
| 0141 562 8888  |
|  |

**Out of Hours Social Work** for children and vulnerable adults at risk: 0141 305 6930

## 7.0 DISCIPLINARY PROCEDURES.

If the referral to HSCP relates to the actions of a member of staff the designated named person will liaise closely with HSCP duty social worker, should there be the need to implement our disciplinary procedures. This is to ensure that our disciplinary action does not impinge on any criminal proceedings that may require to be investigated because of the interagency child/adult protection procedures.

## 8.0 POLICY REVIEW

This policy will be reviewed on a three-yearly basis unless any changes are required before this.

## **9.0 EQUALITY AND HUMAN RIGHT POLICY**

9.1 We are committed to promoting an environment of respect, understanding, encouraging diversity and eliminating discrimination by providing equality of opportunity for all. This is reflected in our Equality and Human Rights Policy.

## **10.0 COMPLAINTS**

10.1 Although we are committed to providing high levels of service, we accept that there may be occasions where you may not be satisfied with the service you have received from us. We value all complaints and use this information to help us improve our services. Our Complaints Policy describes our complaints procedure and how to make a complaint.

## **11.0 DATA PROTECTION**

11.1 We will treat your personal data in line with our obligations under the current data protection regulations and our Data Protection Policy. Information regarding how your data will be used and the basis for processing your data is provided in our Customer Fair Processing Notice.

**Adult Support and Protection Referral Form (AP1)**

|                              |  |
|------------------------------|--|
| <b>Adult's name</b>          |  |
| <b>Adult's address</b>       |  |
| <b>Adult's date of birth</b> |  |

|  |   |              |                          |         |                          |           |                          |           |                          |           |                          |              |                          |        |                          |       |                          |
|--|---|--------------|--------------------------|---------|--------------------------|-----------|--------------------------|-----------|--------------------------|-----------|--------------------------|--------------|--------------------------|--------|--------------------------|-------|--------------------------|
| <b>Name of person making the referral</b>  |   |              |                          |         |                          |           |                          |           |                          |           |                          |              |                          |        |                          |       |                          |
| <b>Job title</b>   |   |              |                          |         |                          |           |                          |           |                          |           |                          |              |                          |        |                          |       |                          |
| <b>Organisation name or Member of the public</b>   |   |              |                          |         |                          |           |                          |           |                          |           |                          |              |                          |        |                          |       |                          |
| <b>Address and phone number</b>  |   |              |                          |         |                          |           |                          |           |                          |           |                          |              |                          |        |                          |       |                          |
| <b>What harm do you believe the adult is at risk of?</b><br><br><i>(Please tick 1 or more)</i> | <table> <tr> <td>Physical</td> <td><input type="checkbox"/></td> <td>Neglect</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Emotional</td> <td><input type="checkbox"/></td> <td>Self-harm</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Financial</td> <td><input type="checkbox"/></td> <td>Self-neglect</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Sexual</td> <td><input type="checkbox"/></td> <td>Other</td> <td><input type="checkbox"/></td> </tr> </table> | Physical     | <input type="checkbox"/> | Neglect | <input type="checkbox"/> | Emotional | <input type="checkbox"/> | Self-harm | <input type="checkbox"/> | Financial | <input type="checkbox"/> | Self-neglect | <input type="checkbox"/> | Sexual | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Physical   | <input type="checkbox"/>  | Neglect      | <input type="checkbox"/> |         |                          |           |                          |           |                          |           |                          |              |                          |        |                          |       |                          |
| Emotional  | <input type="checkbox"/>  | Self-harm    | <input type="checkbox"/> |         |                          |           |                          |           |                          |           |                          |              |                          |        |                          |       |                          |
| Financial  | <input type="checkbox"/>  | Self-neglect | <input type="checkbox"/> |         |                          |           |                          |           |                          |           |                          |              |                          |        |                          |       |                          |
| Sexual   | <input type="checkbox"/>  | Other        | <input type="checkbox"/> |         |                          |           |                          |           |                          |           |                          |              |                          |        |                          |       |                          |
| <b>Please give details of your concerns</b>  |   |              |                          |         |                          |           |                          |           |                          |           |                          |              |                          |        |                          |       |                          |



|   |  |
|---|--|
| <b>Does the adult know you are making this referral?</b>  |  |
| <b>Have you attached an incident form?</b><br><i>(If you work for an organisation that provides care/support)</i> |  |
| <b>Any other information you wish to provide</b>  |  |

|                   |  |
|-------------------|--|
| <b>Signature:</b> |  |
| <b>Date:</b>      |  |

Guidance:

All adult protection referrals should be made by telephone to the appropriate social work team. Where the adult has no allocated worker or the worker's name is unknown the referral should be made by phone to the relevant office below:

- Clydebank Area - 01389 811760
- Dumbarton Area - 01389 776499
- [wdadult@west-dunbarton.gov.uk](mailto:wdadult@west-dunbarton.gov.uk)
- Out of Hours – 0141 305 6930

This form should be used to follow up the telephone referral and confirm the information already passed on. The worker who deals with the telephone call will confirm the address to which it should be sent.