

ORKNEY ALCOHOL COUNSELLING & ADVISORY SERVICE CHILD PROTECTION POLICY (Employees)

Orkney Alcohol Counselling & Advisory Service (OACAS) recognise that child protection should not be treated in isolation – and acknowledge the training and support given by Orkney Child Protection Committee. The organisation will address the recruitment and selection of employees by doing the following:

1. Accept that it is the responsibility of OACAS to check that all adults with access to children have been appropriately vetted, which will include obtaining disclosures satisfactory to OACAS¹.
2. Ensure that every new employee will complete a Personal Profile Form.
3. Request previous addresses from successful applicants to enable checking of suitability through Disclosure Scotland.
4. Seek written references from two referees.
5. Follow up each reference to ascertain the applicant's suitability to work with children. A record will be kept in the applicant's file.
6. Interview prospective employees.

The organisation believes that every child, regardless of age, has the right to feel safe and protected at all times from any situation or practice which may result in the child being physically or psychologically damaged.

If the organisation has suspicions about a child's physical, sexual or emotional well-being, the following action will be taken.

1. Record what they have seen, heard or know accurately at the time the event occurs or as soon as possible thereafter.
2. Share their concerns with a supervisor.

¹ Refer to the Policy On The Secure Handling, Use, Storage And Retention Of Disclosure Information

3. Always REFER **never** INVESTIGATE any suspicions or allegations about abuse.

All employees should share concerns with their supervisor and/or the Manager. If it is perceived that the child is at immediate risk Community Social Services or the Police will be contacted immediately.

If concerns are more general regarding the child's welfare, then the Manager/supervisors/Board of Management office bearers may discuss the issue. A referral may then be made to Community Social Services/Police who will make the necessary arrangements. It is important that all employees communicate and record concerns accurately.

If an employee is not satisfied with the form of action taken by their supervisor or the organisation he/she may refer the matter directly to Community Social Services or the Police.

Both the local Community Social Services and Police Office telephone numbers are below –

Community Social Services 01856 873535

Police Station 01856 872241

Out of hours Social Services 01856 872241 (Kirkwall Police)
Emergency Service

**ORKNEY ALCOHOL COUNSELLING & ADVISORY SERVICE
CHILD PROTECTION POLICY GUIDENCE**

The Organisation will:

- Hold a register of every child involved with the group including relevant medical details and a contact name and telephone number in case of emergencies.
- Treat everyone with respect.
- Where possible consider activities which involve more than one adult being present or at least within sight and hearing of others.
- At all times show respect and understanding for the rights, safety and welfare of children and conduct themselves in ways that reflect this.
- Provide the opportunity for children to talk to us.
- Encourage children to respect and care for others.

Adopted by the Board of Management on March 19th 2003

Amended on September 9th 2004