

Science Ceilidh Ltd

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Policy and Procedures for the Safeguarding of Children and Support and Protection of Vulnerable Adults

The staff at Science Ceilidh believe that the welfare of children and vulnerable adults is paramount. In our activities we aim to create a safe and supportive environment where all of our participants can thrive and feel valued. In order to achieve this we are committed to practice which promotes the welfare of children and vulnerable adults and protects them from harm.

Staff and anyone involved in working on behalf of Science Ceilidh (including freelancers, volunteers) accept and recognise our responsibilities to develop awareness of the issues which cause harm to children and vulnerable adults, and to establish and maintain a safe environment for them. We are committed to reviewing our policy, procedures and practice at regular intervals, at least every two years, or in accordance with changes in legislation and guidance on the protection of children and vulnerable adults or any changes within Science Ceilidh Limited, or following any issues or concerns raised about the protection of children or vulnerable adults within Science Ceilidh Ltd.

This will be the responsibility of Lewis Hou (Science Ceilidh Director).

Email: Lewis@scienceceilidh Phone: 07813743662

This policy will be accessible through the Science Ceilidh Website and will be shared with any organisations that Science Ceilidh works with that involve children or vulnerable adults. Printed versions will be made available to staff, volunteers and freelancers.

Definitions

Child	Any individual under the age of 18
Adult at risk (vulnerable adult)	Any person over the age of 16 who: a) is unable to safeguard their own well-being, property, rights or other interests; b) is at risk of harm; c) 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.
PVG scheme	Protection of vulnerable groups scheme, overseen by Disclosure Scotland
Core agencies	Health, police or social services
Regulated work	Activities that involve unsupervised contact with children and/or protected adults, whether it is paid or unpaid
Project lead	A staff member or freelancer in charge of a specific project that involves children or vulnerable adults.
Abuse (children)	This list is not exhaustive, and more information about types of abuse and the signs and symptoms of child abuse and neglect can be found on the NSPCC website: https://www.nspcc.org.uk/what-is-child-abuse/spotting-signs-child-abuse/
<i>Physical abuse</i>	Some examples of types of abuse are: - Any action which physically harms a child. - Age or developmentally inappropriate expectations being imposed on children. Not giving a child opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. Conveying that a child is worthless, unloved or inadequate. - Forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. May also include non-contact activities, such as involving children in looking at, or in the production of, sexual images or grooming a child in preparation for abuse (including via the Internet). - Failure to meet child's basic physical/psychological needs, to ensure adequate supervision, to ensure access to adequate medical care or treatment.
<i>Emotional abuse</i>	
<i>Sexual abuse</i>	
<i>Neglect</i>	
Harm (Adults)	<ul style="list-style-type: none"> - conduct which causes physical harm; - conduct which causes psychological harm (for example by causing fear, alarm or distress); - unlawful conduct which appropriates or adversely affects property, rights or interests (for example theft, fraud, embezzlement or extortion); or - conduct which causes self-harm.

Procedures

Recruitment

- Staff, project-specific freelancers or volunteers who will be working with children or vulnerable adults will be recruited using an application form which will request:
 - The applicant's full name, address and contact details
 - Details of previous experience
 - The applicants motivations for volunteering
 - Whether the applicant has any relevant past convictions or is barred from regulated activity
- Before confirmation of a staff members position an informal interview will be conducted ensuring their suitability for the role and at least one reference will be obtained.
- For any staff, project-specific freelancer or volunteer who engages in regulated activity at any point unsupervised, a disclosure check will be obtained via membership of the PVG scheme in the relevant category (children, protected adults or both)
- New staff, freelancers or volunteers will receive training in procedures related to safeguarding of children and/or support and protection of vulnerable adults, in relation to any groups with which they will be working. They will also be required to sign a conduct agreement prior to working with these groups.
- Any staff, freelancer or volunteer found to breach this code will be disciplined and their suitability to continue their role assessed

Reporting and managing suspicions or reports of abuse for children

Recognise: identify that a child or adult at risk may be describing abuse, even when they may not be explicit.

Respond: stay calm, listen and show empathy. Reassure them that it will be taken seriously and explain that there is a duty to report the issues internally and what may happen next.

- Don't investigate or ask leading question

Record: write up notes of the conversation clearly and factually as soon as possible. Try to capture as much of the conversation verbatim as possible. Do not include your own opinion or value judgements.

Report: Report to project lead and if possible, the relevant person at the organisation (e.g. school, club etc).

- In instances where a child or vulnerable adult is in current or imminent danger, or a crime is in being committed, ring 999 to contact the police directly

- Further action: if there is no safeguarding officer or procedure to refer to in a particular situation, then the Project Lead and Science Ceilidh Director will assess the severity of the report and contact core agencies if deemed necessary. No staff, freelancer or volunteer should investigate the concern themselves, but will pass any details onto the relevant authorities.
- Confidentiality: it is important that any information regarding a safeguarding concern is shared only with relevant individuals, who will need them in order to decide on next steps and referral.

Concerns about staff or volunteers

- All staff, freelancers and volunteers have a duty to report any safeguarding concerns regarding a colleague(s) to the Project Lead (an appointed delegate) and/or Science Ceilidh Director
- If the Project Lead or Science Ceilidh Director are the persons in the cause of the concern then refer directly to a core agency (which could include partners) and/or the NSPCC
- Any concerns regarding staff, freelancers or volunteers will be fully investigated and referred to any relevant authorities. If concerns are found to be valid then a decision will be made as to whether it is appropriate for the individual to continue in their role.

Relevant policies

- Code of behaviour/ Volunteer agreement
- Health and safety policy
- Data protection and management
- Safeguarding risk assessment

Contact information for relevant agencies

Agency	Phone Number	Email
Social Care Direct Edinburgh (Adults & Children)	0131 200 2324	socialcaredirect@edinburgh.gov.uk
Midlothian Children's services	0131 271 3413	cfreferrals@midlothian.gov.uk
Midlothian Adult and Social Care	0131 271 3900	ACCDutyTeamAdmin@midlothian.gov.uk
Emergency social care Edinburgh, Midlothian and East Lothian	0800 731 6969	(out of hours number)
NSPCC (national)	0808 800 5000	help@nspcc.org.uk