

Screen Memories

## **Child Wellbeing and Safeguarding**

### **Everyone's Responsibility**

We all have a role and responsibility to promote, support and safeguard children's wellbeing within Screen Memories. Ensuring a child's wellbeing at all times, includes celebrating when things have gone well, understanding a child's circumstances and forming positive relationship.

To ensure we can respond to situations when a child needs help or support, we must firstly understand their rights and the meaning of wellbeing. Secondly, we must recognise a number of risks that exist for children in voluntary work and therefore put in place a range of safeguards that minimise these risks. These are managed and promoted by people within particular roles who received specific training for their level of responsibility. It is necessary for this understanding and the appropriate processes to be in place if ever a child's wellbeing or need for protection is identified as a concern. Screen Memories can then respond and support any child who needs help, informing the relevant agencies and organisations when appropriate.

These policies, procedures and safeguards, as well as training will give us the confidence and support needed to fulfil our role and responsibility to keep children within Screen Memories safe.

### **Children's Rights Policy Statement**

Screen Memories is fully committed to embedding a rights-based approach in their work. We recognise and work within the general principles of the United Nations Convention on the Rights of the Child (UNCRC) for the best interests of the child, non-discrimination, participation as well as survival and development.

For the purposes of this policy a child is recognised as someone under the age of 18 years. This policy applies to all children regardless of age, gender, sexual orientation, disability, race, religion socio-economic status or family circumstance.

#### **Screen Memories will:**

- Respect the rights of children as paramount

- Provide opportunities for every child interested to work in the project and to gain a positive experience
- Include and involve children in decision making, providing opportunities for children to be heard
- Promote and implement policies and procedures to safeguard the wellbeing of children and protect them from abuse, ensuring they know what to do and who they can speak to if they need help
- Require members of staff and volunteers to adopt and abide by this policy
- Train, support and supervise its volunteers and members of staff, to adopt best practice in embedding children's rights in Screen Memories and promoting, protecting and respecting these rights of children
- Respond to any concerns raised where a child's rights are being denied in Screen Memories
- Regularly monitor and evaluate the implementation of this policy, these procedures and associated safeguards in developing our child-rights based approach and include children's views in this process.

### **Review**

This policy and associated policies, procedures and safeguards will be regularly reviewed and will include children's participation and feedback on the content and actual experience of implementation as part of the review

- In accordance with changes in legislation and guidance on children's rights or following any changes within Screen Memories
- Following any issue or concern raised about children's rights being denied within Screen Memories
- In all other circumstances, at least every three years
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### **Child Protection Policy Statement**

Screen Memories is fully committed to promoting, supporting and safeguarding the wellbeing of all children in its care. We recognise the child's rights to protection as provided in Article 19 of the UNCRC: all forms of physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse. 'Child Protection' means protecting a child from child abuse or neglect, as stated within the National Guidance of Child Protection in Scotland 2014.

For the purposes of this policy child is recognised as some under the age of 18 years. This policy applies to all children regardless of age, gender, sexual orientation, disability, race, religion, socio-economic status or family circumstance.

### **Screen Memories will:**

- Respect the rights of children as paramount

- Promote the rights and wellbeing of children by providing opportunities for them to take part in volunteering work safely
- Promote and implement appropriate procedures to safeguard the wellbeing of children and protect them from abuse, ensuring they know what to do and who they can speak to if they need help
- Require members of staff and volunteers to adopt and abide by this policy and sign up to the code of conduct for Safeguarding Children's Wellbeing
- Safely recruit and select individuals who will be working with children to ensure appropriate measures have been taken and risk assessed when needed
- Train, support and supervise its members of staff and volunteers to adopt best practice to safeguard children from abuse and to reduce risks
- Respond to any allegations of poor practice, misconduct or abuse of children in line with procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures
- Observe guidelines issued by local Child Protection Committees for the protection of children
- Regularly monitor and evaluate the implementation of this policy, these procedures and associated safeguards and include children's views in this process

### **Review**

This policy and associated procedures will be regularly reviewed and will include children's participation and feedback on the content and actual experience of implementation as part of the review

- In accordance with changes in legislation and guidance on the protection and safeguarding of children or following any changes within Screen Memories
- Following any issue or concern raised about the protection and safeguarding of children within Screen Memories
- In all other circumstances, at least every three years.

### **Anti-Bullying Policy Statement**

Screen Memories is fully committed to safeguarding the wellbeing of all children in its care. We understand that children's wellbeing can be seriously impacted by bullying behaviour. We therefore recognise the information provided for children by "respectme", Scotland's Anti-Bullying service: 'Bullying is never acceptable; it doesn't make a child better or stronger to get through it and it should never be seen as a normal part of growing up. Bullying is a behaviour that can make a child feel frightened, threatened, left out and hurt. Something only has to happen once to make a child feel worried or scared to go to school or other places they enjoy going'

For the purposes of this policy child is recognised as someone under the age of 18 years. This policy applies to all children regardless of age, gender, sexual orientation, disability, race, religion, socio-economic status or family circumstance.

**Screen Memories will:**

- Respect the rights of children as paramount
- Work together to develop positive relationships amongst children and adults which are mutually respectful, responsible and trusting; and promote their emotional health and wellbeing
- Seek to prevent, reduce and respond effectively to bullying behaviour, through the implementation of this policy and guidelines
- Require members of staff and volunteers to adopt and abide by this policy
- Train, support and supervise its members of staff and volunteers to adopt best practice to prevent, reduce and respond to bullying
- Address the needs of children who are bullied as well as those who bully within a framework of respect, responsibility, resolution and support
- Respond to any concerns raised either in the experiences of children of poor practice/misconduct or abuse caused by an adult's bullying behaviour
- Highlight bullying based on prejudice and perceived difference, to ensure our practices are effective in dealing with these issues
- Regularly monitor and evaluate the implementation of this policy and guidelines and include children's views in this process.

### **Review**

This policy and guidelines will be regularly reviewed and will include children's participation and feedback on the content and actual experience of implementation as part of the review

- In accordance within changes in guidance on anti-bullying or following any changes within Screen Memories
- Following any issue or concerns raised about bullying within Scottish Para-Football
- In all other circumstances, at least every three years

### **Code of Conduct For Safeguarding Children's Wellbeing**

This Code of Conduct details the standards and practice required by all Screen Memories members of staff, volunteers and helpers including verbal and non-verbal actions when involved in activities with children and young people. For the purpose of Children's Wellbeing, we include all activities with children and young people under the ages of 18 years old.

All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with the Screen Memories Procedures for Responding to Concerns about the Conduct of an Adult and / or Disciplinary Issues

### **Good Conduct**

- Treat all children equally, with respect, dignity, sensitivity and fairness (Article 2, UNCRC)

- Build balanced relationships based on mutual trust
- Put the wellbeing and best interests of each child first before achieving performance goals (Article 3, UNCRC)
- Support children to understand their rights in voluntary work and the safeguards put in place to protect them
- Include children in decisions and activities affecting them wherever possible, respecting and taking seriously the views they contribute (Article 12, UNCRC)
- Be an excellent role model including not smoking or drinking alcohol in the company of children
- Always work in an open environment wherever possible
- Give enthusiastic and constructive feedback rather than negative criticism
- Recognise the development needs and capacity of children
- Involve parents / carers wherever possible

#### **Practice to be Avoided**

In the context of your role within Screen Memories, the following practice should be avoided

- Having 'favourites' – this could lead to resentment and jealousy by other children and could be misinterpreted by others
- Spending excessive amounts of time alone with children away from others
- Doing things of a personal nature for children that they can do for themselves

#### **Unacceptable Conduct**

In the context of your role within Screen Memories, the following practices are unacceptable

- Failing to act on, record or acknowledge allegations or concerns raised by a child
- Allowing bullying behaviour in any form between children to go unchallenged
- Displaying bullying behaviour or making inappropriate comments to a child causing them emotional harm
- Allowing children to swear or use sexualised language unchallenged
- Engaging in sexually provocative games, including horseplay or touching a child in a sexually suggestive manner
- Making sexually suggestive comments to a child, even in fun
- Forming intimate emotional, physical or sexual relationships with children

- Engaging in rough physical contact
- Establishing inappropriate contact with children to view social media either online or on mobile phones
- Reducing a child to tears as a form of control
- Inviting or allowing children to stay with you at your home
- Sharing a room alone with a child

### **Risks to Children's Wellbeing**

#### **Recruitment**

The risks in recruitment are around suitability of people working with children. To ensure that we recruit individuals safely into Screen Memories the 'Appointment and Selection of Adults in Regulated Work with Children Procedure' exists and is implemented.

#### **Protection of Vulnerable Groups (Scotland) Act 2007**

Therefore, in addition to the legal requirements through the PVG scheme membership. Screen Memories gains references carry out inductions and provide further training opportunities for its positions. This helps to identify and support the appropriate people to work with school pupils We continue safeguarding checks through annual completion of self-declaration forms and three-yearly updates on PVG scheme membership during their involvement within Screen Memories.

#### **Sexual Offences (Scotland) Act 2009**

Introduced as an offence of abuse of trust applicable to 'positions of trust' which involve looking after children and young people who are in full time education, detained under a court order, looked after in a hospital / children's home or other establishment providing social care or in foster care.

#### **Understanding Grooming**

The majority of adults involved within Screen Memories in which children participate do so with the main aim of providing a fun, positive experience for those with whom they work. However, others (though a minority) may use voluntary work as a way of gaining access to children for inappropriate reason such as sexual abuse.

In order to gain access to children, those who commit offences often first earn the trust of people surrounding the child. This may include Screen Memories staff and volunteers. This process is referred to as 'grooming'.

Those who commit offences often portray themselves as caring and trustworthy individuals, so they are freely entrusted with the care of children. Once they have gained access to children, they befriend them in order to break down any pre-existing barriers. As soon as a trusting friendship has been established, they manipulate and control children into gratifying their sexual needs.

#### **Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005**

Addresses the predatory behaviour of those who “Groom” Children with the aim of abusing them, by introducing an offence of “Grooming”

Therefore, any member of staff or volunteer involved within Screen Memories must report any suspicion or allegations of grooming to the Screen Memories Safeguarding Officer as within the ‘Procedures for Responding to Concerns about the Conduct of an Adult’

### **Children with Disabilities**

In line with Article 23, a child with a disability has the right to live a full and decent life in conditions that promote dignity, independence and an active role in the community. Disabled children are 3.4 times more likely to be abused than non-disabled children’ (Sullivan and Knutson, 2000) Research has shown that children with communication impairments, behavioural disorders, learning disabilities and sensory impairments are particularly vulnerable’ (Stalker etc al, 2010)

Children with disabilities might be additionally vulnerable because they may:

- Depend on a number of people for care and handling, some of which can be intimate care
- Depend on the abuser for their involvement in voluntary work
- Fear disclosing abuse or the signs of abuse can be misinterpreted as a symptom of the disability
- Have reduced capacity to resist wither verbally or physically
- Have significant communication differences – this may include very limited verbal communication or they may use sign language or other forms of non-verbal communication
- Lack a wide network of friends who support and protect them
- Lack access to peers to discover what is acceptable behaviour or unable to understand the inappropriateness of actions
- Not be believed due to negative attitudes towards children with disabilities or possible failure to recognise the impact of abuse on children with disabilities.

### **Children from Black and Ethnic Communities**

As a general principle of the UNCRC of non-discrimination (Article 2) and stated in Article 30 ‘Every child has the right to learn and use the language, customs and religion of their family whether or not these are shared by the majority of the people in the country where they live’ these rights should apply. However, within wider society and football, discriminatory behaviour still exists therefore children from black and ethnic communities are additionally vulnerable because they may be:

- Experiencing racism and racist attitudes
- Experiencing racism being ignored by people in authority
- Afraid of further abuse if they challenge others
- Subjected to myths e.g. all people of a particular culture are good with or hit their children
- Wanting to fit in and not make a fuss

- Using or learning English as a second language

### **Responding to Concerns about a Child Procedure**

Children have the right to say what they think in all matters affecting them and to have their views taken seriously (Article 12, UNCRC). This must be at the forefront of any concerns that are raised about a child. Their views must be considered based on the age and maturity of each child. They also have a right to privacy (Article 16, UNCRC) which is also important to consider when assessing if and at what stage information is shared and who with.

These procedures apply to all volunteers and staff involved within Screen Memories activities with children under 18 years old.

#### **1. Best interests of the child**

We are committed to working in partnership with parents / carers whenever there are concerns about a child. Parents / carers have the primary responsibility for the safety and wellbeing of their children.

Where concerns are raised about a child, this will be considered in line with the wellbeing indicators and may be discussed with parents / carers. For example, if a child seems withdrawn, he / she may have experienced an upset in the family, such as a parental separation divorce or bereavement. Common sense is advised in these situations and the best interests of the child will be considered as to what is the best support for each individual child. Children will be asked who they feel is suitable to be informed and then relevant, consent gained from the child.

Confidentiality will not be maintained if it is assessed that a child is at risk or their wellbeing is being impacted in such a way that their right to be protected becomes more significant. Any incidents which cause concern about the wellbeing of a child should be recorded on the *Concern Recording Form (Can be found on the appropriate Screen Memories website)* and reported to the Safeguarding Officer as soon as possible. In line with early intervention, the principles of the Children and Young People (Scotland) Act 2014 and the Getting it Right for Every Child Approach, appropriate and proportionate information may be shared with the Child's Named Person.

#### **2. Information regarding a concern about a child**

Volunteers or members of staff may be informed in different ways with regards to details of a concern about a child. This may be a direct disclosure by the child. In this situation follow section 4 in responding to that disclosure. The details may become clear due to the observation of a child, which is perhaps demonstrated in a change in their behaviour, appearance or nature. A third option could be information that is shared from another individual or organisation. A concern or possible abuse of a child may be observed by another child or adult.

Depending on the nature of the concern, observations or information from others, this may not need to be discussed with the child, instead the information recorded then reported. Advice should be sought from the Safeguarding Officer if there is any uncertainty about the appropriate course of action where there are concerns about a child's wellbeing which can be discussed by anonymising the child, therefore maintaining confidentiality if appropriate.

If the Safeguarding Officer is not available and an immediate response is required, the police and social work services must be contacted. They have a statutory responsibility for the protection of children, and they may already hold other concerning information about the child. Record and advice given, action taken and the response by other agencies. At the earliest opportunity thereafter, the Safeguarding Officer should be informed.

### **3. Concerns affecting a child's wellbeing**

If concern about a child is identified that affects one or more of their eight wellbeing indicators (Safe, Healthy, Active, Nurtured, Achieving, Respected, Responsible, Included) complete Part A of the Concern Recording Form.

When information is being recorded about a child, it is important that the child understands why we are recording their details and gain their consent where possible for further reporting of the concern. If a child recognises that people can help and support and that this is the purpose of their details being shared, they will be more included and informed of the processes.

Where there is information of details in relation to the conduct an adult affecting a child wellbeing, this should be recorded in Part B of the Concern Recording Form.

### **4. Child's right to be protected**

Where the concern about a child's wellbeing suggests they are in need of protection, the information must be passed on with or without their consent for the purposes of their protection. Allegations of abuse must always be taken seriously. No member of Screen Memories staff or volunteers shall investigate allegations of abuse or decide whether or not a child has been abused. False allegations are very rare. If a child says or indicates they are being abused or information is obtained which gives concerns that a child is being abused, the information must be responded to on the same day in line with the following procedure.

#### **What to do if a Child discloses abuse**

##### **4.1 Respond**

- React calmly so as not to frighten the child
- Listen to the child and take what they say seriously. Do not show disbelief
- Reassure the child they are not to blame and were right to tell someone
- Be aware of interpreting what a child says, especially if they have learning or physical disabilities which affect their ability to communicate or English is not their first language
- Do not assume that the experience was bad or painful – it may have been neutral or even pleasurable
- Avoid projecting your own reactions onto the child

- Avoid asking any questions. If necessary, only ask enough questions to gain basic information to establish the possibility that abuse may have occurred. Only use open-ended, non-leading questions e.g. What? When? Where? Who?
- Do not introduce personal information from either your own experience or those of other children

#### **Avoid**

- Panicking
- Showing shock or distaste
- Probing for more information than is offered
- Speculating or making assumptions
- Making negative comments about the person against whom the allegation has been made
- Approaching the individual against whom the allegation has been made
- Making promises or agreeing to keep secrets and giving a guarantee of confidentiality.

#### ***If you are concerned about the immediate safety of the child:***

*Take whatever action is required to ensure the child's immediate safety  
Pass the information immediately to the police and seek their advice*

#### **4.2 Record**

Make a written record of the information as possible using the Concern Recording Form completing as much of the form as possible. It is important that we include the contact details of the child's Named Person which will have been collated within their Consent form

#### **4.3 Report**

Contact the Safeguarding Officer to report the concern then email the completed form to the Safeguarding Officer as soon as possible after completion; do not delay by attempting to obtain information to complete all sections. The Safeguarding Officer will email the concern recording form to the appropriate body. Please do not keep any electronic, printed or written versions of this form. It is important to maintain confidentiality to delete or shred as soon as the information has been passed on.

#### **4.4 Sharing Concerns with Parents / Carers**

Where there are concerns that the parents / carers may be responsible for or have knowledge of the abuse, sharing concerns with the parents / carers may place the child at further risk. *In such cases advice must always firstly be sought from the Safeguarding Officer or the police / social work services as to who informs the parents / carers.*

## **Responding to Concerns about a Child Procedure Flowchart**

### **Responding to Concerns about the Conduct of an Adult Procedure**

In all cases where there are concerns about the conduct of an adult towards a child, the best interests and wellbeing of the child will be the paramount consideration. These procedures aim to ensure that all concerns about the conduct of an adult are dealt with in a timely, appropriate and proportionate manner.

No volunteers or member of staff in receipt of information that causes concern about the conduct of an adult towards children shall keep that information to themselves or attempt to deal with the matter on their own.

**At any point responding to concerns about the conduct of an adult, advice may be sought from the police or social work services**

#### **1. Initial Reporting of Concerns**

Any concerns for the wellbeing of a child arising from the conduct of an adult must be reported to the Safeguarding Officer on the day the concern arises, as soon as practically possible.

Where the concern is about the Safeguarding Officer it must be reported to the Chair. In this situation, they will then take on the role and responsibilities as listed below of the Safeguarding Officer

## **2. Recording and Reporting**

Concerns must be recorded using the Concern Recording Form as soon as possible. Contact the Safeguarding Officer to report the concern then email the completed form as soon as possible after completion; do not delay by attempting to obtain information to complete all sections. The Safeguarding Officer will email the concern recording form to the appropriate authority. Please do not keep any electronic, printed or written versions of this form. It is important to maintain confidentiality to delete or shared as soon as the information has been passed on.

All subsequent actions taken and reasons for decisions shall be recorded (in the order in which they happened). These records should be signed and dated by the relevant Safeguarding officer. Where appropriate Disciplinary Procedures are invoked for volunteers or members of staff, a written record will be made of all actions and reasons for decisions.

## **3. Establishing the Basic Facts**

Once the concerns have been reported, the Safeguarding Officer will

- Conduct an initial assessment of the facts in order to determine the appropriate course of action
- Consult external agencies such as the police and social work services for advice at any time. This is important because they may hold other important information which, when considered alongside the current concerns, builds a significant picture of concern.

## **4. Conducting the Initial Assessment**

Safeguarding Officer will conduct the initial assessment.

The purpose of the initial assessment is to clarify the nature and context of the concerns. It should determine as far as possible at the initial stage if the adult's conduct was inappropriate behaviour, serious poor practice/misconduct or whether there is reasonable cause to suspect an adult's behaviour and conduct has been criminal. Every situation is unique so guidance cannot be prescriptive.

- Where the established facts support a concern of criminal behaviour, the initial assessment will not form part of the disciplinary investigation

- Subject to the nature and seriousness of the situation, if it is not clear at this stage whether a criminal offence may have been committed, the club volunteer or member of staff may be approached as part of the information gathering process.
- Where the nature and seriousness of the information suggests that a criminal offence may have been committed, or that to assess the facts may jeopardise evidence, advice will be sought from the police before the volunteer or member of staff is approached
- An initial assessment of the basic facts may require the need to ask a child some basic, open-ended, non-leading questions solely with a view to clarify the basic facts. It may also be necessary to ask similar basic questions of other children, or other appropriate individuals
- Interviewing children about possible abuse and criminal offences is the sole merit of specially training police officers and social workers. Questioning of children by those conducting an initial assessment should always be avoided as far as possible. If it is necessary to speak to the child in order to clarify the basic facts, best practice suggests that consent from the parent/carer be obtained.

Possible outcomes of initial assessment:

- (i) No further action (facts do not substantiate complaint)
- (ii) Situation is dealt with under the appropriate Disciplinary Procedures for member of staff and volunteers
- (iii) Child Protection investigation (jointly by police and social work services)
- (iv) Criminal investigation (by the police). The results of a criminal investigation may well influence the disciplinary investigation, but not in all cases.
- (v) Civil proceedings (by the child/family who raised the concern)

## **5. Initial Assessment Supports Concerns about Poor Practice and/or Misconduct**

The Safeguarding Officer will deal with the concern in line with the Disciplinary Procedures for members of staff and volunteers. In the event of an Investigation into the conduct of a volunteer or member of staff, all actions will be informed by the principles of natural justice.

- They will be made aware of the nature of the concern
- They will be given an opportunity to put forward their case
- The club will act in good faith, ensuring the matter is dealt with impartially and as quickly as possible in the circumstances

Pending the outcome of any investigation, precautionary suspension will be considered in all cases where there is significant concern about the conduct of a volunteer or member of staff towards children. Any impact on a child's wellbeing caused by an adult's poor practice and/or misconduct will be passed on to the Child's Named Person by the Safeguarding Officer.

## **6. Initial Assessment Supports Concerns about Possible Criminal Behaviour**

Where the initial assessment of information gives reasonable cause to suspect an adult's behaviour and conduct has been criminal offence, the Safeguarding Officer will report the concerns to the police as soon as possible on the day information is received. The Safeguarding Officer will make

written record of the name of the police officer to whom the concerns were passed together with the time and date of the call, in case any follow up is required.

Referrals to the police will be confirmed in writing by the Safeguarding Officer with 24 hours. A copy of the Concern Recording Form should be provided to the police in request. Appropriate steps will be taken to ensure the safety of the child(ren) or who may be at risk. The parents/carers of the child(ren) involved will be informed as soon as possible following advice from the police. Any impact on a child's wellbeing caused by an adult possible criminal behaviour will be passed on to the child's Named Person.

Advice will firstly be obtained from the police about informing the volunteer or member of staff involved in the concerns. If the advice is to inform them, they will be told that information has been received which may suggest an allegation of abuse or possible criminal offence. As the matter will be sub judice (i.e. under judicial consideration) no details will be given unless advised by the police. All actions will ensure the best evidence is preserved for any criminal proceedings while at the same time safeguarding the rights of the volunteer or member of staff.

Screen Memories will take all reasonable steps to support a volunteer or member of staff against whom a concern has been raised.

### **7. Precautionary Suspension**

Suspension is not a form of disciplinary action. The member of staff or volunteer involved may be suspended whilst an investigation is carried out. Suspension will be carried out in accordance with Disciplinary Procedures. At the suspension interview the member of staff or volunteer will be informed of the reason for suspension (within the confines or sharing information) and given the opportunity to make a statement – which will be recorded – should they wish to do so.

Notification of the suspension and the reasons will be conveyed in writing to the volunteer or member of staff in accordance with Disciplinary Procedures.

### **8. Disciplinary Investigation**

An on-going criminal investigation does not necessarily rule out disciplinary action. However, any action taken must not jeopardise the criminal investigation. Advice must be taken from the police on this. Sufficient information should be available to enable the Safeguarding Officer to make a decision whether to go ahead with disciplinary action.

### **9. False or Malicious Allegations**

Where an investigation establishes an allegation or concern raised is false, unfounded or malicious:

- The volunteer or member of staff involved will receive an account of the circumstances and / or investigation and a letter confirming the conclusion of the matter. They may wish to seek legal advice
- All records pertaining to the circumstance and investigation shall be kept confidentially
- The Safeguarding Officer will take all reasonable steps to support the individual in this situation

- In these circumstances Screen Memories will review the child's participation in voluntary work. It will be appropriate to have a discussion with the child (with parent / carer permission) in determining their views and opinions.
- Data collected for the investigation will be destroyed in accordance with the requirements of the GDPR

## **10. Historical Allegations of Abuse**

Allegations of abuse may be made some time after the event e.g. an adult who was abused as a child by someone who is still currently working with children. These procedures will be followed in the event of an allegation of historical abuse

## **11. Protection of Vulnerable Group (Scotland) Act 2007**

a) Screen Memories will refer to Disclosure Scotland the case of any member of staff or volunteer who (whether or not in the course of their role with Screen Memories) has

- Harmed a child
- Placed a child at risk of harm
- Engaged in inappropriate conduct involving pornography
- Engaged in inappropriate conduct of a sexual nature involved a child, or
- Given inappropriate medical treatment to a child.

AND as a result

1. Screen Memories has dismissed the member of staff or volunteer
2. The member of staff or volunteer would have been dismissed as a result of the incident had they not resigned, retired or been made redundant
3. Screen Memories has transferred the member of staff or volunteer to a position which is not defined as regulated work with children
4. The member of staff or volunteer would have been dismissed or considered for dismissal where employment or volunteer role was not due to end at the expiry of a fixed term contract; or
5. The member of staff or volunteer would have been dismissed or considered for dismissal had the contract not expired.

Screen Memories will also refer the case of a member of staff or volunteer where information become available after the member of staff or volunteer has;

- Been dismissed by Screen Memories
- Resigned, retired or been made redundant
- Been transferred to another position in Screen Memories which is not defined as regulated work with children and:

- Where Screen Memories receives information that a member of staff or volunteer who holds a position or regulated work has been listed on the Children's List, the member of staff or volunteer will be removed from the regulated work with children post.

(b) If Disclosure Scotland notifies Screen Memories that a member of staff or volunteer is considered for listing that individual will be suspended as a precaution until the outcome of the case is determined. Precautionary suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension, the best interests and wellbeing of children will be the paramount consideration.

If Disclosure Scotland informs Screen Memories that an individual is barred that member of staff or volunteer will be removed from regulated work with children immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007.

## **12. Media**

All media enquiries relating to the conduct of a volunteer member of staff will be referred to the Safeguarding Officer.