



MOVEMENT EVOLUTION SCOTLAND CHILD PROTECTION POLICY AND PROCEDURES

Issue Date: 01/05/23

Approved By: Louise Hastie, Director and Katy Holt, Director

1. Policy

The policies and guidelines within this document are those of Movement Evolution Scotland CIC. MES wishes that all of those partaking in activities provided by them are able to do so, protected and kept safe from harm while they are under the guidance of our staff. This is particularly relevant to children and vulnerable adults. With these provisions in mind MES recognises that we have a duty towards all those taking part in our activities, ensuring that support is always provided to ensure all can do so with the highest possible standards of care.

All staff will have a clear understanding of operating within a code of ethics, aware of their 'duty of care' and how this impacts on their position in providing activities and being responsible for others. Basing our understanding of Duty of Care as the following:

"The duty which rests on our business/staff to ensure, at all times, that all reasonable steps are taken to ensure the safety and well being of any person involved any activity provided by us"

In all activities, safety and keeping people safe is about well qualified and trained staff having the ability to carry out risk assessments and minimising the risks involved in generic and dynamic forms. We acknowledge that the principle risks extend to the quality of control by the leaders and we should all take reasonable steps to safeguard the participants.

The contents of this document provides specific information in respect of child protection and the protection of vulnerable adults in order that staff are aware of their 'duty of care' with regard to these issues, risk assess their positions and support and advise those at risk.

A Child is defined as, 'anyone under the age of 18'.

A Vulnerable Adult is defined as, 'A person who is, or maybe, in need of community care services by reason of mental or other disability, age or illness and who is unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'

The child protection procedures stem from the following principles:

- The child's welfare is paramount.
- All children regardless of age, ability, gender, racial origin, religious belief and sexual identity have a right to be protected from abuse.
- Staff need to be trained and supported in raising awareness of best practice and support should they become involved in an abuse occurrence.

The policies will be available to anyone requesting sight of them.

2. Staff Recruitment and Monitoring

- New staff will receive induction training on how we operate and will normally work with an experienced Coach in the first instance.
- All staff members are required to submit their qualification certificates so copies can be taken and held centrally.
- All named staff are disclosed (PVG) through their full time employment and or relevant Coaching Schemes. It is intended for them to be disclosed through Movement Evolution Scotland. Notes of all staff members PVG Scheme Record Membership Numbers will be taken.
- Non-qualified staff will receive in house training and assessment from one of the CIC Directors or another professional organisation.
- The Directors will work with the individual Coaches regularly to ensure quality of delivery of the activities using individual feedback and coach reflection.

3. Good Practice

In following the guidelines you will protect yourself and any child/vulnerable adult in your care from wrongful allegations.

- Never be in a position where you are alone with a child/vulnerable adult and avoid one to one contact.
- If any form of physical contact or support is required, explain what you are doing and obtain the participants permission before making contact.
- Ensure parents/carers supervise their wards when getting changed.
- Do not allow any rough play or sexually provocative games, or inappropriate talking or touching.
- When checking fit of kit make sure this is done in the open, preferably with another adult as witness and tell the participant what you are doing and why.
- Ensure that any claims of abuse are taken seriously and dealt with by the experts.
- Ensure that the activity is suitable for the physical and mental capacity of the participants.
- Only take photographs of children/vulnerable adults where prior permission has been sought and granted.

4. Awareness of Abuse

It is generally acknowledged that there are 4 main areas of abuse: Physical, Sexual, Emotional and Neglect.

4.1 Physical Abuse

Where a child/vulnerable adult is hurt or injured e.g. By hitting, shaking, squeezing, burning or biting.

4.2 Sexual Abuse

Where children/vulnerable adults are used by an adult to meet their own sexual needs. This can range from sexual innuendo to full intercourse and includes use of pornographic material.

4.3 Emotional Abuse

This occurs when a child/vulnerable adult is not given support, attention and encouragement and is derided or ridiculed e.g. racial or sexual remarks. Can also occur if the child/vulnerable adult is over protected or where the expectation of achievement is unrealistic.

4.4 Neglect

This occurs when you fail to meet the basic needs of the child/vulnerable adult e.g. food, warmth, adequate clothing, medical attention or constantly leaving them alone. It also means failing to ensure they are safe or exposing them to harm or injury.

4.5 Coaches Concerns

It is the Coaches responsibility to report to the office any suspicions of abuse to any child under their care. It is not our responsibility to decide whether a child/vulnerable adult is being abused but to pass the information onto a responsible person as soon as possible. You should make a detailed note of what you have seen or heard. Contact with the appropriate authority will be through the office.

- Contact the Safeguarding Officer - Katy Holt
- If in urgent need of advice contact the NSPCC Child Protection 24 hour Helpline 0800 800 5000

4.6 Cases of Abuse

If a child/vulnerable adult tells you that he or she is being abused:

- Stay calm
- Advise that you will have to pass anything said onto an appropriate person.
- Listen carefully to what is being said, take it seriously and take notes if possible
- Only ask questions if you need to identify what you are being told. Do not ask for explicit details.
- Pass on the information gathered as quickly as possible.

4.7 Our Aims

If we apply good practice in all that we do, people will not only enjoy their experience with us but may well encourage future customers to use us. In applying policies of good practice in terms of Child/Vulnerable Adult Protection will not only help the child/vulnerable adult but also help to protect us from wrongful allegations.

5. Code of Practice

- Coaches must respect the rights, dignity and worth of every person and treat all equally within the context of the activity.
- Coaches must place the well being of the participants above the need to succeed in an activity.
- Coaches must report any concerns within the area of Child Protection/Vulnerable Adults in confidence and without delay to the appropriate person.
- Coaches must develop an appropriate working relationship with participants, especially children, based on mutual trust and respect.
- Coaches should encourage participants to accept responsibility for their behaviour.
- Coaches will be centre trained and hold appropriate National Governing Body awards relevant to the activity.
- Coaches must ensure the activities are appropriate for the age, maturity, experience and ability of the participants.
- Coaches should apply warm up and warm down exercises at the commencement and conclusion of an activity.
- Coaches should always promote the positive aspects of the activity.
- Coaches will not smoke when working with a group
- Coaches will not be under the influence of alcohol or drugs or any substance.
- Coaches must consistently display high standards of behaviour and appearance.

6. Bullying

Movement Evolution Scotland CIC will not tolerate bullying in any form either by its staff or clients partaking in any of our activities.

- It is recognised that in some activities some clients will be operating out with their normal comfort zone and may require encouragement to attempt some aspect/s of an activity.
- This encouragement will be done through the application of empathy with the individual and positive support from the leader.
- At no time will any individual be forced to do something that they do not wish to do.
- Any feedback will be critical but fair and given in a positive manner. Individuals will not be picked on or made to look foolish. All feedback will finish on a positive note.

Bullying: the systematic and on going abuse of power. It typically involves repeated acts of aggression that aim to intimidate, dominate and cause hurt, fear or embarrassment in an other person. Bullying is generally deliberate and planned but can also be a result of thoughtlessness by a person or persons.

Bullying can take many forms typically:

Physical Bullying	pushing (where harm is intended), kicking, invasion of personal space, tripping, punching, destruction of property and throwing objects at someone.
Verbal Bullying	comments of an offensive nature that refers to ability, religion, gender or sexuality; including name-calling, offensive language, spreading of rumours, using terms that suggest stupidity or physical problems, mocking, imitating, teasing, laughing at someone's errors, using unwelcome nicknames etc.
Gesture Bullying	includes making gestures (physical, verbal, and written) to intimidate or to embarrass.

In addition to the above forms of bullying there can be forms of bullying including; exclusion, extortion and e bullying. It is not anticipated that these forms of bullying will be encountered in our business but that we should be aware of them.