

# Child Protection Policy

**POLISH SCHOOL GLASGOW CIC** is committed to creating a safe environment for children and young people and adults. We recognise our moral and legal obligations to protect children and will ensure that members will take all reasonable steps to promote safe practice and to protect children from harm, abuse, and exploitation.

## Our Policy is based on the following principles:

1. The welfare of children is always the paramount consideration.
2. All children have the right to be protected from abuse regardless of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and / or sexual identity.
3. Protecting children and young people is everybody's responsibility.
4. All children have a right to express their views on matters affecting them and these views should be taken into account when making decisions in relation to children.

## We will:

- Treat everyone with respect.
- Respect and promote the rights, wishes and feelings of children.
- Provide time for children to talk to us and listen to what they say.
- Encourage children to respect and care for others.
- Keep a register of every child involved with the group including relevant medical details and have a contact name and number on record in case of emergencies.
- Respect confidentiality and only share information / *concerns* with the people who need to know in order to protect the child having regard to the provisions of the Data Protection Legislation.
- Recruit, train and supervise those who work (paid and unpaid) using the Procedure for Safe Recruitment.
- Take action to stop any inappropriate verbal or physical behaviour including bullying.
- Take all *concerns* / allegations seriously and respond appropriately in line with Child Protection Procedures. We will refer **not** investigate, investigation being the responsibility of other professional *agencies*.
- Encourage *parents* to become involved in the organisation and, when requested, provide them with copies of all guidelines and procedures.

## Review:

This Policy will be monitored and reviewed on the following occasions:

1. When there is a change in legislation or guidance on the protection of children or changes within **POLISH SCHOOL GLASGOW CIC**
2. Following any issues or *concerns* raised about the protection of children in this organisation.
3. In all other circumstances, at least annually.

# Code of Conduct

## You should:

- Always put the care, welfare and safety needs of a child as your paramount consideration.
- Respect a child's right to be involved in making choices and decisions which directly affect him / her.
- Respect a child's culture (e.g. faith and religious beliefs) and right to privacy.
- Respond sensitively to children who seem anxious about participating in certain activities.
- Speak to someone in charge immediately if you are worried about a child.
- Be aware of and sensitive to the vulnerabilities of some children taking account of minority backgrounds.
- Avoid being alone with children. Ensure that when working with children you are at least within sight and hearing of other adults.
- Listen carefully to any child who 'tells you' they are being harmed and report immediately to the person in charge / Child Protection Officer.
- Never dismiss what a child tells you as 'lies' or exaggeration.
- Always set an example you would wish others to follow.
- Always give constructive feedback and not negative criticism.
- Always ensure that people who have relevant training and qualifications in that field administer first aid.

## You should not:

- Exaggerate or trivialise another member's *concern* about a child or ignore allegations or suspicion of abuse.
- Discuss personal issues about a child or their family with others except the Child Protection Officer where you are *concerned* about the child's well-being.
- Make derogatory remarks, gestures or use inappropriate language in front of children.
- Allow a child to be bullied or harmed by anyone in the organisation.
- Allow children to swear or use sexualised language unchallenged.

## You must never:

- Hit, push or grab a child or young person.
- Engage in sexually provocative games, including horseplay.
- Allow others or yourself to engage in touching a child in a sexually provocative way.
- Make sexually suggestive comments to a child, even in fun.
- Engage in rough physical contact with a child unless it is permitted within the rules of the game, activity or conforms to guidance on appropriate physical restraint.
- Form intimate physical or emotional relationships with children.
- Harass or intimidate a child or worker / volunteer, particularly because of their age, race, gender, sexual orientation, religious belief, socio-economic class or disability.
- Invite or allow children to stay with you at your home in the context of your role within the organisation.

# Bullying

Bullying is a form of abuse. It may be seen as particularly hurtful behavior usually repeated over a period of time, where it is difficult for those bullied to defend themselves. In some cases of bullying it may not be an adult bullying a young person. Children and young people may also be responsible for bullying.

Bullying can take many forms including:

- **Physical** e.g. hitting, kicking, theft.
- **Emotional** e.g. isolating a child from the activities.
- **Verbal** e.g. threats or name-calling.
- **Harassment** e.g. using abusive or insulting behavior in a manner intended to cause alarm or distress.

Bullying can be difficult to identify because it often happens away from others and victims do not often tell. There can be signs which indicate a child is being bullied. These signs include:

**The child or young person may:**

- Hesitate to come to the group or is reluctant to be with particular individuals.
- Often be the last one picked for a team or gets picked on.
- Have clothing or personal possessions go missing or damaged.
- Have bruising or some other injury, become uncharacteristically nervous / withdrawn or aggressive.

**Helping the child or young person:**

- Take bullying seriously. Ensure the child is safe.
- Encourage all children to speak and share their *concerns*.
- Reassure the victim that you can be trusted and will help, although you cannot promise to tell no one else.
- Keep records of what is said i.e. what happened, by whom and when.
- Report any *concerns* to the person in charge at the organisation where the bullying is occurring.

**Action towards the bully:**

- Try to help the bully to understand the consequences of his / her behavior and seek an apology from the bully.
- Inform the bully's *parents* / guardians and impose sanctions as necessary.
- Encourage and support the bully to change behaviour.

**Child Protection Officers and other useful numbers:**

**Beata Koryga 07511558395**

**Paweł Porański 07539023303**

**Social Work Services 0141 287 8700**

**Out of Hours Stand by Social Work 0800 811 505**