



Child & Adults at Risk

Protection Policies

Inverness Area Sports Council
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Version: 17th March 2010

Inverness Area Sports Council

Child Protection Policy

Inverness Area Sports Council aims to ensure that any children and young people, are protected and kept safe from harm while they are with staff or volunteers in this organisation. In order to achieve this we will ensure our staff and volunteers are carefully selected, screened, trained and supervised.

Selection

- All applicants to our organisation will complete an application form.
- Short listed applicants will be asked to attend an interview.
- Short listed applicants will be asked to provide references and these will always be taken up prior to confirmation of an appointment.
- All successful applicants appointed into “childcare” positions (as defined in Schedule 2 to the Protection of Children (Scotland) Act 2003) will be Disclosure checked at Enhanced level.

Screening

Where relevant to the post, the successful applicant will be asked to agree to an appropriate disclosure. The Disclosure will be requested prior to the applicant taking up the post.

Training

The successful applicant will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure. Relevant training and support will be provided on an ongoing basis and will cover information about their role, and opportunities for practicing skills needed for work. Training on specific areas such as health and safety procedures, identifying and reporting abuse, and confidentiality will be given as a priority to new staff and volunteers and will be regularly reviewed.

Supervision

All staff and volunteers will have a designated supervisor who will provide regular feedback and support. Every member of staff and volunteer will attend an annual review, where their performance, skills, motivation and expectations will be discussed. Annual reviews will be minuted and copies made available to the member of staff/volunteer.

Inverness Area Sports Council will ensure that all staff and volunteers involved in recruitment, training and supervision, are aware of this policy and have received appropriate training and support to ensure its full implementation.

Protection of Children (Scotland) Act 2003 – PoCSA

Inverness Area Sports Council will comply with the requirements of PoCSA in that:

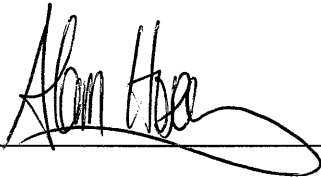
- We will not allow anyone who is fully listed on the Disqualified from Working with Children List to work/volunteer in a childcare position within our organisation.
- We will make a referral (send a written report) to Scottish Ministers if an individual harms a child or puts a child at risk of harm and as a result of this, we take the decision to remove them or they leave of their own accord, come to the end of a contract, retire or have been made redundant.
- We understand that when making a referral it should be done in the appropriate manner by using the required Scottish Government Referral Form: www.scotland.gsi.gov.uk/childprotection

Reporting Abuse

Inverness Area Sports Council understands that in addition to making a referral (a written report) to Scottish Ministers, Child Protection issues concerning workers (paid/unpaid), children and young people must always be referred to the child protection agencies (ie social work and/or police) for appropriate investigation.

I, Alan Hoseason (Chairman), accept and will adhere to this policy on behalf of Inverness Area Sports Council.

Signed



Date

19/03/2010

Inverness Area Sports Council

Adult at Risk Protection Policy

Inverness Area Sports Council aims to ensure that any adults at risk are protected and kept safe from harm while they are with staff or volunteers in this organisation. In order to achieve this we will ensure our staff and volunteers are carefully selected, screened, trained and supervised.

Selection

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- Short listed applicants will be asked to attend an interview.
- Short listed applicants will be asked to provide references and these will always be taken up prior to confirmation of an appointment.

Screening

Where relevant to the post, the successful applicant will be asked to agree to an appropriate disclosure. The Disclosure will be requested prior to the applicant taking up the post.

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Inverness Area Sports Council will ensure that all staff and volunteers involved in recruitment, training and supervision, are aware of this policy and have received appropriate training and support to ensure its full implementation.

I, Alan Hoseason (Chairman), accept and will adhere to this policy on behalf of Inverness Area Sports Council.

Signed _____



Date _____

19/03/2010