

## **Child Protection Policy for Ullapool Village Hall**

Ullapool Village Hall management committee recognises that child protection should not be treated in isolation – the committee will take on board guidance given by Highland Child Protection Committee and will address recruitment and selection of volunteers and paid employees by doing the following:

1. We accept that it is our responsibility as a committee to check that all adults with regular access to children have been appropriately vetted;
2. We will make a request for previous addresses on job application forms for staff posts;
3. We will ask for the names of a referee who will be prepared to provide a written reference and who may be interviewed personally;
4. We will interview prospective volunteers and staff;
5. We will note at interview all previous relevant experience of volunteers and staff;
6. We will carry out a probationary period of all staff of at least three months.

Ullapool Village Hall Management committee believes that every child regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged. In our committee, if we have suspicions about a child's physical, sexual or emotional well being, we will take action.

All volunteers or staff are encouraged to share concerns with the committee chairman. If the situation is clearly an urgent case, the child is too frightened to go home or if there are serious doubts about the child's safety, volunteers and staff are encouraged contact Social Work Services or Police immediately. If concerns are more general about a child's welfare, volunteers and staff are asked to discuss these with the committee and should then make a referral to the Social Work department. It is important that all volunteers and staff communicate concerns accurately. To this end, volunteers and staff are asked to follow the procedures below:

1. Upon the receipt of any information from a child or suspicions, it is necessary to record what they have seen, heard or know accurately at the time the event occurs;
2. Share their concerns with the committee chairman and agree action to take;
3. Never investigate.

Both the local Area Social Work Office and Police Office telephone numbers are to be found in the telephone directory. For ease of reference they are noted below:

- Area Social Work Office: 01349 868700 (in an out of hours emergency phone 0845 601 4813)
- Police Station: officer in charge 101 (emergency 999).

Minuted as an adopted Village Hall policy, Management Committee meeting . . . . .

Signed: (UVH management committee chairman)

Date: 14<sup>th</sup> July 2017