

Safeguarding and Child Protection Policy

Super Power Agency is a registered Charity, SC046550



The Super Power Agency (hereafter referred to as SPA) aims to ensure that any children and young people which we work with are protected and kept safe from harm while they are with our staff and volunteers. In order to achieve this, we work closely with staff and volunteers, alongside teachers and other trusted staff when working in schools, to ensure a safe, positive environment.

For the purpose of this policy, PVG Scheme Records, PVG Scheme Record Updates, Standard and Enhanced disclosures will be referred to as Disclosure Records.

This policy applies to regulated work with children as defined in the Protection of Vulnerable Groups (Scotland) Act 2007.

The SPA will primarily work with those aged 8-18, but this policy covers any workshop or activity with anyone under the age of 18.

Recruitment and Selection

All applicants will complete an online application form

Short listed applicants will be asked to attend a training session, which will include a one-on-one conversation with SPA staff.

The successful applicant will be asked to complete a self-declaration form, prior to the Disclosure Record being accessed.

Screening

The successful applicant will be asked to complete a Disclosure Record or PVG update prior to taking up the post.

Process

The SPA will ensure that all volunteers are aware of the procedure for meeting and entering workshop spaces. As much of our work will take place in schools, the SPA will ensure a safe space is made available for the briefing and debrief sessions. When walking through the school, volunteers will be supervised by staff and only permitted in the briefing area and classroom.

Training

As part of the training session, successful applicants will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure. All volunteers are given a training manual, which includes guidance on interacting with children and young people. Each SPA workshop involves a detailed briefing and feedback session, where volunteers can flag any concerns to staff.

Following feedback, the SPA reserves the right to remove any volunteers who we feel are not interacting in a way which promotes the well-being of the participants.

Supervision

All staff and volunteers will have a designated Contact Person who will provide regular feedback and support.

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SPA 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.

Reporting Abuse

The SPA understands that in addition to making a referral (a written report) to Disclosure Scotland, 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. Any issues of a criminal nature will be reported to the police.

Legal issues

It is an offence for an individual who is barred to undertake the type of regulated work from which they are barred.

It is an offence for an organisation to offer regulated work to someone who is barred or fail to remove a person from regulated work if they have been notified that they are barred.

It is an offence for an organisation not to refer an individual to Disclosure Scotland where the grounds have been met.

I _____ accept and will adhere to this Child Protection policy on behalf of the Super Power Agency.

Signature _____

Date _____

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Child Protection: Code of Conduct for Staff and Volunteers

You Should

- Always put the care, welfare and safety needs of a child first
- Ensure that when you are working with children you are at least within sight or hearing of other adults
- Listen attentively to any ideas and views a child wants to share with you
- Respond sensitively to children who seem anxious about participating in certain activities
- Respect a child's culture (for example their faith and religious beliefs)
- Be aware of the vulnerability of some groups of children to being isolated and hurt (for example, children with disabilities and learning difficulties; children from Gypsy & Traveller communities; Black and Minority Ethnic children)
- Listen carefully to any child who 'tells you' (sometimes through drawings and behaviour as well as words) that they are being harmed and report what you have discovered immediately to the Volunteer Coordinator
- Report immediately any suspicion that a child could be at risk of harm or abuse
- Never dismiss what a child tells you as 'lies' or exaggeration
- Only restrain a child who is at imminent risk of inflicting harm to themselves or others or is at risk of damaging property

You Should Not

- Exaggerate or trivialise another worker's concerns about a child or ignore an allegation or suspicion of abuse in the hope that it will either 'go away' or that 'someone else will deal with it'
- Discuss personal issues about a child or their family with other people except with the Volunteer Coordinator or Chief Executive when you are concerned about the child's well being
- Be drawn into any derogatory remarks or gestures in front of children or young persons
- Allow a child, young person or adult to be bullied or harmed by anyone in the organisation
- Allow children to use sexualised language unchallenged
- You Must Never
- Engage in sexually provocative games, including horseplay

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- Never allow others to or yourself engage in touching a child in a sexually provocative manner
 - Never make sexually suggestive comments to a child, even in fun
 - Harass or intimidate a child or worker because of age, 'race', gender, sexual orientation, religious belief, socio economic class or disability
 - Contact a child outside the SPA sessions, including by email or via social media.
 - Never invite or allow a child to stay with you at your home
 - Offer transport to a child or young person, even if related to a workshop
 - Reporting abuse or suspicion of abuse
 - Please note that the term "abuse" does not only relate to physical or sexual abuse, but any failure to care for young people according to our policy. This includes inappropriate jokes or gestures, use of alcohol or other actions that could lead young people into harm.
 - If you have any reason to suspect that a child or young person is being abused, make a written record of all details of the facts known to you, and give a copy to the Volunteer Coordinator.
 - If a child or young person tells you about abuse by someone else, try to stay calm, do not be shocked, and try to act normally. Allow the individual to speak freely, without interruption, but do not question them or attempt to investigate yourself. Offer support and reassurance; assure them that you believe what they say. Explain that you cannot keep it a secret, and that you will speak to a designated person about it.

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Super Power Agency Child Protection: Good Practice

Use of Photography, video etc

Parents and carers will be informed that photographs may be taken by SPA staff or for those working on behalf of SPA for marketing and reports to funders. Only Individuals approved by SPA will be allowed to photograph children inside the workshops. In public events, signs will be made to make the public aware that photography and filming may take place.

Parents/guardians/carers will be offered the opportunity to withhold their permission for photography and filming. In the absence of any expressed objection, parental agreement will be assumed.

Where appropriate, children will be asked their views. Where a child is able to provide an informed view, this will be taken into consideration by the Volunteer Coordinator.

Safe Touching

The SPA programmes will rarely involve work that requires physical contact. Sometimes physical contact is unavoidable, even necessary, for example, to prevent an injury or accident. Physical contact should never be a surprise and always proportionate, appropriate, sensitive and respectful. Children should never be touched in any way which could be interpreted as sexual. Children's permission should be sought before touching.

Bullying or Harassment

Children and young people will be with us for short periods only and will generally be accompanied by staff from their own organisation. However, we should look out for forms of bullying, such as:

Physical – e.g. hitting, kicking

Verbal – including teasing, such as racist remarks, threats or name-calling

Emotional – isolating a child from the activities

Harassment – using abusive or insulting language towards a child

Staff who spot signs of bullying in the group should seek an apology from the bully to the victim and inform their group leader. A written record of the incident and the action take should be kept.

Secure Handling, Use, Storage and Retention of Disclosure Information

For the purpose of this policy, PVG Scheme Records, PVG Scheme Record Updates, Standard and Enhanced disclosures will be referred to as Disclosure Records.

This policy is for Volunteer Scotland Disclosure Services enrolled organisations accessing Disclosure Records for the purpose of assessing individual's suitability for paid and/or unpaid work.

In accordance with the Scottish Government Code of Practice, for registered persons and other recipients of disclosure information, SPA will ensure the following practice.

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Disclosure records will only be requested when necessary and relevant to a particular post and the information provided on a disclosure record will only be used for recruitment purposes.

SPA will ensure that an individual's consent is given before seeking a disclosure record, and will seek their consent before using disclosure information for any purpose other than recruitment. Furthermore, SPA will ensure that all sensitive personal information that is collated for the purposes of obtaining a record will be managed confidentially at all times by those involved in the Disclosure process.

Disclosure information will only be shared with those authorised to see it in the course of their duties.

Disclosure information will be stored in a locked non-portable container and we will not retain such information for longer than it is relevant to their needs. Only those authorised to see this information in the course of their duties will have access to this container. Disclosure information will be destroyed by shredding. No image or photocopy of the disclosure information may be retained. Recipients of disclosure information may, however, keep a record of the following:

- Date of issue of disclosure record
- Name of subject
- Disclosure type
- Position for which the disclosure was requested
- Unique reference number of disclosure
- Recruitment decision taken

SPA will ensure that all staff with access to disclosure information are aware of this policy and have received relevant training and support. SPA undertakes to make a copy of this policy available to any applicant for a post with SPA that requires a Disclosure.

Recruitment of Ex-Offenders Policy

The purpose of this policy is to ensure consistent and fair practices are implemented for the recruitment of staff or volunteers who have a criminal record and who work (paid or unpaid) in an "exempted position" within SPA.

SPA undertakes to treat all applicants for positions within the organisation fairly and not to discriminate unfairly against the subject of disclosure on the basis of conviction information revealed. Having a criminal record will not necessarily debar an individual from working/volunteering in positions within SPA.

This organisation implements a fair recruitment policy that ensures individuals have the opportunity to disclose any convictions or conviction information in a way that allows for a clear risk assessment to be carried out that will determine whether or not the conviction or conviction information is relevant to the position applied for, by taking account of;

- whether the conviction is relevant to the position being offered
- the seriousness of the offence revealed
- the length of time since the offence took place
- whether the applicant has a pattern of offending behaviour
- whether the applicant's circumstances have changed since the offence took place.

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To ensure the correct applicant is appointed and to enable us to determine the relevance of any convictions or conviction to positions applied we will use the following recruitment tools:

- Application Form
- Self Declaration Form
- References
- Training sessions
- Appropriate level of Disclosure Record

As part of our recruitment policy, we request the appropriate level of disclosure record at the final part of the recruitment stage, when a position has been offered. Should the organisation decide that the information disclosed is relevant to the post applied for, the applicant will be deemed to be unsuccessful and this information will be fed back to the applicant by letter.

It is an offence for an individual who is barred to undertake the type of regulated work from which they are barred. It is also an offence to make an application to be considered for such work.

It is an offence for an organisation to offer regulated work to someone who is barred or to fail to remove a person from regulated work if they have been notified that they are barred.

Approved on Wednesday 15th November 2023 by the Super Power Agency Managing Director and Board of Trustees

Signed

A handwritten signature in black ink, appearing to read "Claire Heffernan".

Claire Heffernan
Managing Director