

NORTH VIEW Housing Association

North View is a recognised Scottish charity – charity registration number SC032963

POLICY & PROCEDURE

VULNERABLE ADULT AND CHILD PROTECTION

Passed:-	30th October 2020	Review Date:-	September 2025
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All North View policies and publications can be made available on tape, in Braille, large print and community languages.

For further details please contact us on 0141 634 0555 or email us on enquiries@nvha.org.uk

POLICY STATEMENT

North View Housing Association ('The Association') is committed to ensuring that staff are aware of their responsibility for safeguarding and promoting the welfare of all children, young people and adults and recognises its responsibility to take all reasonable steps to promote safe practice and to protect children and vulnerable adults from harm, abuse and exploitation. The Association acknowledges its duty to act appropriately to all allegations, reports and suspicions of abuse

The following policy provides guidance for staff and follows the *National Guidance for Child Protection in Scotland 2014* and the *Adult Support and Protection Act 2007* (Scottish Government).

1.0 LEGISLATIVE CONTEXT FOR CHILD VULNERABLE ADULT PROTECTION

National Guidance for Child Protection in Scotland 2014 (Scottish Government)

The national guidance sets out common standards for child protection services in Scotland making it clear how all agencies should work together, where appropriate, to respond to concerns early and effectively, ensuring that practice is consistent and of high quality.

It is supported by a suite of other policies and should be seen in the wider context of the 'Getting it right for every child' (GIRFEC) approach, 'The Early Years Framework' (2009) and 'United Nations Convention on the Rights of the Child'.

For the purposes of this policy, and in line with the guidance a child will be considered to be anyone under the age of 18.

Adult Support and Protection (Scotland) Act 2007

This Act seeks to protect and benefit adults at risk of being harmed and describes adults at risk as being persons (aged 16 or over) who are:-

1. unable to safeguard their own well-being, property, rights or other interests
2. are at risk of harm, and
3. because they are affected by disability, mental disorder, illness or physical or



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mental infirmity, are more vulnerable to being harmed than adults who are not so affected.

An adult is at risk of harm for the purposes of the above if:-

1. another person's conduct is causing (or likely to cause) the adult to be harmed, or
2. the adult is engaging (or is likely to engage) in conduct which causes (or is likely to cause) self-harm.

2.0 OUR COMMITMENT

Recruitment and Selection

In line with our recruitment and selection procedures we will ensure that individuals, who are contracted to provide services or are employed by The Association in a paid or voluntary capacity, are fit for the post they are appointed to. Where a post requires direct work with children or adults at risk we will ensure that reasonable steps are taken not to appoint a person who is unsuitable or disqualified from working with these groups.

A PVG or Disclosure will be requested where this is considered relevant to the particular position. Where this is deemed necessary for a post or position, recruitment documentation will contain a statement that a PVG/Disclosure will be requested in the event of the individual being offered the position.

Training

The Association will ensure, through training, that all staff are aware of their responsibility to protect children, young people and adults at risk. The training will include this policy and highlight the need to report child protection issues or concerns about conduct towards adults at risk.

Values and Behaviours

Staff will promote the rights of children and adults at risk to be listened to and taken seriously so that an individual is able to express their views, thoughts, and concerns.

Confidentiality will be protected but where there is reasonable cause to believe that a child or vulnerable adult may be at risk or harm relevant information will be shared with key partner agencies.

3.0 DEFINING TYPES OF ABUSE

Abuse and neglect is a form of maltreatment of a child or vulnerable adult.

Physical abuse is the causing of physical harm.



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- **Emotional/Psychological abuse** is persistent emotional neglect or ill treatment of a child or vulnerable adult causing severe and persistent adverse effects on the child's emotional development/adults emotional health.
- **Sexual abuse** is any act that involves the child/vulnerable adult in any activity for the sexual gratification of another whether or not it is claimed that the child/adult either consented or assented.
- **Neglect** is the persistent failure to meet a child/vulnerable adults' basic physical and/or psychological needs, likely to result in the serious impairment of the child/vulnerable adults health or development.
- **Domestic abuse** is typically an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is, or has been, an intimate partner or family member.
- **Discriminatory abuse** includes some forms of harassment, slurs or unfair treatment relating to race, gender and gender identity, age, disability, sexual orientation religion.
- **Financial abuse** includes someone stealing money or other valuables or someone appointed to look after the vulnerable adult's money is using it inappropriately or coercing the adult to spend it in a way you're not happy with.

4.0 CHILD PROTECTION AND ADULT DISCLOSURE OF INFORMATION

During the course of their work a member of staff may receive information or suspect that a child or adult at risk may have been, or is being, abused.

Information can be disclosed in a number of ways including:-

- A child or vulnerable adult indicates or discloses harm.
- A third party discloses the possibility of harm.
- Staff are concerned due to behaviour or household circumstances. a child is or may be being harmed.
- Staff have witnessed or heard something that causes them concern.

5.0 PROCESS AND PROCEDURE

Staff are not expected, nor required, to investigate any allegations or suspicions but to collect any relevant information.

Listen

Listen and reassure the child or adult at risk.

- a) Show that you take the child/adult at risk seriously and listen to what they are saying, reassure them that they can trust you, that they are safe and that you will pass on this information to people who will be able to support them.
- b) Staff must not, in the case of a child, promise to keep the situation secret as information relating to child protection cases must be referred to the Association's named person (as undernoted) who will refer the matter to the appropriate



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agencies. However the information provided by the child/ adult at risk should only be shared with those who need to know.

- c) Do not ask the child/ adult at risk questions to obtain more information or investigate the concerns. Only ask the child/ adult at risk questions to clarify what he or she has said.

Record

Record on Appendix 1 what the child/adult at risk has said or where as a staff member you have concerns. Ensure to note the following information:-

- a) The child/adult at risk's name, address and date of birth.
- b) The date and time of information received / concern identified.
- c) The child/adult at risk's account of what has happened or in the case where it is a member of staff that suspects abuse, detail your own concerns.
- d) Sign and date the record. All facts, incidents, assessments, and discussions related to the suspicions should be recorded clearly and accurately. Opinions and conjecture should be avoided and an attempt made to capture only facts. Such records should be kept securely and safely as per the General Data Protection Regulations 2016.

Refer

- a) Any member of staff who has a concern or has received information from an individual must immediately inform the Association's designated child protection/adult at risk named person.
- b) The designated named person for North View Housing Association is Alison Main, Housing Manager. The named person should make contact with the appropriate agencies to advise them of your concerns or the child/adult at risk's disclosure.
- c) In the event that the named person detailed is not available the member of staff should make contact with the appropriate agencies.
- d) If urgent medical assistance is required, take the child or adult to the Accident and Emergency department, or telephone for an ambulance.

6.0 MISSING CHILDREN AND VULNERABLE ADULTS

The links between going missing, sexual exploitation, homelessness and abuse are widely recognised. North View Housing Association will assist the Police and/or Local Authority however possible in the search for children or vulnerable adults reported as missing. This will include utilising office space and staff to support in the search if required.

7.0 DISCIPLINARY PROCEDURES

In the event that the referral to the appropriate agencies relates to the actions of a member of staff the Association may need to implement disciplinary procedures.

8.0 EXTERNAL AGENCY REPORTING



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The nominated person will make the decision as to when to report to external agencies with regard to reported concerns relating to the safety of a child/vulnerable adult.

9.0 MONITORING OF THIS POLICY

It will be the responsibility of Senior Staff/Line Managers to ensure that all staff, including new or temporary staff, are familiar with this policy.

End of Policy



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