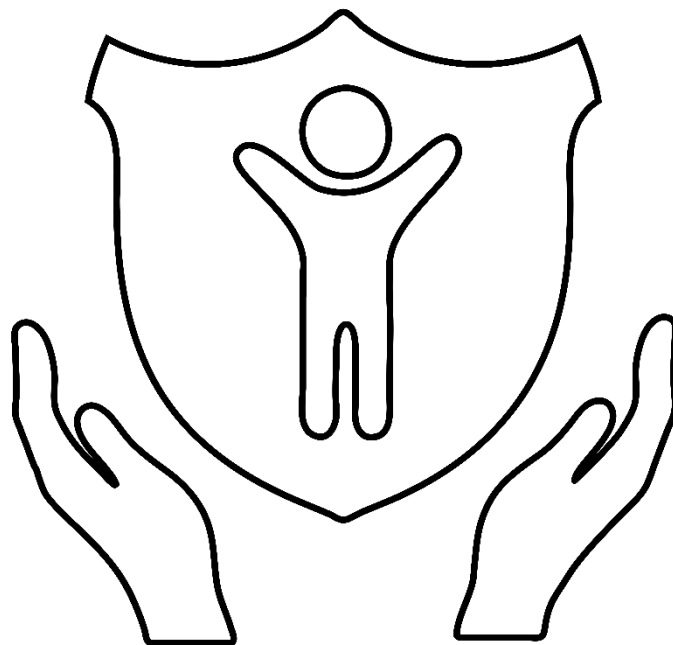




Dynamic
Earth

DYNAMIC EARTH CHILD PROTECTION & WELLBEING POLICY



DYNAMIC EARTH CHILD PROTECTION & WELLBEING POLICY

CONTENTS

1. FOREWORD.....	3
2. INTRODUCTION & CONTEXT.....	4
3. DEFINITIONS OF ABUSE	7
4. SIGNS OF POSSIBLE CHILD ABUSE	11
5. ROLES AND RESPONSIBILITIES FOR WELLBEING CHILD PROTECTION AND RESPONDING TO CONCERNS OR ALLEGATIONS OR DISCLOSURES OF ABUSE	14
6. HOW CONCERNS MAY ARISE AND WHAT TO DO.....	16
7. CHILD WELLBEING CONCERNS AND SHANARRI.....	21
8. CHILD PROTECTION & WELLBEING CODE OF CONDUCT	22
9. SAFER RECRUITMENT AND EMPLOYMENT.....	26
10. FIRST AID AND TREATMENT OF INJURIES.....	29
11. PHOTOGRAPHY AND FILMING OF CHILDREN.....	31
12. CHILDREN AND ONLINE AUDIOVISUAL PLATFORMS.....	32
13. UNIFORM GROUP SLEEPOVERS	33
14. EXPERIENCES WITHOUT PARENTS/GUARDIANS/TEACHERS/GROUP LEADERS PRESENT	33
15. WORKING WITH CONTRACTORS AND PARTNERS	34
16. RESPONDING TO ALLEGATIONS ABOUT DYNAMIC EARTH STAFF.....	35
APPENDIX 1 – CHILD PROTECTION & WELLBEING CONCERN REPORT FORM.....	38
APPENDIX 2 – CHILD PROTECTION INCIDENT PROCEDURE FLOW DIAGRAM.....	44
APPENDIX 3 – DCPO POSTERS.....	45

1. FOREWORD

All children have the right to be cared for, protected from abuse and to grow up in a safe environment where their rights are respected and needs met. Protecting children is everyone's responsibility, including the promotion of wellbeing and preventing abuse.

Dynamic Earth takes this responsibility seriously. As the UK's Science Centre dedicated to the story of our planet - through a range of activity at our science centre in Edinburgh and beyond our walls through outreach opportunities - we empower everyone with understanding and empathy for the Earth, including children and young people in a variety of different contexts and learning settings.

We have a wide range of protections and safeguards in place to help keep children from harm and promote wellbeing. These include:

- Child Protection and Wellbeing Policy and Procedures
- Safer recruitment practices
- Mandatory and enhanced training and development opportunities in child protection and wellbeing
- A Child Protection and Wellbeing Code of Conduct
- Whistle Blowing Policy
- Designated Child Protection Officers (DCPOs)
- Dynamic and pro-active approaches to risk and risk management
- Background checks through Disclosure Scotland

This policy and our associated procedures provide clear guidance for all our staff, volunteers (including work placement and experience opportunities), contractors and partners on what they must do if they have concerns that a child may be at risk of abuse or being abused.

Our child protection and wellbeing policy is a clear example of our organisational values of passion, care and inclusion. As part of our commitment to taking a pro-active approach to risk and risk management, this policy and procedures will be reviewed annually by the Health and Safety sub-committee of the Board of Trustees.

2. INTRODUCTION & CONTEXT

This policy document is prepared within the context of:

- The [National Guidance for Child Protection in Scotland](#) (published in 2021 and updated in 2023)
- The [Getting it Right for Every Child \(GIRFEC\)](#) National Policy & Practice Model – which provides a shared framework and national approach to children’s wellbeing needs underpinned by a series of values and principles, including the [8 SHANARRI Wellbeing indicators](#).

Child protection in a Scottish context is based upon the protection of children’s rights, which were enshrined into law in June 2024.

Generally, the protection of children and young people includes everyone under the age of 18, including unborn babies. Legal boundaries of childhood and adulthood are variously defined under key legislation. This includes The Children (Scotland) Act of 1995 and The Children and Young People (Scotland) Act of 2014.

Child protection should be viewed as part of the wider *Getting it Right for Every Child* approach.

This policy is based on the following principles of child protection:

- Child protection is everyone’s responsibility
- Child protection processes should uphold children’s rights. All children and young people have the right to protection from abuse, regardless of any protected characteristic.
- Wellbeing of the child is the primary concern
- We will work in partnership – as appropriate – with parents, carers and other agencies to promote the health, wellbeing and development of children
- Our approach is child-centred and we act at all times in the best interests of the child

Children and young people should be informed that it is legitimate for them to express concerns with staff about their own wellbeing and protection.

Parents/carers and other adults should be advised that it is legitimate for them to express concerns to staff if they feel a child may be being abused or is at risk of harm.

Dynamic Earth staff, volunteers, contractors and partners should be advised that it is legitimate for them to express concerns to staff if they feel a child may be being abused or is at risk of harm.

Inter-agency communication, information sharing, and partnership working is essential to ensure best outcomes for children and young people. Dynamic Earth should work with Social Work, Police Scotland, Headteachers and other services to promote the wellbeing and protection of children.

Dynamic Earth will:

- Work in partnership with children and young people and adults including parents/guardians, teachers, community group leaders and service providers to promote the welfare, health and development of children.
- Promote the health and wellbeing of children by providing them with opportunities to take part in activities and experiences safely
- Respect and promote children's rights
- Promote and implement appropriate procedures for child protection and wellbeing
- Recruit, train, support and supervise staff to adopt best practice to protect children from abuse, promote wellbeing and reduce risk to themselves.
- Require all staff, volunteers, contractors and partner organisations to abide by this policy and our Code of Conduct for working with Children and Young People
- Respond to any allegations of misconduct or abuse of children in line with this policy and any additional organisational procedures (e.g. Disciplinary). All personal data will be processed in accordance with the requirements of the Data Protection Act 1998. The GDPR and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe.
- Commit to reviewing this policy and our associated procedures pro-actively in line with our risk management systems a minimum of annually, or sooner, to reflect the latest in best practice or any legislative updates and with

relevant colleagues, peers and agencies or following any concerns raised about the protection of children and young people at Dynamic Earth.

3. DEFINITIONS OF ABUSE

Abuse and or neglect may involve inflicting harm or failing to act to prevent harm. Both are forms of maltreatment.

Children may be abused and or neglected in any setting by anyone.

Abuse may take a variety of formats:

Physical Abuse: Physical abuse is the causing of physical harm to a child. Examples include hitting, shaking, throwing, burning, suffocating and drowning.

The Children (Equal Protection from Assault) (Scotland) Act of 2019 makes it illegal to use physical force to discipline or punish a child.

Emotional Abuse: Emotional abuse is persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. Persistent means that there is a continuous or intermittent pattern which has caused – or is likely to cause – significant harm.

Examples include telling a child they're unloved or worthless, inadequate, exploiting or corrupting a child, ridiculing a child, intimidating a child, repeatedly silencing a child, demanding something from a child that exceeds their capability to the extent it is harmful.

Neglect: Neglect is the persistent failure to meet a child's basic physical and or psychological needs.

Persistent means that there is a continuous or intermittent pattern which has caused – or is likely to cause – significant harm.

Single instances of neglectful behaviour by a person in a position of responsibility can be significantly harmful. Early signs of neglect indicate the need for support to prevent harm.

Once a child is born, neglect may involve a parent or carer failing to provide adequate food, clothing and shelter, failure to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision (including the use of inadequate caregivers), or to seek consistent access to appropriate medical care or treatment.

Neglect may include unresponsiveness to a child's essential emotional needs. 'Non-organic failure to thrive' refers to an inability to reach normal weight and growth or development milestones in the absence of medically discernible

physical and genetic reasons. This condition may be associated with chronic neglect.

Malnutrition, lack of nurturing and lack of stimulation can lead to serious long-term effects such as greater susceptibility to serious childhood illnesses and reduction in potential stature. For very young children the impact could quickly become life-threatening. Chronic physical and emotional neglect may also have a significant impact on teenagers.

Sexual Abuse: Child sexual abuse is an act that involves a child under 16 in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented.

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. For those who may be victims of sexual offences aged 16-17, child protection procedures should be considered. These procedures must be applied when there is concern about the sexual exploitation or trafficking of a child or young person.

The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or in the production of pornographic material or in watching sexual activities, using sexual language towards a child or encouraging children to behave in sexually inappropriate ways.

Child sexual exploitation occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a person under 18 into sexual activity in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual.

Child sexual exploitation does not always involve physical contact. It can also occur through the use of technology and online. Children, who are trafficked across borders, or within the UK, may be at particular risk of sexual abuse.

Criminal exploitation refers to the action of an individual or group using an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity in exchange for something the victim needs or wants, or for the financial or other advantage of the perpetrator or facilitator. Violence or the threat of violence may feature.

The victim may have been criminally exploited, even if the activity appears consensual.

Child criminal exploitation may involve physical contact and may also occur through the use of technology. It may involve gangs and organised criminal networks. Sale of illegal drugs may be a feature. Children and vulnerable adults may be exploited to move and store drugs and money. Coercion, intimidation, violence (including sexual violence) and weapons may be involved.

Child trafficking involves the recruitment, transportation, transfer, harbouring or receipt, exchange or transfer of control of a child under the age of 18 years for the purposes of exploitation. Transfer or movement can be within an area and does not have to be across borders. Examples of trafficking can include sexual, criminal and financial exploitation, forced labour, removal of organs, illegal adoption, and forced or illegal marriage

Female genital mutilation is an extreme form of physical, sexual and emotional assault upon girls and women involves partial or total removal of the external female genitalia, or other injury to the female genital organs for nonmedical reasons. Such procedures are usually conducted on children and are a criminal offence in Scotland and the UK. FGM can be fatal and is associated with long-term physical and emotional harm.

Forced marriage is a marriage conducted without the full and free consent of both parties and where duress is a factor. Duress can include physical, psychological, financial, sexual, and emotional abuse. Forced marriage is both a child protection and adult protection matter. Child protection processes will be considered up to the age of 18.

Forced marriage may be a risk alongside other forms of so called 'honour-based' abuse (HBA). HBA includes practices used to control behaviour within families, communities, or other social groups, to protect perceived cultural and religious beliefs and/or 'honour'.

Online child abuse is any type of abuse that occurs in the digital environment and the internet, facilitated through technology and devices such as computers, tablets, mobile phones, gaming devices and other online-enabled devices. Exposure to risk of online sexual harm is a common experience. Perpetrators may be strangers, family members, friends or professionals. Online abuse can include online bullying; emotional abuse and blackmail; sharing of intimate images; grooming behaviour; coercion and preparatory behaviour for abuse including

radicalisation; child sexual abuse and sexual exploitation as described above. Spyware which enables monitoring and tracking of activity on devices and offline locations may be used abusively. A sense of anonymity and disinhibition can escalate risks.

If abusive content is recorded, uploaded or shared by others online, there is a risk of the on-going experience of abuse. Where an online challenge or hoax has resulted in harm to a child or young person then this should be reported in line with child protection procedures.

In relation to youth-produced sexual imagery, staff must in any instance report to the DCPO.

4. SIGNS OF POSSIBLE CHILD ABUSE

The table below documents a non-exhaustive list of potential signs of child abuse. The child or young person may have some of these problems, or none at all. There can be overlap between the different forms of abuse, and all or several may co-exist.

Physical Abuse	Physical Neglect
<p>Unexplained injuries, particularly if they're recurrent.</p> <p>Improbable excuses given to explain injuries</p> <p>Refusal to discuss injuries</p> <p>Untreated injuries or delays in reporting them</p> <p>Arms or legs covered in hot weather</p> <p>Fear of returning home</p> <p>Aggression towards others</p> <p>Running away</p>	<p>Constant hunger</p> <p>poor personal hygiene</p> <p>Constant tiredness</p> <p>Poor state of dress</p> <p>Frequent lateness</p> <p>Untreated medical issues</p> <p>Low self esteem</p> <p>Stealing</p> <p>Poor relationship with peers</p>
Non-organic failure to thrive	Emotional Abuse
<p>Significant lack of growth</p> <p>Weight loss</p> <p>Hair loss</p> <p>Poor muscle tone</p> <p>Circulatory disorders</p>	<p>Low self-esteem</p> <p>Continual self-depreciation</p> <p>Sudden speech disorder</p> <p>social-emotional immaturity</p> <p>Self-mutilation</p> <p>Extreme passivity or aggression</p> <p>Indiscriminate friendliness</p> <p>Running away</p>

	compulsive stealing
Sexual Abuse	Physical/Medical Abuse
Lack of trust in adults	Sleepiness, nightmares or fear of the dark
Overfamiliarity with adults	Bruises, scratches or bite marks to highs or genital areas
Fear of a particular individual	Itches, sores, discharge or unexplained bleeding from rectum, vagina or penis
Social isolation – withdrawal or introversion	Pain when passing urine or a UTI
Sleep disturbance	Stained underwear
Running away from home	Unusual genital odour
Girls taking over a mothering role	Eating disorder
Reluctance to participate in physical activities or change clothes for activities	Discomfort when walking or sitting
Low self-esteem	Pregnancy
Drug, alcohol or solvent abuse	STI
Display of sexual knowledge beyond child's years	Soiling/wetting in toilet trained children
Expressing affection in an age inappropriate way	Self-mutilation/suicide attempts.
Unusual interest in genitals	
Faer of bathrooms, showers or closed doors	
Fear of medical examinations	
Poor peer relations	
Inappropriate or sexually harmful behaviours	
Compulsive masturbation	
Sexual promiscuity	

Having unexplained money and or possessions	
---	--

5. ROLES AND RESPONSIBILITIES FOR WELLBEING CHILD PROTECTION AND RESPONDING TO CONCERNS OR ALLEGATIONS OR DISCLOSURES OF ABUSE

Everyone at Dynamic Earth has a responsibility to keep children safe and protected from harm. This includes recognising concerns and escalating them in line with our policy and procedures.

The National Training Framework for Child protection Learning and Development in Scotland (2012) details competencies, knowledge and skills required by the workforce in child protection.

Under this framework, **all staff should:**

- Have information, advice and training to make them aware of the risks to children and understand their particular responsibilities in keeping children safe
- Know who to report to and where they can seek advice from if they need it;
- Have ready access to appropriate, relevant and up-to-date guidance that tells them what action to take if they are concerned about a child's wellbeing and protection;
- Understand what, how and when to record and share information, to keep children safe and be able to do so;
- Have knowledge of other services who may play a significant role in protecting children;
- Have appropriate support from the Designated Child Protection Officer when they are concerned about a child or when they are involved in child protection processes.

Dynamic Earth's Designated Child Protection Officers (DCPOs) have specific and enhanced responsibilities within the organisation for our Child Protection Procedures. These include:

- Coordinating action within Dynamic Earth in relation to specific children and young people about whom concerns have been raised.

- Ensuring they receive updated training on a regular basis to ensure their professional knowledge and skills are as up to date as possible in a changing landscape.
- Keeping detailed, accurate, secure written records of concerns, actions and referrals.
- Where appropriate, refer Wellbeing concerns to the Named Person.
- Refer cases of suspected abuse to appropriate agencies.
- Provide support to peers who raised the concern.
- Raise awareness of the Child Protection Coordinator 's role across the organisation.
- Challenge behaviour which breaches the Code of Conduct for Working with Children and Young People, alongside managers.

The Science Learning and Engagement Director is the Lead Designated Child protection Officer for the Organisation. They have additional responsibilities which include:

- Working with the Leadership Team, Extended Leadership Team and People and Culture Department to ensure that the child protection and wellbeing policy is effectively implemented, and that staff, volunteers, contractors and partners are aware of their child protection responsibilities under our policies and procedures.
- Working with the People and Culture Department and Managers as appropriate to ensure there are systems in place for new members of staff to receive appropriate training in Dynamic Earth's Child Protection and Wellbeing procedures.

6. HOW CONCERNS MAY ARISE AND WHAT TO DO

Concerns about child abuse and wellbeing may arise in the following circumstances:

- A member of staff has concerns arising from observation of the child's behaviour or appearance, or comments the child has made
- A child tells a member of staff they have been abused or feel unsafe
- A third party expresses concerns to a member of staff: this could be another child, a parent or carer or member of the public
- An anonymous allegation is received
- Non-recent child abuse (previously known as Historical Abuse) may be disclosed

Where there is any doubt about whether the concern is wellbeing or child protection concern, or if there is any uncertainty about the appropriate course of action by the member of staff, advice should be sought from the DCPO.

In the unlikely event of a DCPO not being available/contactable the member of staff should take advice from the Duty Manager and Social Work/Police on the day.

A member of staff, volunteer, contractor or partner has a concern / a child tells of abuse.

If members of our team have concerns about an incident involving a child that seems untoward or unusual they must report their concerns as soon as possible following our reporting procedure.

Staff, volunteers, contractors and partners should **Recognise, Respond, Report and Record** to concerns they identify or are disclosed to them.

- **Recognise** when the child's behaviour and demeanour is a cause for concern or a child tells you something that is a cause for concern
- **Respond** by taking action as soon as possible
- **Report** your concerns to a DCPO, or the Duty Manager if they are not available

- Record in detail on the Child Protection and Wellbeing Concern Form

Dynamic Earth will review reported concerns as a matter of urgent priority and take appropriate action based on the escalation pathways outlined in our *Child Protection Incident Procedure* flow diagram.

Staff, Volunteers, Contractors and Partners should:

- React calmly so as not to frighten the child or young person
- Listen sympathetically and with care and take what the young person say seriously
- Do not show disbelief and take the allegation seriously
- Reassure the child or young person that they are not to blame and they were right to tell someone
- Avoid asking any questions unless to establish the basic facts. Only use open-ended non-leading questions e.g. What happened? Where did it happen? When? Who did it?
- Do not assume that the experience was bad or painful
- Be aware of interpreting what the young person says especially if they have a physical or learning disability or language barrier which affects their ability to communicate
- Affirm the child or young person's feelings as expressed (don't tell the young person how they should feel)
- Avoid projecting your own reactions onto the child or young person

Staff should avoid:

- Panicking
- Showing shock or distaste
- Introducing personal information from either their own experience or those of other children or young people

- Probing for more information than is offered
- Speculating or making assumptions
- Making negative comments about the person against whom the allegation has been made
- Approaching the individual against whom the allegation has been made
- Making promises or agreeing to keep secrets or giving a guarantee of confidentiality

If the child draws back from speaking, the child should be informed of the possibility of making a private and confidential telephone call to ChildLine on 0800 1111.

ChildLine's approach is to listen to the child, discuss options and encourage the child to seek help from a trusted adult. A member of staff who is concerned about a child in these circumstances should inform the DCPO that the child appears to have some concerns.

If a Third-Party Expresses Concern e.g. A Member of the Public:

A member of staff to whom a third party expresses concern should apply the 4Rs:

- **Recognise** that a concern is being raised
- **Respond** to the person expressing the concern by explaining what you are going to do about it.
- **Report** the concern to the DCPO. If the latter is the recipient of the concern they should report the concern to a company Director or the CEO.
- **Record** in detail on the Child Protection and Wellbeing Concern Form. The actual words used should be quoted where possible.

Where this is done in person, record the behaviour and demeanour of the person expressing the concerns. Those expressing the concerns may seek from the staff member a guarantee of confidentiality. No absolute guarantee of confidentiality can be given.

The information disclosed may be of such a nature that the staff member must pass it on to protect a child. Whilst it may be possible to a certain extent to protect the identity of the person expressing concerns (this will be a matter for social work and police) it will be easier to take action to protect the child if that person is willing to be identified. If legal proceedings follow, it may be necessary to disclose

the identity of that person.

In all circumstances, the DCPO must ensure that the information is shared with other relevant agencies (Social Work/Police) so that an early assessment can be made of any potential/actual harm to the child and whether further child protection enquiries are necessary.

An Anonymous Allegation is received Staff in receipt of anonymous allegations about child abuse should:

- **Recognise** that a concern is being raised.
- **Respond and Record** as follows:
 - Where the allegation is made by telephone, record on Child Protection and Wellbeing Concern Report Form. Actual words used should be quoted so far as possible.
 - Where the allegation is made in writing, retain the paper.
 - Where the allegation is made electronically preserve the evidence
- **Report** the matter to the DCPO who should take advice from Social Work or the Police. If the DCPO is the recipient of the allegation, advice should likewise take advice from Social Work or the Police.
- **Record** in detail on the Child Protection and Wellbeing Concern Form

Historical Abuse:

Non-recent abuse refers to reports of neglect, emotional, physical and sexual abuse which took place before the victim was 16 (or up to 18) in particular circumstances and which have been made after a significant time lapse.

The complainant may be an adult, but could be a young person making reports of abuse in earlier childhood. The reports may relate to a person's experience in the family home, community or while they were a looked after and accommodated child in a residential, kinship or foster care setting. It is possible that the person reporting historical abuse may not be a direct service user but a parent/carer, partner or other family member of a person accessing these services.

In all circumstances, these concerns should be referred to the DCPO and recorded. Any reasonable professional concern that a child may be at risk of harm will always over-ride a professional requirement to keep information confidential. People reporting historical abuse may state that the perpetrator is deceased, suggesting that there are no current child protection concerns. However, they may still want to be advised that they can share information.

Allegations of abuse may be made some time after the event including after receiving information that the alleged abuser may have died. Any reasonable professional concern that a child may be at risk of harm will always over-ride a professional requirement to keep information confidential. Advice should be taken from Social Work/Police.

Record in writing the words used, so far as possible, where the allegation is by telephone, or retain the paper, where it is in writing. Where made electronically preserve the evidence. Report the matter to the DCPO.

Where it comes to the attention the DCPO that a member of staff has not followed these guidelines or where there is concern about the action taken there will review of that instance/case. There may be more than one reason for reviewing the case for example to:

- Examine the role and responsibilities of all staff involved in responding to concerns identified about a child or a member of staff.
- Establish whether these procedures were followed and how effective these were in safeguarding the child(ren) involved.
- Evaluate how well the child and the staff involved were supported by the service.
- Explore how all agencies involved in the case worked together to ensure best outcomes for the child(ren).
- Establish whether there are lessons to be learned, identify what those lessons are and make recommendations for future action.

Any review will be carried out by someone who is independent

7. CHILD WELLBEING CONCERNS AND SHANARRI

Under the Children and Young People (Scotland) Act 2014, wellbeing is defined in relation to eight indicators representing the key areas that are essential to enable children to flourish: these are that children should be **safe, healthy, achieving, nurtured, active, respected, responsible and included** (commonly known by the acronym, **SHANARRI**).

These indicators are summarised below.



Child wellbeing concerns are one or more of the SHANARRI wellbeing indicators – that do not meet the threshold for a child protection referral but impact the day-to-day functioning of the child or young person and require a targeted intervention. Examples may include bullying, mental health concerns, bereavement, family separation or parents pushing their child too hard to achieve academically to the detriment of the child’s health and wellbeing.

The GIRFEC approach promotes planning for such services to be provided in the way which best safeguards, supports, and promotes the wellbeing of children, and ensures that any action to meet needs is taken at the earliest appropriate time to prevent acute needs arising.

Wellbeing concerns should be raised with a DCPO and a Wellbeing Referral Form completed as appropriate.

8. CHILD PROTECTION & WELLBEING CODE OF CONDUCT

Dynamic Earth supports and requires all staff, volunteers, contractors and partners to observe the following standards of practice when involved/working with children and young people up to the age of 18.

These are categorised into good practice, practice to be avoided and practice never to be sanctioned.

All concerns about a breach of this Code of Conduct will be taken seriously and responded to in line with the Disciplinary Procedure and/or Procedure for Responding to Concerns about Child Abuse and Wellbeing.

Good practice includes:

- Putting the wellbeing of each young person first
- Ensure activities are fun and enjoyable and promote fair play
- Never drink alcohol with, or in the company of young people
- Treat young people equally, with respect, dignity and fairness
- Respect diversity and different cultures and values
- Recognise the developmental needs and capacity of young people
- Make sure you understand the issues of boundaries and safety when working with young people
 - Always work in an open environment and avoid private or unobserved situations, encouraging an open environment for activities. You should ensure as far as is reasonably possible you are always within sight and hearing range of other adults.
- Give young people enthusiastic and constructive feedback rather than negative criticism
- Include young people in the decision-making process

- Ensure that if any form of manual or physical support is required for a child or vulnerable adult, it is provided openly, the child or vulnerable adult is informed of what is being done and their consent is obtained
- Deliver educational instruction first verbally; secondly role-modelled; and thirdly, and only if necessary, with hands on - which must be accompanied by telling the child or vulnerable adult where you are putting their hands and why it is necessary and obtaining their consent before any physical contact is made
- Involve parents, guardians and carers wherever possible
- Obtain written informed consent from parents or guardians of children or vulnerable adults prior to any activities involving photography or filming taking place. Photography and filming should only ever take place on company devices and never personal.

Practice to be avoided:

- Positive relationships between staff and children often involve warmth and humour but staff should be aware that there can be a narrow line between remarks which an adult perceives as fair and humorous, but which can be hurtful and embarrassing to a child. Salacious or demeaning remarks should never be made to or in the presence of children. Remarks about a child's physical characteristics or development, or suggestive or derogatory comments could fall into this category
- Any physical touching/comforting should be in response to the child's needs (not those of the adult) be age appropriate, context specific, done openly and not in secret and governed by the emotional and physical maturity of the child. Physical contact should only be for the purpose of care, instruction and health and safety.
- Where possible doing things of a personal nature for children that they can do themselves
- Entering areas of personal privacy unless in an emergency situation to implement your duty of care e.g. to intervene in a bullying incident in the toilet or for health and safety reasons. If it is necessary to enter areas of personal privacy, try and have someone else with you, alert the occupants by knocking, asking them to 'cover up' and announcing your intention to enter. The door should remain open, if appropriate
- Having 'favourites' – this could lead to resentment and jealousy by other children and could be misinterpreted by others

- Spending time alone with young people away from others
- Taking responsibility for tasks for which you are not qualified

Practice never to be sanctioned

- Engaging in horseplay such as tickling or wrestling
- Reducing a child to tears as a form of control
- Hitting a child
- Make sexually suggestive comments to a child, even in fun
- Engaging in rough or physical contact unless it is permitted within the rules of the game or competition
- Engaging in sexually provocative games or touching a child in a sexually suggestive manner.
- Having inappropriate electronic communication with children and young people, including SMS and instant messaging.
- Forming intimate, emotional, physical or sexual relationships with children or young people. Staff need to be aware that it is not uncommon for young people to be attracted to/infatuated by a member of staff. They should also be aware that such circumstance situation can carry a high risk of words or actions being misinterpreted and for allegations to be made.
- Any sexual behaviour with, or towards a child or young person, is both inappropriate and illegal.
- Allowing young people to swear or use sexualised language unchallenged.
- Invite or allow children or young people to stay at your home.
- Share a room alone with a child or young person for sleeping accommodation.
- Allow allegations made by a child or young person to go unchallenged, unrecorded or not acted upon.
- Never use your personal camera to photograph/record images or video of children or young people or vulnerable adults.
- Believe that 'it could never happen to me'.

9. SAFER RECRUITMENT AND EMPLOYMENT

All reasonable steps must be taken to ensure unsuitable people are prevented from working with children and vulnerable adults. For all positions that require regular contact with children or vulnerable adults the following recruitment procedures must be completed.

Advertising

All forms of advertising used to recruit members for positions involving regular contact with children or vulnerable adults will include the following:

- The mission of Dynamic Earth Enterprises and, where appropriate, details of the particular programmes involved
- The responsibilities of the role
- The level of experience or qualifications required (e.g. experience of working with children is an essential).
- Details of Dynamic Earth's open and positive stance on child and vulnerable adult protection.
- Clearly state that Disclosure Scotland clearance is applicable

Pre-application Information:

Pre-application information for positions involving regular contact with children or vulnerable adults will be sent to applicants and will include:

- A job description including roles and responsibilities.
- A candidate specification (e.g. stating qualifications or experience of working with children or vulnerable adults required).
- A self-declaration form

Application and Self-Declaration:

All applicants will be requested to provide a full employment CV along with a covering letter and completion of a self-declaration form. The purpose of the submission of a CV is to obtain relevant details from the applicant for the position. The purpose of the self-declaration form is to collect information on criminal behaviour that is relevant to the position e.g. criminal records or investigations. Information from the self-declaration form will be treated with the strictest confidentiality in line with the Data Protection Act.

References:

References will be sought as required. Where necessary at least one of these

references will be from an employer or a voluntary organisation where the position required working with children or vulnerable adults in any of the following capacities: employee; volunteer; or work experience. If the person has no experience of working with children or vulnerable adults, specific training requirements will be agreed before appointment.

Checks

Dynamic Earth is registered with Disclosure Scotland. Where employees have contact with Children or Vulnerable Groups disclosure checks will also take place prior to employment. This will require the prospective position holder to complete and submit the relevant Disclosure Scotland form, with the results returning to Dynamic Earth Enterprises Limited.

Enhanced Disclosure and PVG Scheme Membership

Enhanced Disclosures/PVG Scheme Membership will be requested for positions that involve a greater degree of contact with children or vulnerable adults. For example positions that require regular contact with, training, supervising or being in sole charge of children and young people, such as all members of our Learning and Engagement team, our Kids Club team and team members who deliver birthday parties.

Trustees, members of the Leadership Team and all colleagues who are in the *Duty Manager* group of colleagues will also join the PVG Scheme.

Interview

For positions that require regular contact with children or vulnerable adults, interviews will be carried out. An interview will include requests for additional information to support the application. Interview questions are prepared by managers and are appropriate for the tasks, demands and responsibilities of the position.

Offer of Position

Once a decision has been made to appoint an individual, an offer letter will be presented to the applicant including the details of the position, any special requirements and the obligations e.g. agreement to the policies and procedures of the organisation, the probation period and responsibilities of the role.

- Appropriate health checks
- References
- Disclosure Scotland checks

Confirmation of the position being accepted will require the offer letter to be formally accepted and agreed to in writing e.g. by the individual signing and dating their agreement on the offer letter and returning it to Dynamic Earth Enterprises Limited.

Induction

The induction process for the newly appointed member will include the following:

- An assessment of training, individual aids and any other needs and aspirations
- Clarification, agreement and signing up to the Child Protection and Wellbeing Policy and Procedures
- Clarification of the expectations, roles and responsibilities of the position
The opportunity to meet the organisations DCPOs in-person

Training

Newly appointed members will complete the following training over an agreed period:

All team members joining the organisation will complete online Child Protection training on the Tayl training platform. This will include Child Protection Awareness for all staff. Line managers may assign additional or more specialized training from the Tayl platform when appropriate based on responsibilities and demands of specific roles.

Probation

Newly appointed members will complete an agreed period of probation on commencement of their role. Managers should be mindful of any concerns at any point throughout this period in line with the organisation's probation policy.

Monitoring and Performance Appraisal

All employees who have contact with children will be monitored and their performance appraised by competent line managers. This will provide an opportunity to evaluate progress, set new goals, identify training needs and address any concerns of poor practice.

10. FIRST AID AND TREATMENT OF INJURIES

If a child requires first aid or any form of medical attention, then the following good practice must be followed:

- Wherever possible, parents/guardians should consent to first aid being administered by a member of Dynamic Earth's team on a child under the age of 18. For activities where parents and guardians are not present with their children (for example, Dinos Kids' Club and Summer Outdoor Club) written consent must be sought from parents for Dynamic Earth's first aiders to administer first aid if required, in line with our Standard Operating Procedures and Terms and Conditions
- Dynamic Earth will follow the policies of partner organisations for the administration of First Aid on children and young people under 18 when this is a requirement of any partnership activity or private event, for example, a uniformed group sleepover
- First aid should be administered in the presence of two adults, including the First Aider
- Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required
- Keep a written record of any injury that occurs, along with the details of any treatment given
- Where possible, ensure access to medical advice and/or assistance is available
- Only those with a current, recognised First Aid qualification should respond to any injuries
- Where possible any course of action should be discussed with the child in language that they understand, and their permission sought before any action is taken

- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible
- The child's parents/guardians or carers must be informed of any injury and any action taken as soon as possible, unless it is in the child's or vulnerable adult's interests and on professional advice not to do so, in line with our Standard Operating Procedures.
- An Accident Form must be completed in line with our Health and Safety Policies and procedures, and further action taken as required.

This guidance should be followed in conjunction with our First Aid Policy.

11. PHOTOGRAPHY AND FILMING OF CHILDREN

The following is required for Dynamic Earth activities or events where children or vulnerable adults are participating:

- Where appropriate all materials promoting Dynamic Earth events or activities shall state that accredited photographers will be present
- Written consent from the parent/guardian for photographing, videoing and/or filming of a child must be obtained prior to the event or activity
- An activity or event specific identification badge/sticker must be provided to and clearly displayed at all times by accredited photographers, film and video operators on the day of the activity or event
- No unsupervised access or one-to-one sessions are to be permitted unless this has been approved in advance by the child, parent/guardian and the organisation, and appropriate vetting has occurred e.g. Disclosure Scotland check of individual wanting to photograph, film or video
- Dynamic Earth reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated
- The requirements above are publicly promoted to ensure all people present at the event or activity understand the procedure and are aware of whom to contact if concerned
- Photography and or filming of children under the age of 18 must only be captured on company devices, never personal ones
- Due consideration must be given to any potential wider identifying criteria for children e.g. school uniforms, or captions containing names, which presents additional considerations

Concerns about Photographers, Video or Film Operators

Any concerns with photographers or video or film operators are to be reported to Dynamic Earth's DCPO team and – where relevant – the police.

12. CHILDREN AND ONLINE AUDIOVISUAL PLATFORMS

Dynamic Earth delivers online engagement opportunities to children, young people and vulnerable adults through our school and community engagement programmes through online platforms including Microsoft Teams and Zoom. The following guidance must be implemented for the delivery of these sessions:

- Participants in school sessions must not be able to see and hear each other and video call settings/invites must be set-up to deny participants camera and microphone access.
- Teachers should have pre-arrival information issued to them before these sessions which includes a participant code of conduct
- Team members delivering these sessions should have a colleague attend the sessions as a participant wherever possible so at no point are they 'alone' with attendees.
- Any live chat function should only be accessible to participants during the live session
- The opportunity to forward the invite to others should be disabled
- The Participant list should be hidden from other event attendees

13. UNIFORM GROUP SLEEPOVERS

Dynamic Earth delivers science centre sleepovers for children and young people who are members of the GirlGuiding and Scouting Association.

These events are fully risk assessed and have their own Standard Operating Procedures which are discussed and reviewed with colleagues ('Leaders') from Scouting and Guiding throughout event planning processes.

Dynamic Earth works together with leaders across both organisations as appropriate to ensure policy, organisation and rules from the parent organisation is followed with regards to sleeping arrangements at the science centre for sleepover events.

All areas of this policy with regard to best practice and practice never to be sanctioned are applicable for these overnight events. Additional documentation – including the Dynamic Earth Standard Sleepover Risk Assessment – details additional controls we have in place to keep children and young people safe as part of these experiences including sleeping arrangements in the building and access controls for our site.

14. EXPERIENCES WITHOUT PARENTS/GUARDIANS/TEACHERS/GROUP LEADERS PRESENT

Dynamic Earth delivers a number of programmes where colleagues at Dynamic Earth provide educational activities and experiences without their parent/guardian or a teacher/community group leader present.

These include our Summer Outdoor Club and Dino's Kids' Club programmes, where parents/guardians leave their child with Dynamic Earth colleagues to take part in educational workshops and outdoor programmes for between 1-8 hours.

All areas of this policy with regard to best practice and practice never to be sanctioned are applicable for these experiences. Products such as Summer Outdoor Club and Dino's Kid's Club have their own unique set of Standard Operating Procedures and Risk Assessments which detail additional measures and controls in place to help keep children and young people safe, including our keeping in touch arrangements with parents and guardians and emergency response procedures.

15. WORKING WITH CONTRACTORS AND PARTNERS

Dynamic Earth works in partnership with a variety of contractors and partner agencies who children and young people may come into contact with as part of a visit to our centre. This could include contractor agencies who may be – for example - making a delivery or servicing an alarm system, or alternatively members of a peer organisation delivering an educational event in partnership with us e.g. scientists from a university.

Dynamic Earth has contractor control procedures in place which require contractor partners not to send any colleagues who are known to be a risk to children and young people to our centre.

For partnership events where non-Dynamic Earth staff members will be meeting children and young people, we will take appropriate due-diligence to ensure that i) Partner organisations do not send colleagues who are known to be a risk to children and young people to our centre. This will include checking if the partner organisations representatives are disclosed or are members of the PVG scheme and the completion of a self-declaration form.

We request copies of partner agencies equivalent Child Protection and Wellbeing policies prior to welcoming partners on-site. These policies should be reviewed by the Lead Designated Child Protection Officer for the organisation.

We ensure partners are aware of our Code of Conduct and child protection and wellbeing reporting and escalation procedures as part of on-site inductions and briefings.

16. RESPONDING TO ALLEGATIONS ABOUT DYNAMIC EARTH STAFF

The feelings caused by the discovery of potential abuse by a member will raise different issues, e.g. disbelief that a member would act in this way. It is not the responsibility of a colleague to decide whether or not a child or vulnerable adult has been abused. However, as with allegations against non-members, it is the responsibility of the individual to act on and report any concerns.

Any information that raises concern about the behaviour of a member towards a child must be passed on as soon as possible that day, in accordance with these procedures. No member in receipt of such information shall keep that information to themselves or attempt to deal with the matter on their own.

These Procedures aim to ensure that all suspicions and/or allegations of abuse against a colleague are taken seriously and are dealt with in a timely and appropriate manner. They must be read in conjunction with Dynamic Earth's Disciplinary Procedures.

On receiving information about a member of staff that leads to a suspicion or allegation of abuse:

- Listen to the child as detailed elsewhere
- Pass your concerns to the DCPO as soon as possible, or your line manager/the duty manager or People and Culture if they are not available.
- Make a full written record of what has been seen, heard and/or told as soon as possible in the child's own words.
- Sign and date the record including what you have seen, heard or been told, that day.
- If making an electronic copy do not save to the hard drive. Print the record, sign and date, then delete the electronic copy, that day.
- Pass the record to the DCPO in the first instance, or the Social Work Department or Police.

Important Note: Where the concern is about the DCPO it must be reported to a company Director or the CEO. If the concern is about a company Director, it must be reported to the CEO. If the concern is about the CEO, it must be reported to the Chair of the Board of Trustees.

Actions for the DCPO when Concerns are Reported:

Before taking any action the DCPO must always seek advice from the Police or Social Work Department, with appropriate support from People and Culture and the Leadership Team.

Thereafter:

Establish Basic Facts - the DCPO must initially clarify the basic facts to establish whether there is reasonable cause to suspect or believe that a member may have abused a child.

Important Note:

This may necessitate the child(ren) involved being asked some basic, open-ended, non-leading questions solely with a view to clarifying the basic facts. It may also be necessary to ask similar basic questions of other children, or other appropriate individuals e.g. teachers. After seeking advice from the Police and/or Social Work Department, the parents/guardians may be approached to provide consent to speak to a child/vulnerable adult.

Advice must be sought from the Police and/or Social Work Department as to whether the member about whom the allegation has been made may be approached as part of the initial enquiry.

Making a Referral in Cases of Suspected and/or Alleged Abuse - If the basic facts support a suspicion or allegation of abuse:

- The DCPO will refer the suspicion and/or allegation to the Social Work Department and the Police, as soon as possible that day.
- Appropriate steps may be required to ensure the safety of the child(ren) who may be at risk.
- A record should be made of the name and designation of the Social Work Department member of staff or the Police Officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is required.
- Following advice from the Social Work Department and/or Police, the parent/guardian of the child or vulnerable adult should be contacted as soon as possible.

Important Note:

Reporting of the matter to the Police or Social Work Department must not be delayed by attempts to obtain more information.

Possible Outcomes following advice from Police:

Where the initial enquiry reveals that there is reasonable cause to suspect or believe that a member has abused a child and/or vulnerable adult there will be an investigation. There are three types of investigation that can result:

- A disciplinary investigation
- A child protection investigation
- A criminal investigation

Following advice from the Police, disciplinary action may be taken in cases where a criminal investigation is ongoing provided sufficient information is available to enable a decision to be made and doing so does not jeopardise the criminal investigation.

Managing the Member Against Whom the Allegation has Been Made:

Following advice from the Police, if the decision is made that the member against whom the allegation has been made is to be informed, the member should be told an allegation has been made which suggests abuse. It is essential to preserve evidence for any criminal proceedings while at the same time safeguarding the rights of the colleague.

Suspension:

- Suspension is not a form of disciplinary action. The member may be suspended whilst an investigation is carried out
- Suspension will be carried out by a director in accordance with Dynamic Earth's Disciplinary Procedures
- At the suspension interview the member will be informed of the reason suspension is taking place and given the opportunity to give a statement should they wish. Notification of the suspension and the reasons will be conveyed in writing to the colleague in accordance with Dynamic Earth's Disciplinary Procedures.

Managing False or Malicious Allegations:

- Where after investigation, the allegation is found to be false or malicious the member will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. The member involved may wish to seek legal advice.
- Where this involves a member of Dynamic Earth, they will be advised of the appropriate counselling services available.

APPENDIX 1 – CHILD PROTECTION & WELLBEING CONCERN REPORT FORM

PART 1 – TO BE COMPLETED BY THE COLLEAGUE, VOLUNTEER, PARTNER, CONTRACTOR REPORTING THE CONCERN

Date of Occurrence ____ / ____ / _____ Time of Occurrence ____:____

Date Reported ____ / ____ / _____ Time Reported ____:____

Full name of person giving the statement	
Role (please delete as appropriate)	DE Staff / Volunteer / Contractor / Partner / Visitor
Contact eMail address	
Contact phone number	

Location of occurrence/incident	
Statement Detail (What happened? What Has Given You Cause for Concern? Who was involved? Can you provide a description of them? Did anyone else see or observe? What did you hear (can you remember any exact words or phrases?) Anything else important to share?	

Who did you report your concern to?	
-------------------------------------	--

Signature	
Date	

PART 2A– WELLBEING CONCERN (TO BE COMPLETED BY THE DCPO RESPONDING TO PART A)

This form should be completed by the DCPO to record wellbeing concern(s) (and

should be forwarded to the Child's Named Person. Please complete with the information available at the time.

1. Details of Child and Concern (s)

Name of child/ young person:	Name of reporting DCPO:
Childs' Address:	
Date of birth:	Parents/Carers Phone Number: Mobile No
Nursery/School attended:	Email:

2. Which of the SHANARRI Indicators (Safe, Healthy, Achieving, Nurtured, Active, Respected & Responsible & Included) apply?

SHANARRI Indicators:	Details of the Wellbeing Concern:
What targeted intervention is necessary?	From what agency?

GIRFEC Questions	Notes
What is getting in the way of this child's wellbeing?	
Do I have all the information we need to help this child?	
What can I do now to help this child?	

3. Consent to Share Information

A CHILD UNDER 12 - PARENTAL CONSENT NECESSARY

Was this concern shared with the child's parents/carers?

Yes No

If not, why not?

What was the parents'/guardian's response(s)?

Did they give consent to passing on this concern to another agency?

Yes No

If no the information cannot be shared unless the child is at risk of significant harm.

Was the concern shared with the child?

Yes No

If not, why not?

--

If shared, what were their views?

--

CONSENT – YOUNG PERSON OVER 12 – UNDER 16 YEARS

If the parents are not aware of the concern, did the young person give consent to their parents/carers being contacted?

Yes No

If not the information cannot be shared with their parents.

Did the young person give consent to passing on this concern to another agency?

Yes No

If not the information cannot be shared unless the child is at risk of significant harm

4. Action Taken

Date passed on:
Time:
Service/agency passed onto:
Date:
Name of Named Person & Designation:
Telephone Contact:
Email:
Outcome if known:

PART 2B– CHILD PROTECTION CONCERN (TO BE COMPLETED BY THE DCPO RESPONDING TO PART A)

This form should be completed by the DCPO to record wellbeing concern(s) (and should be forwarded to the Child’s Named Person. Please complete with the information available at the time.

Name of Child Protection Coordinator:	
Date Form Received:	Time:
Have there been previous child protection concerns? Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/> If yes, give details:	
2. Did you as DCPO speak to the child/young person e.g. to establish basic facts? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, give details:	
3. Have the parents been informed that a referral has been made? Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/>	
4. Was this concern shared with anyone else? Yes <input type="checkbox"/> No <input type="checkbox"/>	

If Yes, please specify:

6. If child protection procedures are initiated, record details of the discussion with Social Work Services/Police.

Date: Time:

Agency: Location:

Name of contact: Tel No:

Details of discussion: Outcome of discussion:

Name:

Date:

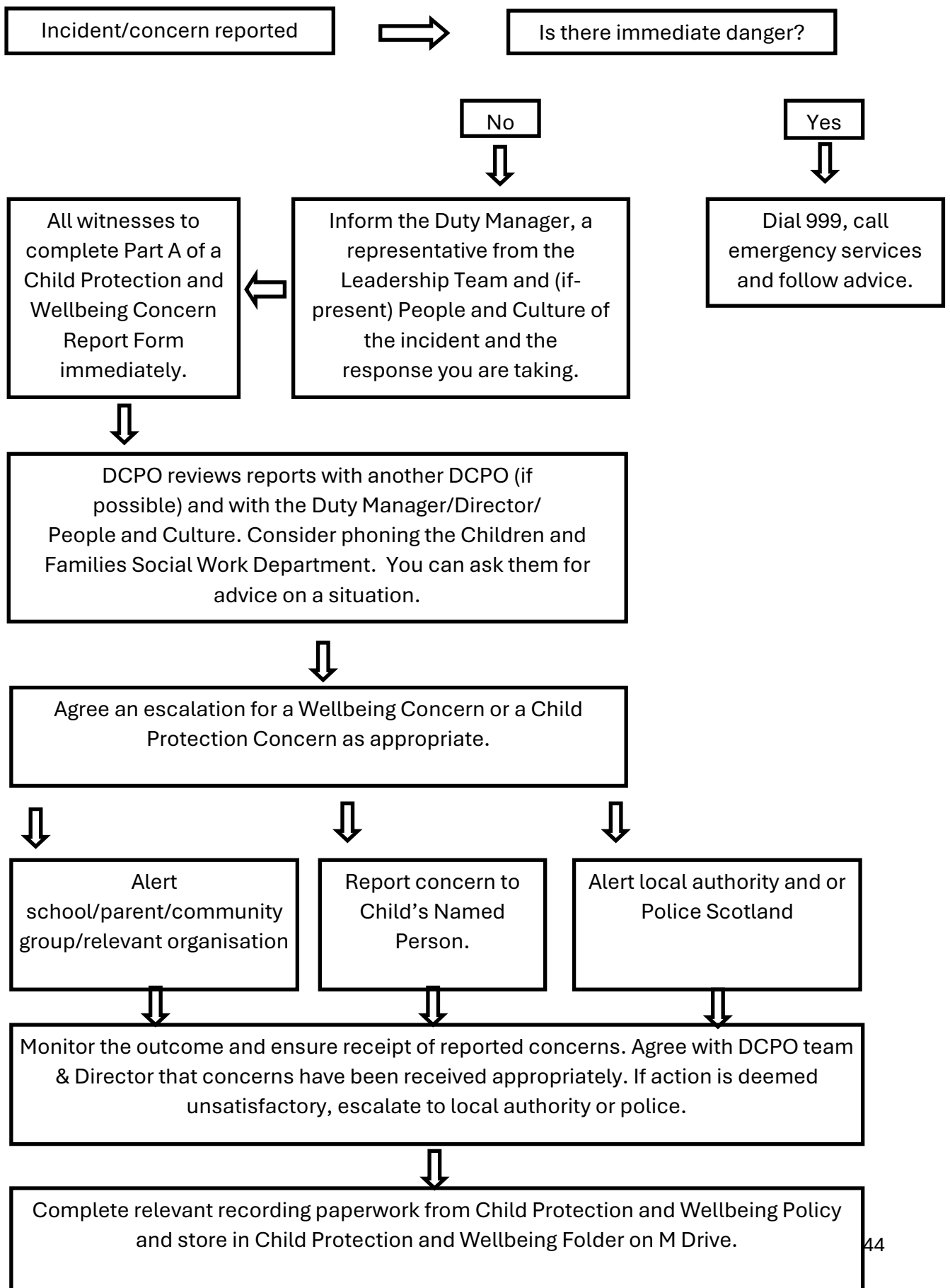
Time:

Child Protection Coordinator Role/ Designation:

Signed:

Any other relevant information:

APPENDIX 2 – CHILD PROTECTION INCIDENT PROCEDURE FLOW DIAGRAM FOR DCPOs



APPENDIX 3 – DCPO POSTERS

 Dynamic Earth

CHILD PROTECTION

IF YOU EVER
FEEL UNSAFE,
UNCOMFORTABLE,
OR WANT SOMEONE
TO SPEAK TO,
OUR TEAM CAN HELP.

DYNAMIC.EARTH.
ORG.UK   

Registered Scottish Charity N° SC020363