

Scotty's Safeguarding Policy

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What does this policy cover?

This policy covers safeguarding for children (up to age 18yrs) and adults (18 and over). This policy will help you understand the differences between the types and signs of abuse in children and adults, and also the differences in the actions that can be taken depending on whether the person you are concerned about is under or over 18.

This policy includes safeguarding concerns that may arise through face-to-face encounters but also online and through other forms of contact.

This policy outlines your responsibility to protect children and adults at risk (formerly known as vulnerable adults). It will help you understand what to look for, how to appropriately respond in different situations, and most importantly how to report safeguarding concerns.

Whatever role you have at Scotty's, by working for the charity you have a duty to protect children and adults at risk.

At Scotty's safeguarding is everyone's responsibility.

We are committed to our duty to safeguard children and adults at risk, from harm, and to promote their wellbeing.

We believe in a culture of transparency and a culture of reporting any and all concerns.

We promise to support our team though on-going training and continuous professional development in safeguarding and to maintain a culture where team members feel safe to raise any and all concerns.

We promise to take all concerns seriously and share appropriate information with relevant authorities in a timely and efficient manner. We recognise that we may only have one piece of the puzzle and so it is important to responsibly and ethically share that information in case it may help show a bigger picture.

What does safeguarding mean?

'Duty of care' and 'safeguarding' are phrases you will hear a lot. 'Duty of care' means you have a duty (requirement) to safeguard (protect) children and adults at risk (formerly vulnerable adults) from harm, and to promote the wellbeing of people we come into contact with.

'Families come first' is our core value. Protecting our Scotty families from harm and promoting their wellbeing is part of our core value.

At Scotty's, we have a duty of care for our members, the children and young people we support. We also can have a duty of care for the families of our members. We also have a duty of care for each other. A safeguarding culture at Scotty's means every team member or volunteer should feel safe and supported, and able to raise any concerns without fear.

As a team member of Scotty's, your duty of care extends into your home life. We expect and encourage all team members, trustees and volunteers to follow the highest standards of care at all times.

If you think any child or adult at risk is or has been at risk of harm, from someone outside Scotty's or within Scotty's, you have a duty of care and are required to report it. You can report risk through Scotty's safeguarding process or directly to the relevant local authority.

Who to talk to about concerns?

Safeguarding is at the heart of everything we do. This means that safeguarding is a priority for our leadership.

Our safeguarding lead (also sometimes called the designated safeguarding lead or DSL) is our Head of Service and part of the senior leadership team (Rachel Scott).

Our deputies are the Heads of Scotty's programmes; SMILES, STRIDES and SUPPORT (Nikki Scott, Rob Ilett and Charlie Houlder-Moat).

On our Board, the trustee who oversees safeguarding is Ellen Plumer.

Our safeguarding team is always happy to answer any questions.

What to do if you have a safeguarding concern?

If you have a safeguarding concern arising through your work at Scotty's, the most important thing to do is to report it through our safeguarding reporting system:

STEP 1: Complete a safeguarding report form.

We have one that is more suitable for children or adults you may have been face to face with (or in person) [here](#). And we have one that is more suitable for concerns or disclosures that may have arisen through digital communication [here](#). You can find these forms in the Safeguarding section of the Scotty's Team SharePoint. Remember to save the completed form somewhere confidential (your OneDrive is suitable) not on one of our general SharePoints.

STEP 2: Send the form to our safeguarding lead, or if they are away send it to one of the deputies.

Rachel Scott is our safeguarding lead. Charlie Holder-Moat, Rob Ilett and Nikki Scott are our deputies. Teams is the best way to contact the safeguarding lead or deputies but you can also phone or email them. They have emergency contact numbers available through the Scotty OS for safeguarding concerns out of hours.

You do not need to be sure or certain in order to make a safeguarding report. Even if you are unsure about whether it qualifies as a ‘safeguarding concern’, or if you are unsure in any other way, it must be reported. We have a culture of over-reporting, not under-reporting. If in doubt: report it. You will not be wasting anyone’s time. No one will think you are over-reacting or being silly.

If you can’t fill out all of the form, that’s okay, just fill out what you can.

You do not need to (and shouldn’t) investigate concerns. Just write down what you have heard, read or seen that gave you concern. That’s all.

IF YOU THINK A CHILD OR ADULT’S LIFE IS IN DANGER OR IS THERE IS RISK OF SERIOUS HARM, IMMEDIATELY CALL 999 (UK) OR 112 (EUROPE) OR 911 (USA).

YOU DO NOT NEED TO COMPLETE A SAFEGUARDING FORM FIRST OR WAIT TO CONTACT THE SAFEGUARDING LEAD FIRST.

What happens next?

Once you have submitted a safeguarding concern, you have a right to know that it has been taken seriously. The safeguarding lead will update you, as far as they are able to. This may look different depending on the situation. In some cases, the safeguarding lead may make a report to a local authority team for further investigation, and may be able to let you know that this has happened. If you raise a concern that might not make the threshold for reporting to a local authority, the safeguarding lead may be able to reassure you about other steps that can be put in place by the charity.

If you do not think the response by the safeguarding lead is adequate, you can escalate your concern to the CEO (Stuart Robinson), or to Trustees. You can also make a safeguarding report directly to the relevant local authority yourself. Safeguarding concerns should be reported to the child or adult safeguarding team of the local authority where the child or adult at risk lives. Typically, local authorities will either have an online form, phone number or email to contact.

How to act and what to do (or not do) if I have a concern.

If you hear, see or read something that concerns you it can be upsetting or alarming. There are three key rules for how to handle these situations that help protect you and the child or adult at risk:

Number 1: Stay calm.

Try to take some deep breaths and relax your body posture if you can- lower your shoulders and uncross your arms.

Number 2: Listen.

Don't ask leading questions (that can put ideas in the child's or adult's head that might compromise any investigation). Don't interrogate the child or adult (investigating is the role of the police or social services: not us). Don't judge or draw conclusions (again, that's not our place) that includes criticising the alleged perpetrator. You can be supportive without being judgemental (see examples below). Don't interrupt. You just need to listen.

Number 3: Don't make promises you can't keep.

You cannot promise not to tell anyone. In fact, you need to let the child or adult at risk know that you have a duty to report (a duty to share the information with the appropriate services in order to help keep them safe).

Try to write everything down as soon as possible so that your safeguarding report is as accurate as possible. Then contact our safeguarding lead or deputies. If you need emotional support following a safeguarding disclosure, please let the safeguarding lead or deputies know. Do not discuss what you have seen, read or heard with anyone else as that may compromise the integrity of an investigation.

Here are some useful phrases you can use;

“Thank you for sharing that with me, I know that can't have been easy”

“You are very brave, it's not always easy to talk about things”

“It's really important to me, and to Scotty's, that you are safe. I have a duty to help keep you safe. I am going to make some notes about what you told me and I will share those with our safeguarding lead who will help figure out what we can do next”

“Tell me more”

Where can safeguarding concerns arise?

As a national charity, a lot of communication with families can come digitally, including phone calls, text messages, social media, video calls and emails. We also have events where we may meet families face to face, or you may meet families at fundraising or other non-Scotty events.

You might read something online (for example in an email or on a social media post), you might see something (at a Scotty event or during an online call) or you might hear something (when talking on a phone or in person).

A concern might arise from something you see, read or hear from a child, young adult or their family, or it might arise because of something you see, read or hear from a Scotty team member, volunteer or anyone else.

You can find out more about types of abuse and signs of abuse later in this policy.

What systems and processes does Scotty's have to keep children and adults safe?

All team and trustees

Recruitment

At Scotty's we are committed to ensuring that all team members are safe to work with children and young adults. We will take all possible steps to safeguard our beneficiaries and to ensure that the adults in our organisation are safe to work with children, young people and adults at risk. This recruitment process covers team members and trustees. Safeguarding in recruitment at Scotty's means:

- All advertised job descriptions clearly outline the safeguarding responsibility required for the role.
- All advertised job descriptions will be clear about whether the role may require any direct contact with children or adults at risk.
- All job advertisements will clearly outline Scotty's commitment to safeguarding.
- Self-disclosure forms are requested for shortlisted candidates.
- Shortlisting will be agreed with at least two team members.
- A minimum of two team members will be on any interview panel.
- Scotty's may at times, involve children, young people or families in the recruitment process.
- Clear selection criteria will be agreed before recruitment and used throughout the recruitment process.

- ID is collected with copies saved on employment.
- Original copies of qualifications are required.
- All team members and trustees are required to secure an enhanced DBS before commencing employment. As a small team, all roles may be asked to support our events and may be supervising or supporting children or adults at risk. All roles have access to our families and their information. Most roles will have regular direct contact with children or adults at risk. All leadership roles will be managing persons in regulated activity.
- Two references are required, including where possible the last employer. Referees will be asked about the candidate's suitability to work with children or adults at risk.
- A comprehensive induction programmes is in place which includes familiarisation with safeguarding policies, procedures and safeguarding training requirements.

Induction:

New team members will carefully read and sign the safeguarding policy and have protected time 1:1 with the safeguarding lead to ask any questions. This meeting will usually take place in the first week of employment.

All team members will complete the NSPCC Introduction to Safeguarding course. New team members are expected to complete the course within the first three weeks of employment. The course covers the legislation around safeguarding, the signs and types of abuse and how to report a safeguarding concern.

Some roles require additional training. For example, team members involved in event planning will have training related to holding safe events, or team members who may join the safeguarding team will be expected to complete designated safeguarding lead training.

Trustees will be required to complete the NSPCC Safeguarding for Trustees training within one month of joining the Board.

Continuous professional development

Scotty's believes in a culture of continuous professional development and that includes safeguarding. In order to maintain the highest level of safeguarding at Scotty's:

- Scotty's will request a new DBS check every three years as part of our ongoing safer working practices. You will be notified when this is due for renewal. This applies to all team members and trustees.

- You will be asked to renew your NSPCC introduction to Safeguarding training every three years. You will be notified when this is due for renewal. Trustees will renew their NSPCC Safeguarding for Trustees every three years.
- We will deliver in-house training for the whole team, or select teams as needed throughout the year.
- We will bring in external experts to deliver training as needed.
- If you would like additional safeguarding training at any time, please speak to either your direct support or the safeguarding lead and we will be happy to arrange additional training.
- Team members on the safeguarding team will be expected to renew their designated safeguarding lead training every three years.

Volunteers and contractors

Scotty's uses volunteers at larger events, often when parent and carers are also present. This includes at Remembrance and the Festivals. Volunteers should never be left alone with a child or adult at risk. A member of the team or the parent or carer should always be around. There will be a safeguarding briefing with volunteers ahead of an event, including guidance on reporting.

Scotty's uses contractors such as photographers, caterers or entertainers at events. Contractors should never be left alone with a child or adult at risk. A member of the team or the parent should always be around.

Where possible a DBS will be sought for volunteers and contractors. Volunteers and contractors will be expected to read and sign our safeguarding policy.

Where it is not possible to secure a DBS for Scotty's, we will try to secure volunteers with DBS checks for their current employment (like teachers or nurses).

Some volunteers may be required to complete formal safeguarding training, either delivered by Scotty's or external training. The decision to require formal training will be part of the risk assessment for an activity or event.

SMILES

The SMILES programme has additional processes to help safeguard children and adults at risk. These include:

- Team members take NSPCC training on delivering safe events.
- All events will include a risk assessment ahead of the event.
- All event will include a safeguarding briefing ahead of the event.
- After each event we will hold a safeguarding debrief (or washup) to reflect on any safeguarding issues that may have arisen.

- For members living overseas we have a ‘Global Directory’ on the OS which includes safeguarding procedures for relevant countries.

STRIDES

The STRIDES programme has additional processes to help safeguard children and adults at risk. These include:

- Case auditing – 10% of advocacy cases are randomly audited to ensure quality and that the safeguarding policy is followed.
- No 1:1 advocacy calls or appointments with families are to be scheduled on Friday afternoons to ensure there is adequate time and team members to respond to any safeguarding issues that arise.
- See also the section on ‘Online safety’ on page 12.
- Coordination and collaboration with a child’s school safeguarding policies where relevant.

SUPPORT

The SUPPORT programme has additional processes to help safeguard children and adults at risk. These include:

- Risk matrix to identify whether support from Scotty’s is appropriate and what level of qualification a team member must hold to work with a particular child or young person.
- Case auditing – 10% of cases are randomly audited to ensure quality and that the safeguarding policy is followed.
- All SUPPORT team members are required to have (at least) monthly external supervision.
- No 1:1 calls or appointments with families are to be scheduled on Friday afternoons to ensure there is adequate time and team members to respond to any safeguarding issues that arise.
- Ahead of any 1:1 session, the team member must know the address where the beneficiary will be, and who can be contacted in an emergency. If the support is for someone under 18yrs old, an adult should be in the house during the session.
- Session Agreement forms are signed, dated and discussed before any support takes place. This includes information around confidentiality, information sharing, safeguarding, safety planning and online working guidance.
- See also the section on ‘Online safety’ on page 12.
- Coordination and collaboration with a child’s school safeguarding policies where relevant.

Safeguarding team

The safeguarding team includes the safeguarding lead (Head of Services) and the deputies (Heads of Programmes). Additional team members may be asked to join the safeguarding team if relevant to their roles, for example SUPPORT counsellors. All safeguarding team members are required to take the higher level of training: safeguarding for designated leads.

The safeguarding team meet monthly to review all relevant cases with a live safeguarding concern, except if there is a concern relating to the behaviour of a Scotty team member, trustee or volunteer, or if a concern is not about a current member of Scotty's. Cases which include a concern about a team member, volunteer or trustee would be escalated and dealt with by the appropriate external agency (LADO). The review is typically for cases where Scotty's is working with a family where there is risk (such as acute mental health needs, risky behaviour, abuse, suicidal ideation, addiction or self-harm), but where the relevant external agencies (social services, CAMHs, GPs) are aware and involved. The purpose of the review is to monitor the appropriateness of Scotty's continued support or involvement with the family.

The review consists of an update of risk within in the case (for example if a child is self harming and frequency or severity increases), and a review of agreed actions. The safeguarding team also identifies and agrees learning and actions for the charity such as new processes or training gaps.

What about safeguarding adults?

In the UK, when you turn 18, you have a legal right to self-determination. That means you have a right to make your own choices, even if they are harmful to you. This means we need to get an adult's consent to get them help. A child, however, does not have this right which means action can be taken to protect a child even without their consent or the consent of their parent (although it is preferable to get consent from the parent and child!).

Adult safeguarding is how we work with adults 'with care and support needs' to keep them safe from abuse or neglect (Care Act, 2014). Safeguarding duties apply when an adult:

- Has needs for care and support (regardless of whether those needs are met by their local authority) and;
- Is experiencing, or is at risk of, abuse or neglect; and;

- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

Having ‘care and support needs’ is very broad, and different health conditions can impact on how an adult safeguarding concern should be handled. See here for a list of common conditions that may be relevant in safeguarding [adults](#) at risk.

When it comes to adults at risk it is important to also know whether they have ‘mental capacity’ – that means whether they have the cognitive ability to understand and make decisions. The Mental Capacity Act recognises that whether someone has capacity can change; people may have capacity some of the time, but not always (this can even fluctuate within a day) or they may have the capacity to understand the implications of some decisions but not all decisions. Sometimes, if an adult does not have capacity to make an informed decision themselves, it is okay to make a decision for them, but it must be in their best interests and should be the least restrictive intervention.

Safeguarding our members who are over 18 years of age can be tricky. If a member under 18 is being abused, we are allowed to talk to their parent or carer and contact the local authority (even if the child does not want us to). If a member is over 18, and has capacity, we do not have the right to tell their family or authorities unless they give us permission. However, we may also have members over 18 who do not have the capacity to make the relevant decision, in which case, we can take action (like contacting parents, carers or local authorities) if it is in their best interest to do so.

As a Scotty team member or Scotty volunteer how should I handle a safeguarding concern about an adult?

If you have a concern about a Scotty family member over 18, you should report it to the safeguarding lead as you would if they were under 18.

If appropriate, the safeguarding team can review safeguarding concerns for people over 18 to help determine the right course of action (e.g. to help understand their capacity within this situation/decision) and also to plan and offer support from the charity. This could mean the safeguarding lead or safeguarding team believes the person does not have capacity and reports the abuse to external agencies, or they might believe the young person does have capacity and then we can try and seek permission to report, but we can also adapt the help and support we give that family even if they don’t want us to report the abuse externally.

Age can change the external action that Scotty’s is permitted to take regarding a safeguarding concern (like contacting local authorities), but it does not change your responsibility to report it within Scotty’s.

IF THERE IS A RISK TO LIFE OR SERIOUS HARM, YOU MUST CALL THE POLICE IMMEDIATELY. THIS APPLIES IF SOMEONE IS A RISK TO THEMSELVES OR TO OTHERS. AGE AND CAPACITY ARE NOT RELEVANT.

Other relevant Scotty policies.

- [Privacy Statement and GDPR Policy](#)

Online safety

All data held by Scotty's is kept securely in line with our Privacy Statement and GDPR Policy (see above). Data regarding safeguarding concerns has additional layers of security. Concerns that do not relate to the behaviour of a team member are held in secure digital files that can only be accessed by members of the safeguarding team. Data regarding a concern about a team member will be further restricted in line with guidance from the investigating LADO.

Data will be shared with relevant authorities where it is appropriate to do so, and where possible with consent of the child, parent or adult at risk. The Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR) supports the sharing of relevant information for the purposes of keeping children and adults at risk safe.

As much of our work takes place through digital communication with children and families, our safeguarding commitment includes protecting children and adults at risk online.

We will help to keep people safe online by:

- Providing clear directions to our team members on how to behave online.
- Encouraging the children, young people and adults at risk who we support to use the internet, social media and mobile phones safely, and with respect to others.
- Encouraging the parents and carers of children, young people and adults at risk we support to do what they can to keep their household safe online.
- Reviewing and updating the security of our information systems regularly.
- Conduct risk assessments before using any new software or platforms with children, young people or adults at risk.
- Adhere to the highest standards of online security including password protection, multi factor authentication and secure network connections.
- Team members are not permitted to be 'friends' with Scotty families on personal social media accounts.
- At least two team members should be in any WhatsApp group chats which include children or adults at risk.

- When communicating with members under 18 through emails, texts, WhatsApp or equivalent, the parent or carer should be cc'd (unless the communication is part of SUPPORT sessions, which the parent or carer has consented to)

What are the signs and types of safeguarding concerns?

The Department for Education describe child abuse as:

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear, or experience its effects. Children may be abused in a family or in an institutional or extra-familial contexts by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

You will learn about the different types of abuse, and what signs to look for when you take your NSPCC Introduction to Safeguarding course.

Below is a list of types of abuse with links to where you can find out more about what that might look like in a [child](#) or [adult](#) at risk.

- **Physical** abuse is when someone hurts or harms a [child](#), [young person](#) or [adult](#) at risk on purpose. It can include hitting, slapping, shaking, scalding, biting, scratching, breaking bones or drowning. It can also include making up symptoms of illness or causing a child or adult at risk to become unwell.
- **Emotional** abuse is sometimes called psychological abuse of a [child](#), [young person](#) or [adult](#) at risk. It is when someone deliberately tries to scare, humiliate, isolate or ignore a child or adult at risk. Being overly controlling, manipulating, blaming, never saying nice things or using dehumanising language can all be signs of emotional abuse.
- **Sexual** abuse of a [child](#), [young person](#) or [adult](#) at risk can be contact and non-contact. Examples of contact sexual abuse could be touching, including through clothes, or asking someone to undress. Non-contact sexual abuse could include flashing, sharing inappropriate images or showing pornography to someone, or having sexual conversations including teasing or innuendo through texts, emails or in person.
- **Neglect** of a [child](#), [young person](#) or [adult at risk](#) means not meeting their physical or psychological needs. This includes physical needs (e.g. food, shelter), emotional needs, educational needs, and medical needs (including

access to medicine or equipment like glasses). It can also include ignoring religious or cultural needs.

- **Bullying and cyberbullying** is when someone or a group tries to harm, intimidate or coerce a [child](#), [young person](#) or [adult](#) they perceive to be vulnerable. It can be verbal, physical or emotional. When it happens online it is called cyberbullying or online abuse. Bullying someone because of protected characteristics is also a form of discrimination.
- **Trafficking and Modern Slavery** recruiting, moving, receiving and harbouring [children](#) for the purpose of exploitation. This can include for forced marriage, criminal use (selling drugs), forced labour, domestic servitude or illegal adoption. Modern slavery also impacts [vulnerable adults and adults at risk](#).
- **Domestic** abuse is any type of controlling, coercive, threatening behaviour, violence or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. It can also happen between adults who are related to one another. [Children](#) witnessing domestic abuse can be harmed by that or those aged 16 or over can also experience domestic abuse in their own relationships. For [adults at risk](#) domestic abuse can be from a carer.
- **Non recent abuse** refers to '[historical abuse](#)', for example if an adult was abused as a child, or an older child was abused when they were much younger. It is very important to report non recent abuse, even if the alleged perpetrator is deceased. It is important to get help to anyone who may have been harmed.
- **Child Sexual Exploitation** is a type of sexual abuse involving coercing, manipulating or deceiving [someone under 18](#) into sexual activity. This may be in return gifts including drugs or money. The coercion and the sexual activity can be in person or online.
- **FGM – Female Genital Mutilation** is partial or total removal of the external female genitalia for non-medical reasons. It can happen to [babies](#), [children and adolescents](#) but also adults such as before marriage or during pregnancy.
- **Forced Marriage** involves any coercion, threat or violence to compel a marriage. Both [adults at risk](#) and [children](#) (such as when sent abroad) are at risk.
- **County Lines** is a type of criminal exploitation where gangs persuade, coerce or force [children and young people](#) to store drugs and money and/or transport them to suburban areas, market towns and coastal towns. [Adults at risk](#) are also sometimes forced in county lines.
- **Child Criminal Exploitation** is when a [child or young person](#) is forced or coerced to engage in illegal activity such as carrying drugs or weapons, shoplifting or committing other crimes.
- **Radicalisation/The Prevent Duty.** Radicalisation is the process where a [child](#), [young person](#) or [adult](#) comes to support extremist ideologies. This can be extremist social, political or religious views. Extreme-right radicalisation and

Islamist radicalisation are the most common types in the UK. The Prevent strategy is about safeguarding people from radicalisation.

- **Self-harm and suicidal thoughts.** Self-harm can include scratching, biting, hitting, cutting, scalding and other type of self-inflicted physical abuse. Both [children](#) and adults are at risk. Self-harm can sometimes be a sign that there may other abuse happening to them. Suicidal thoughts, or suicidal ideation can range from fleeting vague thoughts to clear plans and intentions. At Scotty's all disclosures of self-harm or suicidal ideation must be reported to the safeguarding team so that risk can be properly assessed and managed in line with our procedures.
- **Self-neglect** is when a [person](#) intentionally or non-intentionally neglects their self needs. This can include not attending to their hygiene, not seeking medical help, not maintaining living arrangements or hoarding.

What are the relevant laws and regulations?

Currently, there is [statutory guidance](#) which creates an expectation from the Government that anyone working with children or adults at risk has a duty of care and should report safeguarding concerns.

The Government has proposed making reporting mandatory, through the [Crime and Policing Bill](#) currently making its way through the Houses of Parliament (2025). This could for example, make failing to report child sexual abuse a [criminal offense](#).

England, Scotland, Wales and Northern Ireland have different legislation, but your duty of care at Scotty's remains the same.

The [Charity Commission has rules](#) that means the trustees have an obligation to ensure that none of Scotty's beneficiaries, or anyone working with the charity, is harmed through their contact with Scotty's.

England:

The Department for Education is responsible for safeguarding children in England. [Children Act 1989](#), the [Children Act 2004](#) and the [Children and Social Work Act 2017](#) are the key pieces of legislation.

Key legislation for safeguarding adults include [Sexual Offences Act 2003](#), [Mental Capacity Act 2005](#), and [The Care Act 2014 – statutory guidance](#).

The [Disclosure & Barring Service and Safeguarding Vulnerable Groups Act 2006](#) are key legislation for safer recruitment.

On a local level, local authorities will have child and adult safeguarding teams. When reporting a concern, you (or the safeguarding lead) will need to find the local authority

for where the child or adult at risk lives. Integrated Care Boards and the Police are also part of the local safeguarding response.

Scotland:

The Scottish Government is responsible for safeguarding children and adults at risk in Scotland. Key legislation includes [National guidance for child protection in Scotland](#), [Children and Young People \(Scotland\) Act 2014](#) and [Children \(Care and Justice\) \(Scotland\) Act 2024](#), and [Adult Support and protection 2007](#).

In Scotland, Child Protection Committees work with local authorities such as social work teams, police or health teams to safeguard children. Every local council has an Adult Protection Committee.

Wales:

The Welsh Government has additional legislation including [Social Services and Wellbeing \(Wales\) Act 2014](#) and statutory safeguarding guidance [Working Together to Safeguard People](#).

Wales has [regional safeguarding boards](#) for adults and children.

Northern Ireland:

The Northern Ireland Executive, through the Department of Health, is responsible for child protection in Northern Ireland. The [Safeguarding Board of Northern Ireland](#) coordinates safeguarding following the [Cooperating to safeguard children and young people in Northern Ireland](#) and [SBNI Core Policy and Procedures](#).

[HSCT gateway services team](#) and regional emergency social work services (out of hours) handle safeguarding concerns.

International:

Scotty families can live anywhere in the world. Every country has their own safeguarding legislation, policies and procedures. When a Scotty family lives overseas, we will research the country's safeguarding systems and keep a record of these (the Global Directory on the OS). Some countries have very similar rights, duties and reporting systems as the UK. Others may look very different. Countries can have different definitions of maltreatment, as well as different thresholds for action.

The behaviour of Scotty team members and Scotty volunteers [must adhere to our](#) safeguarding expectations and follow the duty of care outlined in UK legislation. If you are concerned about the wellbeing or safety of a child who lives overseas, the safeguarding lead or safeguarding deputies will take all possible action in line within the counties legislation and systems.

What happens if I am accused of harming a child?

There are sensible steps every person should take in their daily professional conduct with children, which will help reduce the chances of an accusation. For example, most team members will be able to make sure they are never alone with a child or adult at risk. If you cannot have another team member present, try to ensure there are parents or other children around. However, some roles do require team members to speak to a child or adult at risk alone, for example for 1:1 support or advocacy. In your training you will learn about how to behave in a professional manner with children and adults at risk that will also help reduce your risk, this will include strategies such as not showing favouritism to any young person, using side hugs if a child tries to hug you at an event, and maintaining professional boundaries. If at any time you want additional guidance on this, please speak to your direct support or a member of the safeguarding team who will be happy to help.

If a team member, trustee, volunteer or contractor working on behalf of Scotty's is accused of harming a child or adult at risk or acting in a way that may harm a child or adult at risk, the accusation will not be investigated or discussed internally. Any accusation involving a team member, volunteer, trustee or contractor will immediately be referred to the relevant Local Authority Designated Officer (LADO). LADOs are people who are tasked with managing allegations against adults who work with children or adults at risk. Scotty's will follow the guidance and advice of the LADO on how we should handle the allegation. This includes following LADO guidance on whether to suspend the team member or limit responsibilities during the investigation.

It is important to note that how you behave outside of work can also make you a risk for working with children or adults at risk. If someone has concerns about your behaviour outside of work, this will also be referred to the LADO.

The checklist and your commitment to safeguarding.

Once you have read the policy and raised any questions you have with the safeguarding lead please read and sign your signature by each statement below. You can add your signatures digitally or print out and sign the form. Please then return the signed form to the safeguarding lead via email. If you have printed the form you can take a photo of this page with your signatures and send that.

By working at or volunteering for Scotty's I agree to adhere to this policy including:

	Please add your signature to each line
Report any signs, disclosure or reasons to believe a child or adult at risk may be at risk of physical harm or abuse , regardless of severity.	
Report any signs, disclosures or reasons to believe a child or adult at risk of or has self harmed , regardless of severity or frequency.	
Report any signs, disclosures or reasons to believe a child or adult at risk may be at risk of neglect , regardless of severity.	
Report any signs, disclosures or reasons to believe a child or adult at risk may be at risk of sexual abuse .	
Report any signs, disclosures or reasons to believe a child or adult at risk may be at risk of emotional abuse , regardless of severity or frequency.	
Report any signs, disclosure or reasons to believe a child or adult at risk may have had or be having suicidal thoughts , regardless of intention, plan or frequency.	
Report any signs, disclosure or reasons to believe a child or adult at risk may be at risk of domestic abuse . Remember a child can be harmed by witnessing domestic abuse in the home, and can be victim of domestic abuse in a relationship from age 16. All risks must be reported.	
Report any signs, disclosure or reasons to believe a child or adult at risk may have experienced non recent abuse . This includes if the alleged perpetrator is no longer a risk.	
Report any signs, disclosure or reasons to believe a child or adult at risk may be at risk of online abuse .	
Report any signs, disclosure or reasons to believe a child or adult at risk may be at risk of any and all other kinds of abuse .	