



# **Child and Vulnerable Adult Protection Policy for Mid Grampian Mesolithic**

**17th September 2024**

Mid Grampian Mesolithic is a Community Archaeology Group. Most of our participants are adults, but we recognise that there may be situations where our Group interacts with children and vulnerable adults either as volunteers or in school visits etc.

We believe that every child regardless of age has, at all times and in all situations, a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged. In our group, if we have suspicions about a child's physical, sexual or emotional well-being, we will take action and liaise with relevant local child and vulnerable persons protection agencies.

On joining Mid Grampian Mesolithic activities all members will complete a registration form and be directed to this document outlining our procedures and code of conduct (Appendix 1) relating to protection of children and vulnerable persons.

## **Child and Vulnerable Adult Officer:**

We will nominate a Child and Vulnerable Adult Officer (CVAO) who will be responsible for making sure that our policies are regularly reviewed, and kept up to date, and to act as a contact for any complaints or issues that may arise. This individual will be a member of the Protection of Vulnerable Groups Scheme and have the appropriate vetting in the form of a PVG certificate. Any complaints about the CVAO should be taken to the Group secretary to report to the Mid Grampian Mesolithic Committee.

## **Policy Statement for Mid Grampian Mesolithic**

We will:

- Hold a register of every child/protected adult involved with the group including relevant medical details and have a contact name and number close to hand in case of emergencies (except where the children/vulnerable person are under the supervision of another professional, such as on a school visit).
- Treat everyone with respect;

- Make members aware of the need for permission from parent, guardian or other family member if including a child or vulnerable person in a photograph of group activity.
- Remember that some issues are confidential;
- Provide an example we would wish others to follow;
- We will avoid situations where children or vulnerable adults are alone with an adult.
- Where possible consider activities which involve more than one adult being present or at least within sight and hearing of others;
- Be aware that someone else might misinterpret our actions even if they are well-intentioned;
- Respect a child's right to personal privacy;
- Provide time for children to talk to us;
- Encourage children and adults to respect and care for others;
- Take action to stop any inappropriate verbal or physical behaviour;
- Remember to REPORT not INVESTIGATE any suspicions or allegations about abuse;
- Only share concerns and seek support from those identified in the group's child policy;

Contact numbers for Local Family Teams and the Police are available at [Child Protection \(girfec-aberdeenshire.org\)](http://Child Protection (girfec-aberdeenshire.org))

### **Designated Child Protection Officer for Mid Grampian Mesolithic**

Robin Worsman (Mrs)    Worsmanrobin@gmail.com

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\*In line with the Protection of Vulnerable Groups (Scotland) Act 2007

individuals who harm a child or place a child at risk of harm and are asked to leave or are moved away from working with children will be referred to Disclosure Scotland to determine whether they should be barred from working with children.

and *UN Convention on the Rights of the Child Act*

This was adopted as the Code of Conduct of Mid Grampian Mesolithic at a Committee meeting on 17th September 2024 and is certified as a true copy.

1 Adapted from A Guide and Training Pack for the Voluntary Sector, Scottish Executive written by Sue Wheatley

*Child Protection Is Everyone's Responsibility*

## **Appendix 1.**

### **CODE OF CONDUCT**

This Code of Conduct details the type of practice we require all adults working in our group to follow when in contact with children. This code of conduct will assist in ensuring the safety of the children who participate in our group, promote good practice and reduce the likelihood of false allegations.

When working with children:

- Treat all children equally, and with respect and dignity face to face and online.
- Always put the care, welfare and safety needs of a child first
- Always work in an open environment, avoiding unobserved situations
- Be a good role model, avoiding smoking, drinking or use of bad language in front of children
- Give enthusiastic and constructive feedback rather than negative criticism
- Ensure that if any form of manual or physical contact is required during an activity that the child is informed of what is required and their consent is obtained
- Obtain written parental consent if you are required to transport a child in your car.
- Never engage in rough, physical or sexually provocative games, including horseplay.
- Never allow or engage in any form of inappropriate touching.
- Never make sexually suggestive comments to a child, even in fun.
- Social Media can help clubs to disseminate information widely and clubs are encouraged to use social media but to ensure that they do so responsibly.
- Set yourself up securely, think carefully about who you are connected to online.
- Volunteers should not be friends with juniors online.

- Do not exchange private messages, phone numbers, personal email or photos of a personal nature.
- Use group messaging, phone calls to parents/carers or via a post on a closed club or governing body page rather than via your personal profile.
- Check privacy settings regularly as they can default to public several times a year.
- Never post or share messages, images or videos which are abusive, discriminatory or sexually explicit – all are illegal.
- If you come across or are made aware of inappropriate use of electronic communication or social networking within your group report using your groups Child Protection Procedures.
- Be aware of procedures with regard to taking and sharing photos of children.
- Never allow allegations made by a child to go unrecorded or not acted upon
- Report immediately any suspicion that a child could be at risk of harm or abuse
- Never do things of a personal nature for a child, that they can do themselves
- Never form inappropriate emotional or physical relationships with Children