

Child Protection Policy

Title	Child Protection Policy
Author	Angela MacDonald
Classification	Housing
Published on Website	25-06-2026
Date of Approval	20 May 2026
Date of Next Scheduled Review	May 2031

We can produce this document in different formats, for instance, in larger print, Braille or audio-format. we can also translate this document into specific languages, as appropriate.

Contents

Vision and values	3
Governance	3
Policy Aims	3
Equal Opportunities and Human Rights Statement	3
Legislation.....	4
The Policy	4
Introduction	4
Confidentiality.....	5
Reporting concerns	5
Staff/Committee Member/Contractor responsibilities	6
Issues to consider	6
Types of Abuse	6
Policy Review:.....	7
General Data Protection Regulations	7
Freedom of Information (FOI).....	7

1. Vision and values

Wellhouse – the Place to Be.

This simple statement is our vision of Wellhouse as an attractive place where people feel happy and safe, benefit from having a good home and an attractive environment and feel proud to be part of a vibrant community.

We believe that our values of **Caring, Openness, Respect and Empathy** supported by a comprehensive policy framework will help make our vision a reality.

2. Governance

Wellhouse HA is a community controlled Registered Social Landlord and is managed by a group of people who are elected onto the Management Committee. Their role is to make sure that the Association is well run, meets the needs of the local area and is responsive to what is important to local people.

The Management Committee appoints senior staff, agrees all the Association's policies and takes all the key decisions. The Director and the senior team support the Committee in these responsibilities.

3. Policy Aims

The aim of this policy is to make all Wellhouse Housing Association staff, committee members and contractors aware of their responsibilities for child protection under the Scottish Government National Guidance for Child Protection in Scotland (2023), which provides a national framework within which all agencies, organisations and services work together to safeguard and promote the welfare of children. It recognises that children and their families come into contact with a range of services at different points for different reasons and with different and changing needs. All services, agencies and organisations have a responsibility to recognise and actively consider potential risks to a child, irrespective of whether the child is the main focus of their involvement.

Protecting children means recognising when to be concerned about their safety and understanding when and how to share these concerns. Wellhouse Housing Association fully supports the Scottish Government National Guidance.

The Scottish Government National Guidance can be found at www.gov.scot/policies/child-protection along with a wide range of information on child protection.

4. Equal Opportunities and Human Rights Statement

We aim to ensure that all services, including the delivery of this policy, provide equality of opportunity.

We will respond to the different needs and service requirements of individuals. We will not discriminate against any individual for any reason, including age, disability, gender re-assignment, marriage, civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, or other status

5. Legislation

The following legislation is relevant to this policy:

- Children (Scotland) Act 1995
- Protection of Children (Scotland) Act 2003
- Children's Hearings (Scotland) Act 2011
- Children and Young People (Scotland) Act 2014
- Children (Equal Protection from Assault) Act 2019
- Children (Scotland) Act 2020
- Children (Care and Justice) (Scotland) Act 2024
- UNCRC (incorporation) (Scotland) Act 2024
- Exploitation (Scotland) Act 2015
- Prohibition of Female Genital Mutilation (Scotland) Act 2020
- Age of Criminal Responsibility (Scotland) Act 2019

6. The Policy

Introduction

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

Through the implementation of this policy, the Association aims to do everything it can to protect vulnerable children, and to ensure that all concerns for the welfare of a vulnerable child are reported to the appropriate authorities.

We have this policy in place because: -

- It is our duty as citizens and as staff to safeguard those that we work with;
- It is our duty to take action if we think someone is at risk;
- It protects staff and volunteers as well as the public.

Children are at risk from: -

- Neglect;
- Physical abuse;
- Emotional abuse;

- Sexual abuse;
- Physiological abuse.

For the purposes of this Policy, and in line with the Protection of Children (Scotland) Act 2003, a child will be considered to be anyone under the age of 18.

Confidentiality

Information provided to us will normally be treated as confidential and will not be passed to a third party without consent. However, our privacy statement allows that we may disclose personal information to other agencies under certain circumstances. This includes sharing information for the purposes of law enforcement and the statement allows us to share information with Police Scotland, Local Authority Departments including Social Work and the Scottish Fire and Rescue Service.

Reporting concerns

Concerns about a child or young person can arise in a number of ways, for example an accumulation of concerns, a single significant incident, observation on child/parent interaction, or information from a relative or a member of the public.

In situations where there is immediate danger -

Where a member of staff, committee or a contractor identifies a situation that requires immediate response – for example a child or young person requires urgent medical treatment, advises they feel suicidal or is subject to ongoing violence and requires assistance they should call the appropriate emergency services on 999.

If a member of staff, committee member or contractor is in immediate danger, they must leave the scene and not return until it is safe to do so.

The staff member should inform their line manager immediately. Committee members and contractors should inform a member of the Association's Senior Management Team.

If the child or young person is considered to be at risk but not in immediate danger:

Members of staff, committee members and contractors must report their concerns as soon as possible on the same working day to their line manager/senior management team member after seeing or hearing something which indicates a child or young person is the subject of - or is at risk of - neglect or abuse.

It is important that frontline staff, committee members and contractors record basic information regarding their concerns including any comments the child or young person has made and any observations witnessed by the staff or committee member.

In such instances, the staff/committee member/contractor should, as soon as reasonably practicable, make a note of the following details. This will help to clearly and accurately report what they have seen or heard to their line manager/senior management team member.

- Name, address, approximate age of child or young person;
- Date and time of the incident;

- Reason for concern in as much detail as possible including time, date, location etc.;
- Any injuries observed;
- Details of any witnesses;
- Any personal safety issues anyone should be aware of.

Staff/Committee Member/Contractor responsibilities

It is not the staff, committee members or contractors' role to investigate the incident in any way and on no account should a member of staff, committee member or contractor question a child or young person who is the subject of, or is at risk of, neglect or abuse.

The responsibility of the front-line member of staff, committee member and contractor is solely to report any concerns they may have to their line manager/senior management team member.

The line manager/senior management team member is responsible for reporting details of the incident or concern to the appropriate social work team. Managers should also flag any reported incidents to a senior manager and may discuss or seek advice before the referral is made.

Before making a referral, managers should consider whether to speak to the parents before sharing concerns with social work or the police. In general, it is considered good practice to let parents know what we are intending to do. However, this might place the child in a more dangerous situation or prejudice the outcome of any subsequent social work or police investigation. Advice may be sought from the social work team or the police where required.

Issues to consider

Child protection means protecting a child or young person from abuse or neglect.

Abuse or neglect need not actually have taken place, there may instead be an identified significant likelihood of harm, abuse or neglect.

Abuse and neglect are forms of maltreatment of a child or young person. Someone may abuse or neglect a child or young person by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family or an institutional setting, by those known to them or, more rarely, by a stranger.

Child and Young Person - As per the Protection of Children (Scotland) Act 2003, a child will be considered to be anyone under the age of 18.

Types of Abuse

The following definitions show some of the most common ways in which abuse may be experienced by a child but are not exhaustive. The individual circumstances of abuse will vary from child to child:

Physical Abuse – involves intentional harm to a child or young person and may involve hitting, shaking or other physical injuries.

Emotional Abuse – can include psychological harm, such as verbal abuse, emotional neglect or isolation.

Sexual Abuse – this involves coercing or forcing a child to engage in sexual activities or exposing them to sexual content.

Neglect – this refers to the failure to meet a child's basic needs which can include physical, emotional or educational neglect.

Related Issues

Adult protection

It is important to be aware when dealing with child protection concerns, if there are adults present or connected with the child, there could also be adult protection concerns. A separate Adult Protection Policy provides guidance as to the actions staff/Committee Members should take in relation to adult protection concerns.

7. Policy Review:

This policy will be reviewed in May 2031 and five yearly thereafter. An earlier review will be conducted if required.

8. General Data Protection Regulations

The organisation will treat personal data in line with our obligations under the current data protection regulations and our own GDPR Policy. Information regarding how data will be used and the basis for processing data is provided in Wellhouse Housing Association's privacy notice.

9. Freedom of Information (FOI)

The Association is subject to FOI and all enquiries with respect to Child Protection will be handled strictly in line with FOI and confidentiality policies.

Appendix A

Child Protection Form

A referral can be made to Glasgow City Council social services team by contacting Health and Social Care Connect on 0141 287 0555.

The following information should be included in any referral made. If you do not have all the information you should give as much information as you can.

Name	
Child's Address	
Child's Date of Birth	
Parents name and current whereabouts	
Details of person making referral and involvement with the child	
What the concerns are and why they have arisen	
Any recent changes in the child's behaviour or presentation	
Details of anything the child has said which has made you concerned	
Are there other children in the household	
Are any other agencies currently involved with the child?	
Have you had any previous concerns about this child or	

Signature

Name

Date