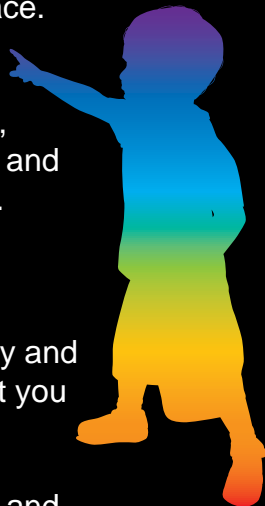


Good Practice Guidelines

No matter how small or your large your group, it is important that your organisation has the best policies and procedures in place.

This safeguards children and young people which, in turn, protects your staff, volunteers, board or committee members and reassures parents and carers.



Your organisation should:

- Have a child protection policy and procedure appropriate to what you do
- Ensure that staff, volunteers and board/committee members have a copy or have read and understand it and know where to find it
- Designate someone in your group to deal with concerns about any child or young person
- Consult with and inform, parents, carers, children and young people about the policy and procedures
- Think about the paperwork you might need to complete and keep



For help or guidance with any of these, please contact us.

Child Protection Support Service for the Voluntary Sector

You may think child protection is not an issue for your group, however, would everyone in your group know how to deal with:

- A child or young person telling them something which might cause concern?
- Having concerns about something they see, or hear about, involving a child or young person?
- Being accused of harming a child or young person?

It's best to be proactive - think about what could happen and the best way to deal with this or to prevent a potentially harmful situation arising.

Contact Details

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Website: **www.cvsfalkirk.org.uk**

We have a dedicated child protection area on our website which can be accessed directly:
www.cvsfalkirk.org.uk/childprotection

This service is funded by Falkirk Council.

May 2007



Child Protection Support Service

All children and young people in Scotland have the right to be cared for, protected from harm and grow up in a safe environment in which their rights and needs are respected.

A free service provided by **CVS Falkirk and District** and **Volunteer Centre Falkirk** for community and voluntary organisations operating in the Falkirk area.



Who's job is it anyway?

Everyone, not just the 'professionals,' has a duty in safeguarding children and young people. Over recent years there have been many changes in legislation which organisations are required to implement.

The role of the Child Protection Training and Development Officer within the Falkirk CVS / Volunteer Centre is to provide a service for voluntary organisations and community groups to help them meet these requirements.

We provide practical support

We do this by:

Contacting new and existing groups and helping them comply with new legislation in child protection.

Helping to develop appropriate child protection policies and procedures.

Including updates and relevant information in Inform (the CVS and Volunteer Centre's newsletter), our website (*see below, left*) and in our e-mail bulletins (you can sign up for these on our website).

We provide guidance & information

We do this by:

Providing a helpline to give guidance on issues relating to safeguarding children and young people

Creating an "information bank" of organisations which produce leaflets, posters, booklets on keeping children safe and advising organisations how to obtain these

Developing resources which can be used by voluntary organisations and community groups

We promote and provide training

We do this by:

Working with organisations to help them to identify their training needs

Developing and delivering training and awareness raising sessions on issues relating to child protection

Informing organisations of the various types of child protection training available from ourselves and other organisations in the voluntary and public sectors

We provide an effective network

We do this by:

Organising events in your community to raise awareness of how we can all contribute to safeguarding children and young people

Putting you in contact with other voluntary organisations and community groups to share information

Establishing what your concerns are in keeping children and young people safe and then liaising with the appropriate statutory agencies and committees on your behalf



For up to date information and links to child protection resources please visit:

www.cvsfalkirk.org.uk/childprotection