

A Model Child Protection Policy For Parent Council/PTA/PSA Paid/Unpaid Staff

A paid/unpaid member of staff is a person who takes up a post on a regular basis (for example to run a club) and who has a job/role description, responsibilities, and defined hours.

Friends of Durriss Primary and Crossroads Nursery and its subgroup members

aims to ensure that children and young people are protected and kept safe from harm while they are with paid/unpaid staff in this organisation. In order to achieve this we will ensure our staff are carefully selected, supervised, screened, and trained where necessary.

Selection

- All potential paid/unpaid staff for "regulated work" with our organisation will complete an application form.
- All short-listed applicants to a paid/unpaid post will be asked to provide references and these will always be taken up prior to confirmation of an appointment.
- If necessary, an interview will be held.

Screening

Applicants for "regulated work" will be asked to join the Protection of Vulnerable Groups (PVG) Membership Scheme. In certain circumstances paid/unpaid staff may take up a role before the membership application process is completed.

Training

The successful applicant will be given an overview of the organisation to ensure they know its aims and values. When necessary, training and support will be provided on an ongoing basis. Connect can provide training on child protection.

Supervision

- All paid/unpaid staff should operate a system of mutual supervision at every event, ie every adult should make sure that other adults are acting appropriately and are not placing a child or themselves in a risky situation.
- The work of the paid/unpaid staff member will be reviewed on an annual basis. Annual reviews will be minuted and copies made available to the paid/unpaid staff member.

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shall hold an incident book and it must be used to record any incidents which take

place in the course of normal duties. If

any inquiries are raised at a later date then the incident book will be used as evidence.

Friends of Durriss Primary and Crossroads Nursery and its subgroup members will ensure that all paid/unpaid staff are aware of this child protection policy and they will be asked to sign the policy agreement form.

Friends of Durriss Primary and Crossroads Nursery and its subgroup members will comply with the requirements of the Protection of Vulnerable Groups (Act) in that:

- We will not knowingly allow anyone who is barred from working with children, or is under consideration, to work in a paid/unpaid post with our organisation.
- We will make a reference to Disclosure Scotland if an individual harms a child or puts a child at risk of harm. If necessary, the police will also be informed. The Parent Council/PTA may take the decision to remove the person from their post or they may leave of their own accord.

This policy was adopted on 15/11/2021

