

# YMCA EDINBURGH

## POLICY FOR THE PROTECTION OF CHILDREN AND YOUNG PEOPLE

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# **1 Introduction**

The Scottish Government has set a clear vision for Scotland's children, in the publication of the National Guidance for Child Protection in Scotland (2014)). The publication sets out that all children and young people have the right to be cared for and protected from harm and abuse and to grow up in a safe environment in which their rights are respected and their needs met.

YMCA Edinburgh is committed to the care, nurture and welfare of all children and young people throughout all its programmes and areas of work.

Protecting children and young people from physical, sexual and emotional abuse is an integral part of the policy and practice of all YMCA work. Safeguarding the welfare of children and young people should not be seen as an optional activity that can be added to the programme.

This document has been produced to enable staff and volunteers to respond in an informed and confident way to child protection issues.

## **2 Policy Scope**

YMCA Edinburgh seeks to provide quality programmes aimed at physical, social, mental and spiritual development for young people, to ensure their development and growth, wholeness and maturity as individuals and contribution to the wider community.

It is the duty and responsibility of all paid and voluntary YMCA staff members to safeguard children and young people engaged in these programmes by protecting them from physical, sexual and emotional harm.

It is the duty and responsibility of the Board of Management of YMCA Edinburgh to ensure that the appropriate procedures are in place to protect children and young people in the care of YMCA staff, and to receive and investigate complaints surrounding physical, sexual or emotional harm being made as a result of programme work provided by YMCA Edinburgh staff and volunteers.

## **3 Definitions**

### **3.1 Definition of children and young people**

For the purposes of these procedures all references to children and young people mean:

- A person under 16 years of age

The Children and Young People (Scotland) Act 2014 states that for 16 and 17 year olds all child or adult protection interventions will be managed through the statutory single Child's Plan. Special consideration will need to be given to the issue of consent and whether an intervention can be undertaken where a young person has withheld their consent. The priority is to ensure that a vulnerable young person who is, or may be, at risk of significant harm. It should be recognised that an individual young person's circumstances and age will dictate what legal measures apply. The Adult Support and Protection (Scotland Act 2007 can be applied to over 16s when criteria are met and in such cases this policy must be read alongside the YMCA Edinburgh Protection of Vulnerable Adults Policy and procedures.

## 3.2 YMCA Edinburgh's understanding of Abuse

Abuse to children or young people is described under the following six headings:

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and / or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or failure to respond to, a child's basic emotional needs.

Neglect may also result in the child being diagnosed as suffering from 'non-organic failure to thrive' where they have significantly failed to reach normal weight and growth or development milestones and where physical and genetic reasons have been medically eliminated. In its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation. This can lead to serious long term effects such as greater susceptibility to serious childhood illness and reduction in potential stature. With young children in particular, the consequences may be life-threatening within a relatively short period of time.

### **Physical Abuse**

Physical abuse is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional Abuse** Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **Sexual Abuse**

Sexual abuse is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, indecent images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in

preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## **Domestic Violence or Abuse**

The National Strategy to Address Domestic Abuse in Scotland (2000) defines:

Domestic abuse (as gender based abuse) can be perpetrated by partners or ex partners and can include physical abuse (assault and physical attack involving a range of behaviour), sexual abuse (acts which degrade and humiliate women and are perpetrated against their will, including rape) and mental and emotional abuse (such as threats, verbal abuse, racial abuse, withholding money and other types of controlling behaviour such as isolation from family and friends). It must be recognised that children are witness to, and may be subject to, the abuse and that there is some correlation between domestic abuse and the mental, physical and sexual abuse of children.

Although both men and women can be victimised in this way, a greater proportion of women experience all forms of domestic abuse, and are more likely to be seriously injured or killed by their partner, ex-partner or lover. Domestic abuse is not solely perpetrated by adults; domestic abuse can also be inflicted on a parent by an older child.

Domestic violence affects both adults and children within the family. Domestic violence has an impact on children in a number of ways:

- a) Children are at increased risk of physical injury during an incident, either by accident or because they attempt to intervene.
- b) Children are greatly distressed by witnessing the physical and emotional suffering of a parent.
- c) Exposure to parental conflict, even where violence is not present, can lead to serious anxiety and distress which may express itself in anti-social or criminal behaviour.
- d) Children in violent households are significantly more likely to be exposed to other forms of child abuse. Although separating from a violent partner should result in women and children being safe from harm, the danger does not automatically end. It should be recognised, that the point of leaving an abusive relationship is the time of highest risk for a victim.

Domestic abuse also affects children because it impacts on parenting capacity.

- a) A parent (in most families, the mother) may have difficulty in looking after the children when domestic violence results in injuries or, in extreme cases, death.
- b) Exposure to psychological and emotional abuse has profound negative effects on women's mental health resulting in a loss of confidence, depression, feelings of degradation, problems with sleep, isolation, and increased use of medication and alcohol. These are all factors that can restrict the mother's capacity to meet the developmental needs of her child.
- c) Belittling and insulting a mother in front of her children undermines not only her respect for herself, but also the authority she needs to parent confidently.
- d) A mother's relationship with her children may also be affected because, in attempts to avoid further outbursts of violence, she prioritises her partner's needs over those of her children.

The impact of domestic violence on children increases when directly abused, when witnessing the abuse of a parent, or colluding (willingly or otherwise) in the concealment of assaults. This constitutes abuse of children and must be reported to the authorities. No age group is particularly protected from or damaged by the impact of domestic violence. Key to the safety of women and children subjected to violence and the threat of violence is an alternative, safe and supportive residence.

## **Spiritual abuse**

Spiritual abuse is not covered by the statutory definitions but is of concern both within and outside faith communities including the church. Aspects of spiritual abuse can be recognised under the four categories of abuse such as emotional abuse or physical abuse (e.g. forced healing rituals). Within faith communities, harm can be caused by the inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, obtrusive or forced healing and deliverance ministries or rituals, any of which may result in children experiencing physical, emotional or sexual harm. If such inappropriate behaviour becomes harmful it should be referred for investigation in cooperation with appropriate statutory agencies.

Careful teaching, supervision and mentoring of those entrusted with the pastoral care of children should help to prevent harm occurring in this way. Other forms of harm include the denial of the right of faith or the opportunity to grow in the knowledge and love of God.

## **Other abusive behaviour towards children and young people**

Within the YMCA we aim to provide a safe environment where children and young people can grow and develop. Consequently, in addition to the above very serious forms of abuse, staff and volunteers should also be aware and on the alert for other forms of abuse. These include:

- Bullying
- Making reference to some physical characteristic, manner of dress or family background in a way intended to hurt
- Sarcasm
- Blatantly favouring some and excluding others. Rejecting a member because of some negative family circumstance
- Name calling
- Abusive language and gestures
- Constant criticism
- Racism
- Sectarianism

## **4 Procedures for the protection of children and young people**

The Chief Executive of YMCA Edinburgh is responsible for:

- implementation of the policy through all YMCA Staff and volunteers
- annual review of the policy
- adherence to the Disclosure Scotland & PVG code of practice (2011) with respect to the management of PVG Scheme Records in the recruitment of staff and volunteers.

All staff and volunteers are responsible for ensuring that the policy is implemented.

### **4.1 Responding to suspicion or allegation of abuse\***

You may have reason to believe that a child or young person has been or is being abused or there is a likelihood or risk of significant harm from abuse or neglect. This suspicion may arise from physical evidence or voluntary disclosure of information from the child/young person or another individual. It is not your responsibility, to investigate your suspicions or decide where an allegation is true.

It is vital that in all cases the following steps are taken:

## ***I Act***

Paid or voluntary members of staff have a duty to report any suspicions or allegations to their line manager. The volunteer or staff member's first concern however must be re-assurance of the child/young person and their protection from any potential risk. Throughout the time taken to report and respond to an incident the young person should be protected from further contact with the individual involved in an allegation.

It is important to avoid asking the young person for a full account of any incident as this can often weaken a subsequent disclosure to an appropriate individual. Staff and volunteers should also be aware of the possibility of false or malicious allegations but should take an allegation on trust unless there is substantive evidence to the contrary. The protection of the child is paramount.

If the allegation/suspicion is about their line manager or a colleague, the volunteer or staff member should report it to the Chair of the Board of Management.

## ***II Confidentiality***

Details of suspicion, allegations or disclosures should only be passed on to the line manager or the appointed person as outlined above.

Wherever possible concerns about a child or young person should not be discussed in such a way that it may lead others to suspect that they are being abused

## ***III Record information***

It is important to keep a written record of the suspicion, allegation or disclosure. This should include the date, time, facts, observations and discussion that are relevant. You must ensure that the correct name and address of the child or young person is recorded. This record should be factual. Above and beyond the facts, any opinions or personal interpretations of the facts presented can be recorded but it should be clear they are opinions, rather than facts. Records should be signed and stored in a secure place.

## ***IV Seek advice on referring the case***

The person to whom the information is reported has the immediate responsibility to ensure that the child/young person is safe and protected from further contact with any potential risks. The line manager should contact the Social Care Direct office of Edinburgh City Council and ask to speak to the Duty Officer about a child protection issue. A report should be made using the pro forma included in Appendix 2. If the report is received during an evening then the Out of Hours emergency service should be contacted.

- YMCA Edinburgh will provide staff with Social Care Direct and Out of Hours emergency team details
- It is important not to divulge the child or young person's name when seeking advice
- The situation should be fully discussed with the Duty Officer and they should be asked for more advice on how to proceed and who to notify
- A note should be kept of the Duty Officer's name
- Any further action should only be taken in line with the advice given by the Social Care Direct office or Out of Hours Emergency Service. It is important to work alongside social workers to find the best solution for the child, rather than intervene and cause even greater problems.

## **V Do not investigate**

Staff and volunteers should not attempt to investigate the situation any further or interview the child or young person regarding the situation. This action could complicate a sensitive situation and interfere with evidence and / or legal proceedings.

## **4.2 Responding when a child or young person discloses abuse**

It is likely that a child or young person who has been abused will have given a lot of thought as to whether they should disclose the abuse. It is highly likely that they will be nervous and afraid that they might be rejected, blamed or not believed. It is important that staff and volunteers follow the steps outlined below:

**I Stay calm** Remain calm and natural. You have been approached because you are trusted, not because you are an expert counsellor.

Do not promise to keep the information secret, you may have to inform an appropriate person. You must take any disclosure seriously and reassure the young person that there is no reason to worry.

**II listen** Listen to what the child or young person is saying. Give them the time and opportunity to tell you as much as they are able and willing to. Do not pressurise them and allow them to disclose information at their own pace. Try to do this in an appropriate place as per 5 (1)

**III reassure** Reassure them that you believe what they are saying and that you know it is not their fault

**IV sorry** Say that you are sorry about what happened.

## **V confidentiality**

Reiterate that you cannot promise to keep the information secret. You must take any disclosure seriously.

Details of the disclosure should only be passed on to your line manager or the appointed person, who should refer the case to the appropriate authorities.

Wherever possible you should try not to discuss any concerns that you have about a child or young person in a way that may lead others to suspect that they are being abused.

## **VI Take the allegation seriously**

Tell them that you are willing to help and support them. It is important that the case is referred to Edinburgh Council Social Care Direct by your line manager or appointed person. It is up to them to take the matter further and investigate if appropriate. Under no circumstances should you investigate the disclosure.

#### **4.3 What to do in the event of an allegation of abuse being made concerning a YMCA Edinburgh staff member, volunteer, sessional staff member or consultant:**

If a concern or allegation of abuse or inappropriate conduct is made against a member of staff or volunteer, or if a staff member or volunteer has a suspicion of inappropriate conduct with young people, the YMCA Edinburgh Chief Executive or the Chair of the Board of Management should be contacted. If the allegation is about the YMCA Edinburgh Chief Executive, then the person to be contacted is the Chair of the Board of Management. The over-riding priority is always the safety of the young person.

Where there are grounds for suspicion of abuse, the staff member will be informed of the allegation and given the opportunity to respond.

The staff member will then normally be removed from duties that have direct contact with young people or be suspended with full pay without prejudice. This action will be taken by the YMCA Edinburgh Chief Executive or Chair of the Board of Management prior to referral of the allegation to the appropriate authorities. In all such cases YMCA Edinburgh will comply fully with all aspects of an external investigation and will seek to review their policy and procedures following conclusion of any case.

The Chief Executive will inform the Chair of the Board of Management of any reports to Social Care Direct.

In all allegations of abuse involving a member of staff or a volunteer, external support for that person will be considered.

Lack of Police or other investigatory authority action will not preclude the possibility of disciplinary action being taken with staff/volunteers if deemed appropriate in response to poor practice. Procedures will take place in line with the YMCA Edinburgh staff disciplinary policy.

YMCA Edinburgh will refer an allegation of abuse, even if the staff member or volunteer has left the employment or service of the organisation.

Where appropriate, a referral will be made to the Disqualified from Working with Children List in accordance with the Protection of Children (Scotland) Act 2003.

#### **4.4 What to do where an incident of alleged abuse whilst under YMCA Edinburgh supervision is alleged.**

The most important priority in such incidents is to ensure the immediate safety of the child/young person who has been abused. Both abuser and victim must be kept apart. In a residential setting, it may be appropriate for the individuals to be taken home and, depending upon staffing levels, this may involve taking the whole group home. The procedure as outlined in section 4 should be followed.

Where allegations/suspicions occur where the victim and abuser are both participants in YMCA Edinburgh programmes, the procedure outlined in section 4 should still be followed. Such a situation will not automatically involve ceasing to work with either young person, but it may involve referring one or both parties on to another organisation.

They should report to their line manager, who will report to the Chief Executive. They will inform the Chair of the Board of Management of any reports to Social Care Direct.

## 5 Recommendations for working with children and young people

The following recommendations have been written to safeguard paid and voluntary staff from situations that might give rise to unjustified allegations of abuse.

- I Workers should be aware of the possibility of false allegations that might arise when they meet alone with a child or young person. Where a private meeting with a lone child/young person is unavoidable it should be held in an open place in view of others or in a room visible to those outside and where a colleague has agreed to visually monitor the meeting. If a young person participates in a review of their involvement in a programme as a result of disruptive or unacceptable behaviour, it is advisable that this review is witnessed by a second staff member/volunteer.
- II Workers should not give lifts in their car to individual children or young people.
- III There should always be an appropriate ratio of adults to children/young people to ensure that:
  - a) Activities are being run safely and allow maximum participation
  - b) Disruptive behaviour can be controlled.

There should always be at least two adults present with a group who are under 16 years of age, particularly when it is the only activity taking place on YMCA premises.
- IV A group of under 16s should not be taken off YMCA premises with less than two adults present and trip paperwork in place. Refer to the YMCA Edinburgh Offsite Learning Policy.
- V When working with a mixed gender group there should be staff/volunteers of both genders to manage all activities. If all staff/volunteers are of one gender, another person of the opposite gender should be designated as a contact point for members of the group.
- VI Workers should treat all children and young people with respect and dignity.
- VII Workers will not engage in any of the following:
  - a) Invading the privacy of children and young people when they are toileting or showering, changing or dressing unless providing necessary help to very young children maintaining same gender boundaries. Where such help is deemed necessary parental consent should first be gained.
  - b) Inappropriate physical or sexually provocative games
  - c) Sharing sleeping accommodation with an individual child or young person
  - d) Making sexually suggestive comments about or to a child or young person even in fun
  - d) Inappropriate and intrusive touching of any form
  - e) Scape-goating, ridiculing or rejecting of a child or young person.
- VIII Workers should not use any form of physical punishment
- IX If a young person requires a review of or challenge to their behaviour as a participant in activities, this should take place privately, but in accordance with point 5 (I).

- X Workers should not communicate with or 'accept friends' with young people on social networking sites such as Facebook and Bebo
- XI Workers should not engage in personal text messaging, following on social media or emailing with young people

## **6 Selection Procedures for Staff and Volunteers**

“The single most effective point at which an organisation can use good management to minimise the possibility of abuse is when new paid staff or volunteers are appointed, although it is important to ensure that vigilance is maintained thereafter”. (1995 Smith: Protecting Children)  
All recruitment of staff, volunteers, consultants and sessional staff should take place using the procedure outlined in the table in Appendix 1 and as per the YMCA Edinburgh Recruitment Procedure.

## **7. Responsibility for Policy**

**Operational Practice:**

**Board of Management Responsibility:**

**ACCEPTED AS CHILD PROTECTION POLICY BY YMCA EDINBURGH AT ITS MEETING ON 20<sup>th</sup> MARCH 2018**

DATE \_\_\_\_\_

SIGNED \_\_\_\_\_ Chair of the Board

This policy will be reviewed at 12-month intervals.

## **7 Acknowledgements**

The following list of publications was used in drawing up this document:

Protection of Children Scotland Act 2003 – Scottish Executive

Protection of Vulnerable Groups Scotland Act 2007

YMCA Scotland Policy on the Protection of Children and Vulnerable Young People

Disclosure Scotland & PVG Guidelines 2011

Safeguarding Children & Young People Policy for the Methodist Church 2010

The National Guidelines for Child Protection in Scotland 2014

Inter-agency Child Protection Procedures Edinburgh and the Lothians 2012

National Strategy to Address Domestic Abuse in Scotland 2000

Children and Young People (Scotland) Act 2014

Edinburgh and Lothians Oct 2015

## Appendix 1

### Applications process for paid staff and volunteers working with children and young people covered by this policy as per definition in section 1.

	Paid Staff, including part time and regular sessional staff of YMCA Edinburgh	Volunteers engaged with YMCA Edinburgh	Consultants for whom we raise invoices to run individual sessions
1. Preparation of job descriptions	<p>A job description should be produced for all posts</p> <p>Each job description should be Risk Assessed, in order to establish whether a Police Check is required for the post. This risk assessment should take into account the access that each post holder will have to children and young people and therefore the level of disclosure required. With the introduction of the PVG 2007 it is important that <u>all</u> staff and volunteers working face to face with children and young people should undergo PVG Scheme Membership</p> <p>When the post is advertised, the type of disclosure required should be included in the advert.</p>		<p>Using a template, a task description/brief should be produced for all regular consultants.</p> <p>This task description /brief should be risk assessed re access to children and young people.</p> <p>Any information advertising the post should include the type of disclosure required.</p>
2. The Applications process	A standard staff application form should be completed, which is anonymous, but coded.	A standard/customised Volunteer application form should be completed and coded.	n/a
	All posts whose risk assessment shows that PVG Scheme Membership is required, should have in their application packs an internal of YMCA Edinburgh criminal records disclosure form and a freepost envelope. The form and envelope should be coded in line with the application form.	All posts whose risk assessment shows that PVG Scheme Membership is required should have with their application form a criminal record disclosure form and an envelope. This should be handed in with the application form to the staff member leading the interview.	n/a
3. The Interview Panel	Each Interview Panel should have	Volunteers should be interviewed by	n/a

	<p>one counter signatory on it. Counter signatories will also have had training in the area of criminal records and equal opportunities.</p>	<p>two people – at least one of whom should have had training in equal opportunities and criminal records.</p>	
	<p>The applications administrator should receive all free post envelopes separately. Once the short list has been made, the envelopes for those candidates should be handed over to the panel.</p> <p>If the short listing takes place in a different location to the applications administrator, arrangements should be made to ensure envelopes are confidentially passed onto the panel.</p>	n/a	n/a
4. Short listing	<p>The counter signatory should open the envelopes to see if there are any disclosures, which require the panel to gain more information. This should be based on the panel agreeing that the disclosure is relevant to the post. The counter signatory should share any information verbally with other panel members</p> <p>The applications administrator must shred all other unopened envelopes.</p>	<p>Before the interview takes place, the lead interviewer should open the criminal record disclosure form and assess if there are relevant disclosures that require more information.</p>	n/a
5. Interview preparation	The Interview panel should agree questions for any candidates regarding		n/a

	<p>disclosures BEFORE the day of the interview – so allow enough time to prepare. This will enable the panel to make a fair and informed decision about the candidate. Questions should include:</p> <ul style="list-style-type: none"> <li>• When the last offence was committed</li> <li>• Whether there are any outstanding charges</li> <li>• How the charges were received – i.e. the background to the offence.</li> <li>• The candidate should be asked what they would change if they were under the same circumstances again. (This is aimed at revealing attitude, taking responsibility for the offence and motivation to change)</li> </ul>		
6. Offering the post	Once candidates have been interviewed, the panel can decide to whom they wish to offer the post, subject to a formal PVG Scheme Membership	Once the candidate has been interviewed, the panel can confirm or reject their application to volunteer, subject to a formal PVG Scheme Membership	n/a
7. Disclosures procedure	The Counter Signatory on the panel will contact the candidate and ask them to complete PVG Scheme Membership. No firm offer can be made until the form has been returned to of YMCA Edinburgh from CRBS.	A Counter Signatory will contact the candidate and ask them to complete PVG Scheme Membership. No confirmation of volunteering can be made until the form has been returned of YMCA Edinburgh from CRBS.	A Counter Signatory will contact the consultant and ask them to complete PVG Scheme Membership. No access to groups can take place until the form has been returned to the YMCA from CRBS.
	NB The taking up of references for all posts still applies.		
	<p>If the form is returned with additional information, the Counter Signatory must recommend either yes, no or re-interview the candidate. The Counter Signatory cannot discuss information from the PVG Scheme Membership with other panel members.</p> <p>If the Counter Signatory is not sure how to proceed, they can discuss the matter with another Counter Signatory or the Lead Signatory.</p> <p>In the event of a candidate being re-interviewed, the Counter Signatory MUST NOT discuss PVG Scheme Membership information with either the panel or the candidate.</p>		<p>If the form is returned with information relevant to the work, the Counter Signatory must recommend whether to engage the consultant or not.</p> <p>The Counter Signatory MUST NOT discuss PVG Scheme Membership information the consultant.</p>

	If the panel is still unsure, it is possible to approach Disclosure Scotland for guidance.		
8. Final decision	<p>A final decision can be made to either confirm the appointment, or to confirm that the appointment will not take place.</p> <p>If the decision not to appoint has been made on the basis of PVG Scheme Membership information, the candidate should be referred to Disclosure Scotland. PVG Scheme Membership information MUST NOT be discussed with the candidate.</p>		
	In the event of the appointment not taking place, the interview panel can decide to offer the post to another suitable candidate (continue from point 6), or re-advertise the post (continue from point 1).	In the event of the volunteer not being appointed, the panel should tell the volunteer. It may be appropriate to re-advertise the post.	In the event of the consultant not being offered work, the Counter Signatory should either tell them directly, or inform the staff member for whom the work would be taking place.
	Internal Criminal Records PVG Scheme Membership Information should be kept with other interview notes in the Personnel files for six months, and then shredded.	Internal Criminal Records PVG Scheme Membership information should be kept with other interview notes in a locked and secure place for six months, and then shredded.	Internal Criminal Records PVG Scheme Membership information should be kept with other interview notes in a locked and secure place for six months, and then shredded.
	All PVG Scheme Membership Information will be kept as per the Storage and Handling of Information policy		



**Brief outline of any action you have already taken to protect the child/young person**

**Signature**

**Designation**

**Date**

**Follow up action taken by line manager**

**Signature**

**Designation**

**Date**