

# Introduction to the Child Protection Pack

## Customising Documents

Documents can, for the most part, be quickly customised to individual organisation's needs:

- Substitute own logo for the GAMA logo
- For each document, double click on 'Edit' and then double click on 'Replace'.

When asked 'Find what?' type in GAMA

'Replace with' your organisation's name. All references to GAMA should then be automatically replaced.

- GAMA is referred to as an Association in these documents. You might wish to 'Replace with' Society, Company or similar.
- Thereafter, create any personalisation as required. \*

\* NOTE: These documents have been carefully researched, taking best practice from NODA, Central Registered Body in Scotland (CRBS), the Scouting Association and the Church of Scotland. Most importantly, there are differences between Scottish and English law, and this too is incorporated in these documents. Adapt by all means, but check before changing any rules which could have legal implications. CRBS (contact details in "Getting Started") is extremely helpful, and will readily give advice if clarification of a rule or procedure is requested. Do note that documents on the present NODA website reflect English laws and rules.

The documents in this pack have been approved by CRBS as they stand, so they make a good starting point. Rules do, however, keep changing – the documents are up-to-date at the time of issue (Oct. 2006), but be aware of changes intimated by CRBS after this date. For example, a major change due in 2006- 2007 is Disclosure checking/ new policies for persons working with Vulnerable Adults. The documents in this pack go some way to address this, but will no doubt require further amendments once more information is available – and more Companies are likely to have a Vulnerable Adult than children.

## **What the pack does and does not do**

### **The pack includes:**

- A step-by-step guide on how to get started
- Possible wording for the Constitution
- Policy documents required to register with CRBS
- Documentation required for Disclosure checks (ie. the mandatory documentation in addition to the form provided by CRBS)
- Documentation required for taking up references
- Register of Volunteers: Pro-forma
- Membership form (inc. hospitalisation, collection by an adult, photography)
- Incident report: Pro-forma (covers both day-to-day incidents and allegations of abuse)

### **The pack does not include:**

- Documentation linked to the Health and Safety Policy (eg. First Aid provision, Risk Assessment, rules governing stage performance by children). NODA is a good first point of call for such information.
- Information about training
- Information on how to actually deal with incidents (beyond pro-formas and referral steps)
- Letters to parents
- The pack does go some way to incorporating new legislation due in for Vulnerable Adults, but not in entirety

## Care Commission

The Scottish Commission for the Regulation of Care (Care Commission in short) is the national body responsible for the registration and inspection of children's activities.

The Regulations of Care (Scotland) Act 2002 identifies 3 types of activities for children. Those that:

- Are **exempt from registration**. This applies when the activity lasts for periods of time that add up to no more than 2 hours per day.
- Require to be **notified to the Care Commission**. This is when an activity lasts for periods that exceed 2 hours per day for less than 6 days per year.
- Require to be **registered with the Care Commission**. This is when an activity lasts for periods that exceed 2 hours per day for more than 5 days per year.

The Care Commission has 5 regional offices across Scotland (Aberdeen, Dundee, Paisley, Musselburgh, Hamilton). If in doubt, contact your local office as **only they can determine your status**.

## Adult:Child Ratios

This, too, is determined by Care Commission (Scotland). Organisations **registered** with Care Commission **must** adhere to the following. Those who are **not registered** with the Care Commission are **advised** to adhere to the following:

Age	Ratio
2 to under 3s	1:5
3 and over	1:8
If all children are 8 or over	1:10

## How old is a 'child?'

A child is normally anyone under the age of 18. However, if the organisation employs that person, then they are classed as an adult from age 16.

Eg. A member of GAMA, who was aged 17, was classed as a child whilst they rehearsed and performed with the adult company. However, GAMA 'employed' this person as part of the Production Team with GAMA Youth. There, they could be treated as an adult in their own right and were

Disclosure checked to work with children.

## **Umbrella Groups**

Any **organisation** can register with CRBS and carry out their own checks.

However, **several companies** can get together, agree on joint policies, and appoint a co-ordinator and signatory(ies) for disclosure checks.

It is also possible for a **region** to get together and register as an umbrella group. The plus side is that it means that individual Companies do not have the hassle of agreeing policies and each paying £25 annually. The system would also be standardised across all Companies. On the other hand, the larger the umbrella organisation, the more complicated the checks and systems have to become. And by its very nature, the job of the co-ordinator would become more complicated and time-consuming.

## **Help**

If you have any queries about the contents of this package, contact:

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