Please take note that where the words "we", "us" or "directors" are stated, this refers to the board of directors of Wick Players who oversee the successful running of the club.

The board of directors of Wick Players has adopted this policy and each member is expected to support and to comply with it.

Policy on Child Protection

Wick Players is committed to a policy on child protection, to comply with current legislation.

This policy should be read alongside Wick Players policies which fall under the Safeguarding umbrella.

We believe that every child regardless of age has, always and in all situations, a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged. If we have suspicions about a child's physical or emotional well-being, we will take action.

We recognise that child protection should not be treated in isolation, we will take on board guidance provided by Highland Child Protection Committee and will address recruitment and selection of volunteers and paid employees by doing the following:

1. We accept that it is our responsibility as a group to check that all adults in positions requiring disclosure checks are members of the appropriate Vulnerable Groups Scheme and have been appropriately vetted. It is our responsibility to ensure that these checks are carried out. We do this by the following:

    a) Each member of Wick Players has a duty to follow our Code of Conduct, which they must automatically adhere to upon becoming a member of Wick Players.

    b) By carrying out a pre-disclosure check; each member of Wick Players aged 16 or over must complete a copy of FOR03 (Self Declaration).

    c) By ensuring that each member of Wick Players aged 16 and over is a member of the Protecting Vulnerable Groups (PVG) scheme. The application process for this is carried out by one of our PVG Signatories.

2. We will ensure that we have a record of personal details for any member of volunteer working with our organisation.

3. We will remove any member of volunteer whom we know or suspect to have caused harm to a child or to have placed a child at risk of harm and we will notify Disclosure Scotland of our actions and the reason fro them, even if that person has left our organisation.

All volunteers or staff are encouraged to share concerns about children as soon as possible. If the child is too frightened to go home or we are worried about a child's safety, we will contact Social Work and / or Police immediately.

Child protections is everyone's responsibility.

If our concerns are more general about a child's welfare, then we will discuss these with our designated Safeguarding Officer who would then make a referral to an appropriate professional for assessment of the child's needs. It is important that all members and volunteers communicate concerns accurately.

To this end, members and volunteers will follow the following procedures:

1. Upon the receipt of any information from a child or suspicions, it is necessary to make an accurate and detailed written record of what they have seen, heard or know, at the time the event occurs. FOR08 (Incident and Disclosure Report) is in place to help with this.

2. Share their concerns with our organisation's Safeguarding Officer and agree what action to take.

3. Avoid asking any more questions than are necessary to clarify whether there is a concern. Always refer to statutory services to undertake in depth investigations of any suspicions or allegations about abuse.

Wick Players recognises and will adhere to current legislation such as the following:

- National Child Protection (2014)
- Children (Scotland) Act
- Children and Young People (Scotland) Act
- Data Protection Act

Wick Players will ensure to:

a) Promote and prioritise the safety and wellbeing of children and young adults.
b) Ensure all members and, or volunteers understand their role(s), and responsibilities in respect to safeguarding children and young adults.
c) Ensure that appropriate action is taken in the event of an accident, incident or concern, and to provide support to the individual who raised or disclosed the concern.
d) Ensure that confidentiality is always maintained.
e) Ensure that there are secured records of any accidents, incidents or concerns which are clearly written.

Wick Players will ensure that this policy is widely promoted and that it is mandatory for everyone involved with Wick Players. Failure to comply with this policy will be addressed and may result in an individual being removed from Wick Players.

This policy will be reviewed annually by the board of directors of Wick Players on an annual basis and advice will be sought from supporting governing bodies on updating this policy so that amendments and updates can be made relating to any relevant, updated or new legislation.

Your Safeguarding Officer is	
Name	Emma Sutherland
Contact Number	07917 768180
Email Address	safeguarding.wickplayers@gmail.com

Contact Numbers	
Police (Non-Emergency)	101
Emergency	999
Local Social Work Team	Numbers available at www.hcpc.scot
Social Work Emergency Service (Out of Hours)	0808 1753646

Wick Players will ensure that all directors are aware of this policy.

Wick Players undertake to make a copy of this policy and the code of practice available to all members.

This policy was approved and adopted by the board of directors of Wick Players.	
Date	02/03/2022
Name of Individual (On Behalf of the Board of Directors)	Mr Jayden Alexander
Position Within Company	Company Secretary
Signature	