



**“Keeping Children and Adults Safe”  
“It’s everyone’s job”**



**Guidance about Child and Adult Protection  
for  
Community Groups in Shetland**

## **Child and Adult Protection**

This leaflet has been designed to support all community groups and aims to:-

- Give some information about Child and Adult Protection
- Give guidance about what to do if a child or adult is at risk of harm
- Point groups to other sources of information and training

Community groups are encouraged to sign up to the good practice of having child and adult protection policies in place, further information can be found at:- <https://www.safershetland.com/for-community-groups>

This leaflet can only give a brief summary of child and adult protection. Full copies of the child and adult protection procedures are available at:-

### **Child Protection Procedures**

<https://www.safershetland.com/child-protection>

### **Adult Protection Procedures**

<https://www.safershetland.com/adult-protection>

Hard copies of both can be requested from the Lead Officer, Kate Gabb on 01595 744435

### **Protecting Vulnerable Groups (PVG)**

Voluntary Action Shetland can support your group through this process for a fee of £15 per application for volunteers. The charges for paid staff are, full scheme record— £59 plus £15 admin charge or scheme update £18 plus £15 admin charge. For advice about the need for a PVG check:

<https://www.mygov.scot/pvg-scheme/> VAS—01595743900



**Children can't always tell someone if they are being abused or neglected.**

**But you can.**

**Call—Duty Social Work—01595 74 4420**

**Out of hours—Call—01595 69 5611**



**Is someone you know at risk?**

**Act against harm.**

**Call—Duty Social Work—01595 74 4468**

**Out Of Hours—Call—01595 69 5611**

## What training should I do:-

### Volunteers in your organisation

It's Everyone's Job E learning – link on safershetland website - <https://level1.safershetland.com/>  
Courses specifically designed for Sports Coaches are also available through (Shetland Islands Council Sport and Leisure)

**Named designated person** for Adult and Child Protection in voluntary organisations should complete — It's Everyone's Job E learning – link on safershetland website - <https://level1.safershetland.com/> followed by 1/2 day training currently a webex session bookable through Workforce Development - [Workforce.DevelopmentTeam@shetland.gov.uk](mailto:Workforce.DevelopmentTeam@shetland.gov.uk).  
Completing both the E Learning and the ½ day training counts as Level 2.

**Managers** in the organisation should complete Level 2 Adult Protection and Level 3 Child Protection.

Contact Workforce Development at 01595 743920 or 01595744752

Email [Workforce.DevelopmentTeam@shetland.gov.uk](mailto:Workforce.DevelopmentTeam@shetland.gov.uk)

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## Child and Adult Protection

### Its Everyone's Job

Children and Adults can come into contact with a range of staff and volunteers working in community groups.

Every member of staff, volunteers and the public, has a role to play in protecting children and adults: it's not just social workers, teachers, youth workers, health staff and the police.

### Cause for concern

Children can be at risk through:-

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

Adults all of the above and:-

- Financial
- Discriminatory harm
- Self Harm or neglect
- Domestic Abuse

### Who harms?

**Anyone.**

### Where does harm take place?

**Anywhere.**

If you have concerns

**YOU MUST DO SOMETHING ABOUT THEM.**

## What do I do?

Specific guidance is in the Shetland Inter-Agency Child and Adult Protection Procedures. This is available on SIC Intranet and the [safershetland.com](http://www.safershetland.com) website:-

<https://www.safershetland.com/>

As a minimum all staff and volunteers should:-

Listen to what is said

- Observe what is happening
- Write down exactly what you see and hear
- Report exactly what you see and hear to your supervisor, line manager or senior colleague

## Follow the Stepwise Guide

1. **Recognise - when to act**
2. **Respond - to any concerns about an adult or child**
3. **Report/Refer - discuss with your line manager or designated person in your community group**
4. **Record - make a written statement about all actions.**

## Who do I contact?

### Social Work

- *Adult Social Work Team Leaders*  
Tel: - (01595) 744400  
*Children Social Work Team Leaders*  
Tel:- (01595) 744000
- *Children's Duty Social Worker*  
During Working Hours  
Mon—Frid (9am to 5pm)  
Tel: - (01595) 744420
- *Out of Hours for Adult and Child Duty Social Worker*  
Tel: - (01595) 695611

### Police

- Lerwick Police Station
- Tel: - 101 or in an emergency 999

### Scottish Children's Reporter Administration

Tel: - 0131 244 3780

**Act  
against  
harm** |