



## **CHILD PROTECTION INDUCTION**

### **GUIDANCE FOR MANAGERS ABOUT CHILD PROTECTION**

#### Background

Shetland Public Protection Committee (SPPC) has responsibility to ensure that everyone understands child protection and their role in protecting children and young people under the age of 18.

SPPC is made up of representatives from the local council, the police, health services, procurator fiscal, reporter to the children's hearing and local voluntary agencies. Each child protection committee has to produce inter-agency child protection procedures that help everyone – professionals or members of the public – to know what to do if they are concerned about a child being harmed or at risk in some way.

The Scottish Executive made it clear that protecting children and young people is everyone's job and this is endorsed by Shetland Public Protection Committee.

As a manager or supervisor with the responsibility for inducting new staff into post you will have a check list that covers health and safety, the job description of the post, working as part of your organisation or particular team. It is important that as part of the induction a wallet card designed to give people some basic information about child and adult protection is handed out and staff are told who to contact if they are worried – if this is their line manager they should also be given the name of another manager as well.

#### What about staff who don't work with children?

All staff in all agencies in Shetland have a responsibility to have a basic awareness of child protection. Although your staff may not directly work with children, they may have contact with the public and may work in situations where children may place themselves at risk (eg on board ferries, on building sites).

#### What do I need to do?

- Ensure that child protection is on the induction programme.
- Ensure that staff have the wallet card.
- Explain to staff that they have a responsibility for the safety and wellbeing of children and young people in Shetland.
- Advise staff who is the designated person in your organisation who takes responsibility for passing on any referrals to Duty Social Work.
- You can access the Shetland Inter-Agency Child Protection Procedures on the Shetland Islands Council and NHS Shetland Intranet sites or on the Shetland Public Protection website at:

### Further information for Managers

- Remember that at any time you can discuss a concern about a child with the duty social worker or the senior child care social workers.
- In case of doubt it is always better to refer a child to Duty Social Work than not. Referrals can be made by telephone but should be followed in writing.

### Do you or your staff need training in Child Protection?

Child Protection training is available to everyone:

- Basic Level 1 E Learning “It’s Everyone’s Job” – open access for third sector and general public on safershetland website, on TURAS for NHS Staff and on ILearn for SIC Staff.
- Level 2 half day training bookable by contacting Workforce Development ([workforcedevelopment.team@shetland.gov.uk](mailto:workforcedevelopment.team@shetland.gov.uk))
- Level 3 2 day training designed for staff with greater responsibilities for the safety of children or those who are managers of services for children – contact Workforce Development ([workforcedevelopment.team@shetland.gov.uk](mailto:workforcedevelopment.team@shetland.gov.uk))