**GLASGOW FILM THEATRE**

**Child and Vulnerable Adults Protection Policy (updated May 2022)**

**Contents**

* Introduction Page 2
* Definitions: Children and vulnerable adults and abuse
* Who this policy applies to
* GFT’s responsibilities
* Principles & Policy Review Page 6
* Recruitment of workers Page 7
* Disclosure Scotland checks Page 9
* Authority Page 8
* General Policy Items (First Aid, Check in-Check Out,

& Photography) Page 10

* Procedures for responding to allegations Page 12
  + Not relating to a member of staff Page 13
  + Relating to a member of staff Page 15
* Useful numbers Page 18

**Related Documents**

* Appendix 1: Code of Conduct

(For all staff, freelancers, volunteers and board members)

* Appendix 2: Child Protection Policy Overview
* Appendix 3: Online Guidelines
* Appendix 4: Reporting Alleged Abuse and Child Protection Concern Form
* Appendix 5: GFT Autism Toolbox summary

(For staff working at Access Take 2 screenings)

**Introduction**

Glasgow Film Theatre (GFT) is an educational charity in the heart of Glasgow City Centre. We host a variety of screenings, events, conferences, meetings, and educational activities and trips taking both on-site and off-site.

GFT has a vision of ‘Cinema for All’ and to achieve this our goal is to welcome children, families and young people to our cinema through our public, community and educational programmes.

**Everyone** at Glasgow Film Theatre has a duty to ensure we are upholding the highest standard of Child Protection possible, and this policy should be put into action and inform all of our work.

We are committed to listening to, and empowering the voices of children and young people throughout our organisation and this means recognising and reducing any risks to their health and well-being that can be prevented and taking action when necessary to report instances of abuse.

Because the company will employ some people specifically to work with children and vulnerable adults, including workshop leaders for education projects and freelance tutors for class programmes, and as all employees may in the course of their duties come into short, accompanied contact with such groups and individuals, GFT feels it is essential to have a Policy on the protection of children and vulnerable adults.

GFT is fully committed to safeguarding the wellbeing of its customers. Staff and volunteers should at all times show respect and understanding for rights, safety and welfare and conduct themselves in a way that reflects the principles of the organisation.

**This Policy applies to all GFT Staff, Freelancers, Volunteers and Board Members**.

The following guidelines have been drawn up as guidance for working with children and vulnerable adults. They set out GFT's responsibilities regarding child protection. Most of the guidelines regarding working with children and young people are common sense. However, it is important to be clear about how best to deal with children and vulnerable adults.

The purpose of the *Child & Vulnerable Adult Protection Policy* and *Code of Conduct* for all staff working with children and vulnerable adults(*Code of Conduct*, see Appendix 1) is to allow children and vulnerable members of the community to enjoy a safe and happy environment.

* **Children and vulnerable adults and abuse - definitions**

**Who is a child?**

This policy refers in particular to the Protection of Children (Scotland) Act 2003 and the Children and Young People Scotland Act 2014 and the National Guidance for Child Protection Scotland 2021. The Scottish Government recognises the UN Convention on the Rights of the Child (UNCRC) which defines a child as a person under 18 years of age.

In this document, a ‘young person’ is in the upper age ranges of the definition of a child. The term has no legal status – it acknowledges that teenagers may not think of themselves as ‘children’.

**Who is a vulnerable adult?**

A vulnerable adult is a person who is, or may be, in need of community care services because of mental disability or other disability, age or illness, and who is, or may be, unable to take care of themselves or unable to protect themselves against significant harm or exploitation re Adult Support and Protection Act.

**What is child protection?**

Child protection refers to the processes involved in consideration, assessment, and planning of required action, together with the actions themselves, where there are concerns that a child may be at risk of harm.

Child protection procedures are initiated when police, social work or health professionals determine that a child may have been abused or may be at risk of significant harm.

This can involve:

* Physical abuse
* Emotional abuse
* Sexual abuse
* Criminal exploitation
* Child trafficking
* Neglect
* Female genital mutilation
* Forced marriage

**NOTE:** It is not GFT’s role to determine whether abuse has taken place or not, or to investigate allegations or suspicions of abuse.

It is GFT’s duty to ensure the immediate safety of the child, report any allegations or suspicions to the Child Protection Officers who will then refer to the relevant police, social work or health professionals.

More information on this will be given in ‘Procedures for Reporting Abuse’ section.

* **Who is responsible for implementing this Policy?**

It is **everyone’s** responsibility to ensure that GFT is a safe place for children and vulnerable adults.

This includes all staff (including Front of House, Glasgow Film Festival, Film Hub Scotland, Managers, etc), freelance facilitators, and board members.

It is not just the GFT Education Team, all staff are expected to read and implement this policy, regardless of whether their role relates directly to working with children as it is part of building an awareness and understanding of GFT’s child protection policies and ensuring we are providing a safe and welcoming environment for children and young people.

The Learning and Youth Engagement Manager is the Designated Child Protection Officer and there are two Deputy Child Protection Officers (identified in the *Staff Overview)* who should be contacted **immediately** if any child protection concerns ever arise or if you have any questions regarding this policy.

The Child Protection Officers also have a duty to review and develop this policy.

All GFT Education staff (GFT employees or freelance facilitators) who may be expected to work unsupervised with children as part of their duties must be processed by Disclosure Scotland. An employee who does not consent to a check being made will not be considered suitable to work with children and young people.

* **GFT’s responsibilities with regard to the Policy**

Glasgow Film Theatre will:

* Place Child Protection at the heart of our organisation, with a commitment to ensure GFT is a safe and welcoming environment for children and vulnerable adults by providing opportunities for them to take part in creative learning activitiessafely.
* Respect and promote the rights, wishes and feelings of children and vulnerable adults.
* Promote and implement appropriate procedures to safeguard the wellbeing of children and vulnerable adults and protect them from harm and abuse.
* Recruit, train, support and supervise its staff and volunteers to adopt the best practices to safeguard and protect children and vulnerable adults from abuse and to minimise risk to themselves.
* Require staff and volunteers to adopt and abide by this *Child and Vulnerable Adult Protection Policy* and *Code of Conduct*.
* Respond to any allegations of misconduct or abuse of children or vulnerable adults in line with this Policy and *Code of Conduct* as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
* Review and evaluate this Policy and *Code of Conduct* on a regular basis (ideally each year).

GFT has a responsibility to ensure that representatives of GFT (permanent and temporary staff, freelance practitioners, paid or voluntary personnel) working with children or vulnerable adults are not placed in situations where abuse might be alleged. For instance, staff should not find themselves in settings where there is unsafe equipment or materials, inadequate staff support, or work for which they do not have enough training or experience.

**Principles**

The **welfare** of children and vulnerable adults is everyone’s responsibility, particularly when it comes to preventing and protecting them from abuse.

Children and vulnerable adults have a lot to gain from the Arts, including Moving Image Media. Creative learning activities carried out in a **positive environment** provide excellent opportunities for them to learn new skills, gain in confidence and creativity, and maximise their own unique potential.

GFT is committed to supporting the rights of the child as outlined in the United Nations Convention on the Rights of the Child (1989) and is particularly concerned with the **child’s right to be protected from harm, abuse and exploitation and to be involved in any decision that directly affects them** and the Scottish Government’s national approach *Getting it Right for Every Child* (GIRFEC).

This GFT Policy and *Code of Conduct* and *Appropriate Behaviours* are based on the following principles:

* The welfare of children and vulnerable adults is the primary concern.
* The child’s experience, views and needs are central within child protection processes. Talking with and listening to children means not only to their words but also to their experience, needs, wishes and feelings.
* All children, young people and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and sexual identity have the right to protection from abuse.
* It is everyone's responsibility to report any concerns about abuse, and the responsibility of the Social Work Department and the Police to conduct, where appropriate, a joint investigation.
* All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
* Representatives of GFT (paid and voluntary) should be clear on how to respond appropriately.
* All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

The Scottish Children’s Charter (2004) sets out what children and young people need and expect to help protect them when they are in danger of being harmed or have already been harmed by another person. Amongst other points it asks that, when children have difficulties or problems, adults should:

* + Listen to us
  + Take us seriously
  + Involve us
  + Make things happen when they should
  + Help us to be safe

**Policy review**

This Policy, *Code of Conduct* and *Appropriate Behaviours* will be regularly monitored and reviewed:

* In accordance with changes in legislation and guidance on the protection of children and vulnerable adults, or any changes within Glasgow Film Theatre.
* Following any issues or concerns raised about the protection of children or vulnerable adults within Glasgow Film Theatre.
* In all other circumstances annually.

**Recruitment of Workers**

Recruitment of all staff will be in line with GFT’s Equal Opportunities Policy.

GFT has a legal obligation to ensure the following:

* That workers recruited for positions working unsupervised with children and vulnerable adults (‘Child Care’ positions – see below) are not named on the **Disqualified From Working With Children List** (other than provisionally listed). The only way to find out if someone is named on the List is by applying for a Standard or Enhanced Disclosure Scotland check and PVG (Protecting Vulnerable Groups).
* That if an individual who is employed to work with children and vulnerable adults is found to be named on the List they must be removed from that position.
* That an individual is referred to the List where grounds for a referral are met.

**Grounds for referral:**

The Protection of Vulnerable Groups (Scotland) Act 2007 lists the following grounds for referral:

“(a) in relation to an individual who is or has been doing (or has been offered or supplied for) regulated **work with children**, is that the individual has, whether or not in the course of the individual’s work—

(i) harmed a child,

(ii) placed a child at risk of harm,

(iii) engaged in inappropriate conduct involving pornography,

(iv) engaged in inappropriate conduct of a sexual nature involving a child, or

(v) given inappropriate medical treatment to a child,

(b) in relation to an individual who is or has been doing (or has been offered or supplied for) regulated **work with adults**, is that the individual has, whether or not in the course of the individual’s work—

(i) harmed a protected adult\*,

(ii) placed a protected adult at risk of harm,

(iii) engaged in inappropriate conduct involving pornography,

(iv) engaged in inappropriate conduct of a sexual nature involving a protected adult, or

(v) given inappropriate medical treatment to a protected adult.”

\*The Protection of Vulnerable Groups Act 204 and the Adult Support and Protection Act 2007 defines a protected adult as an individual aged 16 or over who receives one or more type of care or welfare service –e.g. a care home resident.

In addition, the Act states:

“An organisation must give Ministers any prescribed information which it holds in relation to an individual who is or has been doing regulated work if—

(a) it has, on the referral ground—

(i) dismissed the individual, or

(ii) transferred the individual to a position which does not involve that type of regulated work, or

(b) it would or might have dismissed or so transferred the individual on the referral ground if the individual had not—

(i) otherwise stopped doing regulated work, or

(ii) been working for the organisation for a fixed term.”

* **‘Child care positions’**

For the purposes of this Policy, certain positions are known as ‘Child Care Positions’, as described in Schedule 2 of the Protection of Children (Scotland) Act 2003. It is an offence for an individual who is disqualified from working with children to apply for, offer to do, accept or do any work in a childcare position.

Within GFT, ‘Child Care Positions’ are as follows:

* Learning and Youth Engagement Manager
* Youth Officers & Coordinators
* Public Engagement Coordinator
* Freelance or temporary staff working unsupervised with children or vulnerable adults
* **Checks with Disclosure Scotland**

Glasgow Film Theatre is registered with Disclosure Scotland **(**Registration Number: GLA15055).

As recommended by Disclosure Scotland (Protecting the Vulnerable by Safer Recruitment, 2002) the following types of checks are to be requested for positions requiring contact with children and vulnerable adults. This will require the prospective position holder to complete and submit a Disclosure Scotland form, with the results returning to the GFT Officer with responsibility for Personnel (GFT Head of Finance & Administration):

**Standard Disclosure**

Standard disclosures will be requested from those applying for positions listed in the *Rehabilitation of Offenders Act 1974 (ROA) (Exclusions and Exceptions) (Scotland) Order 2003*. The type of employment where questions about spent convictions can be asked include work in the financial sector, occupations with duties that involve regular contact with children and young people under the age of 18 (including ‘child care’ positions; see pp13-14 of this document) and elderly, sick or disabled people.

**Enhanced Disclosure**

Enhanced Disclosures will be requested for positions that involve a greater degree of contact with children or vulnerable adults. For example, positions that require regular contact with, training, supervising or being in sole charge of children and young people.

The ‘Child Care Positions’ outlined above will be subject to an Enhanced Disclosure Scotland check.

**Authority**

The Children and Young People Coordinatorhas the main responsibility for managing child and vulnerable adult protection issues within the GFT and acts as the designated Child Protection Officer. The role and responsibilities of this role are detailed below.

The Child Protection Officer shall:

* Implement and promote this *Child and Vulnerable Adult Protection Policy*  and associated *Code of Conduct* (Appendix 1).
* Regularly report to the Senior Management Team with respect to the Policy and associated *Code of Conduct* (Appendix 1).
* Act as the main contact within the GFT for the protection of children and vulnerable adults.
* Provide information and advice on the protection of children and vulnerable adults.
* Support and raise awareness of the protection of children and vulnerable adults.
* Communicate with staff on issues of child and vulnerable adult protection.
* Keep abreast of developments and understand information on data protection, confidentiality and other legal issues that impact on the protection of children and vulnerable adults.
* Encourage good practice and support procedures to protect children and vulnerable adults.
* Ensure any formal referrals are made to the correct statutory agencies (Police and Social Work).
* Maintain confidential records of reported cases and action taken and liaise with the statutory agencies to ensure they have access to all necessary information.
* Organise training for staff with respect to the Policyand associated *Code of Conduct* (Appendix 1).
* Regularly monitor and review the Policy and *Code of Conduct* (Appendix 1).

**General Policy Items**

* **First Aid and Treatment of Injuries:**

If, in your capacity as a staff member of Glasgow Film Theatre,a child or vulnerable adult requires First Aid or any form of medical attention whilst in your care, then the normal good practice must be followed:

* **Only those with a current, recognised First Aid qualification should respond to any accident or illness.**
* Where possible, ensure that at least two adults, preferably male and female, are present at all times.
* Keep a written record of any accident or illness that occurs, along with the details of any treatment given.
* Where possible, ensure access to medical advice and / or assistance is available.
* Where possible, any course of action should be discussed with the child or vulnerable adult in a language that they understand, and their permission should be sought before any action is taken.
* In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible.
* The child or vulnerable adult’s parent / guardian or carer must be informed of any injury and any action taken as soon as possible, unless it is in the child’s or vulnerable adult’s interests (or on professional advice) not to do so.
* **GFT’s ‘Check in-Check Out’ Procedures**
* To ensure the safety of children and young people on our programmes we have established a ‘Check in-Check Out’ policy.
* This covers activities in which GFT is responsible for the well-being and safety of a child during a GFT-Education Team led activity through an established GFT youth group i.e. Glasgow Youth Film Festival Young Programmers, Film Fans etc
* It is not for activities where children attend with parents or general programming i.e. Take 2, Take 2 Access, GFF Family Events etc
* All children participating in a GFT Education team group activity will have a consent form, which will establish if they are able to travel to and from the activity independently and to sign themselves in and out of sessions.
* If we do not have parental consent for children to sign them in and out of sessions they must be collected by an adult identified by the parent.
* If activity ends after 8pm children or young people will be offered a free GFT Education pre-booked taxi. If they still wish to travel home without this then we must have permission from parents.
* **Photographing, Videoing and Filming of children and vulnerable adults:**

Glasgow Film Theatre may at times wish to document an event using photography or moving image media. These recordings may be used to provide evidence for funding applications or for publicity purposes using a variety of media.

Similarly, Glasgow Film Theatrereserves the right at all times to prohibit the use of photography, film or video at any event or activity which it is hosting and with which it is associated.

In circumstances where Glasgow Film Theatre is using photography, film or video equipment at a public event to record the audience, it is good practice to ensure that audience members are alerted to this and given the opportunity to opt out.

For events aimed specifically at children or vulnerable adults, permission to use photography, film or video should be sought from teachers (schools), parents, carers, or the vulnerable adults themselves as appropriate.

Additionally, it is good practice to check with the accompanying teacher that it is permissible to film / photograph the children when they arrive at GFT.

Parents / carers of members of GFT Education programmes will be required to complete and return a ***Consent Form*** (Consent Forms for each group are written by the GFT Education Team) to allow their child to participate in the group.

If the images are to be used for promotional purposes, the names of the children or vulnerable adults should not be revealed unless a parent, carer, or the vulnerable adult she / he has given express permission to do so.

**Procedures for responding to allegations about misconduct/abuse made by or concerning Children or vulnerable adults**

Concerns about harm to a child from abuse, neglect, exploitation or violence should be reported without delay to social work, or in situations where risk is immediate, to Police Scotland.

Information received about or from a child or vulnerable adult may fall into one of the following categories:

(a) Suspicion or allegation of misconduct / inappropriate behaviour / abuse against someone who is not a member of staff

(b) Suspicion or allegation of misconduct / inappropriate behaviour / abuse against a member of staff

If unclear about the nature of the information, advice must be sought from the Child Protection Officer or the Police or Social Work Department.

It is **not** the responsibility of anyone from Glasgow Film Theatre to decide whether or not a child or vulnerable adult has been abused.It is, however, everyone's responsibility to **report concerns.**

1. **Suspicion or allegations of misconduct / inappropriate behaviour / abuse against someone who is not a member of staff.**

These are the procedures that should be carried out under the following circumstances:

* *A child or vulnerable adult alleges misconduct / inappropriate behaviour / abuse*

1. **Never** promise a child or vulnerable adult that you will not tell anyone what he or she has told you. If a child or vulnerable adult discloses anything relating to abuse they are suffering, this cannot be kept in confidence. This should be made clear to the individual. **Tell them who will be told,** and, to the best of your knowledge, **what is likely to happen next**. It is important to do all you can to ensure the child or vulnerable adult, including those whose first language is not English or who find it difficult to communicate in words, can understand what is happening.
2. Remember that the child or vulnerable adult may be telling you about something frightening that has happened to them. Your **calm, neutral and supportive reaction** is important.
3. Allow the child or vulnerable adult to tell his or her story and do **not** press them for more information. You should only establish the basics of what happened and what risk (if any) the child or vulnerable adult is currently at. For example, is the child or vulnerable adult is talking about the person that they will be going home to, or with, today?
4. **Reassure** the child or vulnerable adult that they have done the right thing in telling you.
5. As soon as possible after the child or vulnerable adult has told you his or her story, and **you have ensured their immediate safety.**

You should **write it down** as the child or vulnerable adult told you. Instructions on what to include in this report are outlined in ***Reporting Alleged Abuse Form***(Appendix 2). You should speak to either the Children and Child Protection Officer or the Front of House Manager before completing this form.

It is not the role of GFT to determine whether abuse has taken place. If the facts imply that abuse or misconduct has taken place, the Child Protection Officer or the Front of House Manager should report the allegation to the Child Protection agencies, i.e. Social Work and the Police.

The Child Protection Officer should discuss the decision to inform a child or vulnerable adult's family or carer in the presence of the Child Protection agencies. This is to ensure that abusive parents / carers are not 'tipped off' in advance of an investigation. Where the allegations or concerns clearly indicate another adult (i.e. not the parent or carer) then the decision to inform the parent / carer / family would be very different.

* *You hear from a third party that a child / vulnerable adult is being abused*

1. **Record the information** that you have been given. Instructions on what to include are outlined in ***Reporting Alleged Abuse Form*** (Appendix 2). You should speak to either the Safeguarding Officer or the Front of House Manager before completing this form.

It is not the role of GFT to determine whether abuse has taken place. If the facts imply that abuse or misconduct has taken place, the Safeguarding Officer or the Front of House Manager should report the allegation to the Child Protection agencies, i.e. Social Work and the Police.

The Child Protection Officer should discuss the decision to inform a child or vulnerable adult's parent, guardian or carer with the Child Protection agencies.

* *There are signs / indications that a child / vulnerable adult is being abused*

You, or another employee, may be concerned about the wellbeing of a child or vulnerable adult even though they have not said anything to reveal this. Remember, when someone is being abused, they are often threatened and told not to tell anyone.

Sometimes a concern is raised about a child or vulnerable adult because something has been noticed, such as an unexplained bruise or a sudden and significant change in their personality or behaviour.

Some of the following may indicate that something is wrong:

* Sudden withdrawal from others
* Suspicious bruises with unsatisfactory explanations
* Extreme anger or sadness
* Fear of strangers
* Aggressive behaviour
* Attention seeking behaviour
* Lack of self-esteem
* Inappropriate sexual behaviour for their age
* Self-injury
* Depression

These signs do not mean that a child or vulnerable adult is being abused, however they are reason for some concern as children and vulnerable adults who have been abused may react in some or all of these ways.

If you are concerned that a child or vulnerable adult may be being abused but they have not spoken to you about it, these are the steps you should take:

1. Ask the family or carer if there is any reason that he or she may be acting out of the ordinary.
2. If you continue to be concerned and are unable to determine reasonable causes, discuss your observations with the Child Protection Officer or, in their absence, the Front of House Manager.
3. Don’t keep suspicions to yourself but err on the side of caution.
4. A record of what is suspected should be kept. Instructions on what to include in this report are outlined in ***Reporting Alleged Abuse*** (Appendix 2). You should speak to either the Child Protection Officer or the Front of House Manager before completing this form.

It is not the role of GFT to determine whether abuse has taken place. Discuss suspicions with the Child Protection Officer who will decide what further steps to take.

If the facts imply that abuse or misconduct has taken place, the Child Protection Officer or the Front of House Manager should report the allegation to the Child Protection agencies, i.e. Social Work and the Police.

The Child Protection Officer should discuss the decision to inform a child's parent or carer with the Child Protection agencies.

1. **Suspicion or allegation of misconduct / inappropriate behaviour / abuse against a member of GFT staff**

For GFT staff, the *Code of Conduct* (Appendix 1) and *Appropriate Behaviours* (Appendix 1.i) for working with children and vulnerable adults offers guidance on good practice, practice to be avoided and practice never to be sanctioned.

These are the procedures that should be carried out under the following circumstances:

* *A child or vulnerable adult alleges that they have been harmed by a worker*

1. Report this immediately to the Front of House Manager or Child Protection Officer.
2. The individual who received the concern should make a full written report. Instructions on what to include in this report are outlined in *Safeguarding Incident Report Form* (Appendix 3). Child Protection Officer or Front of House Manager can support the individual during this process but must not complete the report for the worker. Child Protection Officer Officer or Front of House Manager are responsible for contacting the child protection agencies, usually the Social Work Department or the Police.
3. The Child Protection Officer or Front of House Manager should add to the report any steps that they have taken summarising any advice given by the child protection agencies.
4. The individual worker and the Child Protection Officer or Front of House Manager should both sign and date the report.
5. If the facts outlined in the *Safeguarding Incident Report Form* (Appendix 3) support a suspicion or allegation of misconduct or abuse, a copy of the report should be passed to Social Work and / or Police. The original should be stored in a secure place i.e. GFT Personnel Files.

In cases where the Police have been informed, it is appropriate to tell the worker that an allegation has been made against them. GFT should consider suspending the worker while an internal review is carried out.

Any internal action following the results of the investigation will be dealt with in accordance with GFT’s disciplinary procedure. An individual, paid or unpaid, who is the subject of an allegation may be asked not to report for work until GFT is satisfied that it is appropriate for the individual to resume normal duties. Such a period will be on full pay in the case of paid staff.

Glasgow Film Theatre has a duty to refer to the Disqualified from Working with Children List (the List) anyone who meets the grounds for referral as listed above (‘Recruitment of workers: grounds for referral’, p.6).

Glasgow Film Theatre’s management committee must investigate any allegation in accordance with appropriate disciplinary procedures. The GFT’s procedures are separate from an official investigation carried out by the Police or Social Work Services. It is possible that the two systems would run in tandem, but they are very distinct, and the child protection aspect must take precedence. The child's parent or guardian must be informed. If Social Work Services or the Police are involved GFT should agree with them who informs the parents / carers. The protection of the child must take precedence.

* *A parent or carer alleges that a child / vulnerable adult has been harmed by a worker*

Procedures as above (a child alleges that they have been harmed by a worker).

* *Other workers have suspicions about a worker’s behaviour*

Procedures as above (a child alleges that they have been harmed by a worker).

* **Additional information relating to allegations or concerns about abuse**

Provided a member of staff is not acting maliciously, the Law will protect any individual reporting abuse or harm to an appropriate authority.

GFT will protect and manage information provided to it in confidence and will supply confidential information only to appropriate authorities where there are grounds for considering a child or vulnerable adult to be at risk of harm and / or abuse.

In enforcing this policy, any disciplinary action taken by GFT against an individual will be carried out using GFT’s Disciplinary Procedure and every employee has the right to raise a grievance using GFT’s Grievance Procedure.

Any member of the organisation can make a report to Social Work Services pertaining to another member of staff if they are unsatisfied with the outcome of the organisation’s internal enquiry. As above, the Police or Social Work may wish to conduct an official investigation.

**USEFUL NUMBERS**

GFT Disclosure Scotland Registration Number: GLA15055

**Police:** 01786 289070 (Pitt Street Police Station)

Scottish Children’s Reporters Administrations: 0131 244 2100

(SCRA is at the centre of the Children’s Hearings System – the child protection and youth justice system for children in Scotland. The Children’s Hearings System aims to protect the safety and welfare of children and address their behaviour including offending.)

**Health**

Ambulance: 999

NHS 24: 111

NHS Greater Glasgow and Clyde Child Protection Unit

0141 451 6605

**Social work**

Social work services 0141 287 0555

Out of hours social work services 0300 343 1505

Website:

[Child Protection - Glasgow City Council](https://www.glasgow.gov.uk/index.aspx?articleid=17236)