



Safeguarding Policy

Children & Young People

1. Purpose and Commitment

This policy applies to all staff, volunteers, members, service users and visitors. Its purpose is to ensure that ADHD Adventures protects every child and young person from harm and responds appropriately to any concerns, allegations, or incidents.

ADHD Adventures believes that every child has the right to be safe, protected from harm, and supported to thrive. As stated in the original policy, *“Children and Young People should never experience abuse of any kind and we have a responsibility to promote the welfare of all children, to keep them safe and practice in a way that protects them.”*

We are committed to:

- Creating a safe, nurturing environment
- Acting promptly and proportionately on all concerns
- Working in partnership with families and other agencies
- Ensuring staff and volunteers understand their safeguarding responsibilities

2. Legal and Policy Framework

This policy is informed by:

- **National Guidance for Child Protection in Scotland (2023)**
- **Children and Young People (Scotland) Act 2014**

It should be read alongside ADHD Adventures' internal policies, including Whistleblowing, Code of Conduct, Complaints, Data Protection, Confidentiality, Volunteering, and Photography & Images Guidance.

3. Principles

ADHD Adventures recognises that:

- *“The welfare of children is paramount in all the work we do and in all the decisions we take.”*
 - All children have equal rights to protection
 - Some children are more vulnerable due to disability, trauma, communication needs, or other factors
 - Extra safeguards may be required for children with additional vulnerabilities
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4. Definitions of Harm and Abuse

Abuse may include (but is not limited to):

- **Physical abuse**
- **Emotional abuse**
- **Sexual abuse**
- **Neglect**
- **Online abuse**
- **Bullying or harassment**
- **Domestic abuse exposure**
- **Child sexual exploitation**
- **Harmful sexual behaviour**

Staff and volunteers must treat *any* concern seriously, even if it appears minor.

5. Roles and Responsibilities

Nominated Child Protection Lead (CPL)

Name: Nicola Bruce

Phone: 07783 848472

Email: nickybruce240@gmail.com

Responsibilities include:

- Receiving and recording concerns
- Making decisions about next steps
- Contacting social work or police when required
- Supporting staff and volunteers
- Ensuring training and policy compliance

All Staff and Volunteers Must:

- Prioritise child welfare
 - Report concerns immediately
 - Never promise confidentiality
 - Record information accurately
 - Follow this policy and the Code of Conduct
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6. Safe Recruitment and Training

ADHD Adventures will:

- Recruit safely and complete all necessary checks
 - Provide safeguarding induction and ongoing training
 - Offer supervision and support
 - Ensure staff understand procedures and behaviour expectations
 - Maintain secure, GDPR-compliant records
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7. Reporting Procedures (Step-by-Step)

All concerns must be acted on the same day.

No staff member or volunteer should investigate — only report.

7.1 If a Child Discloses Harm

1. **Stay calm and listen.**
 2. **Reassure the child** they have done the right thing.
 3. **Do not promise confidentiality.**
 4. **Avoid leading questions.**
 5. **Record the child's words verbatim** as soon as possible.
 6. **Report immediately** to the Child Protection Lead.
 7. If the child is in **immediate danger**, contact **Police Scotland (999)** and then inform the CPL.
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7.2 If You Witness or Suspect Harm

1. **Record what you saw/heard** (facts only).
2. **Report immediately** to the CPL.
3. Do not discuss the concern with anyone else except the CPL or emergency services.

7.3 If the Concern Involves a Staff Member or Volunteer

1. **Report immediately** to the CPL or, if the CPL is implicated, to another Director.
2. The organisation will follow procedure which includes:
 - Immediate risk assessment
 - Contacting Social Work / Police
 - Temporary suspension if required
3. No internal investigation will begin until instructed by statutory services.
4. Whistleblowing protections apply.

This aligns with the original commitment: *“Using our procedures to manage any allegations against staff and volunteers appropriately.”*

7.4 When to Contact Social Work or Police

The CPL will contact statutory services when:

- A child is at risk of significant harm
- A crime may have been committed
- A disclosure indicates abuse
- Concerns persist or escalate

If in doubt, the CPL will seek advice from Social Work Duty Team.

7.5 Recording and Storing Information

All safeguarding records must:

- Be factual, accurate, and time-stamped
- Include the child's own words where possible
- Be stored securely and confidentially
- Be shared only with those who need to know

This reflects the existing policy commitment to *“Recording and storing and using information professionally and securely.”*

8. Working with Families

Where appropriate and safe, ADHD Adventures will:

- Inform parents/carers of concerns
- Work collaboratively with families and agencies
- Respect diversity and communication needs

However, parents will **not** be informed if doing so may increase risk to the child.

9. Safe Environment

ADHD Adventures will:

- Maintain safe premises
 - Conduct risk assessments
 - Ensure appropriate supervision ratios
 - Apply health and safety measures
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10. Complaints and Whistleblowing

Children, families, staff, and volunteers can raise concerns through:

- The Complaints Procedure
 - The Whistleblowing Policy
 - Direct contact with the CPL
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11. Policy Review

This policy will be reviewed annually or sooner if legislation or organisational needs change.

Last updated: 19/02/2026

Next review due: 19/02/2027
