

CHILD AND VULNERABLE ADULT PROTECTION POLICY

1 Introduction

- 1.1. Children and vulnerable adults may be served by programmes supported by Thrive Scotland. It is essential that everyone that Thrive seeks to support is protected from harm and benefits from these programmes in a safe, healthy and relaxed environment. Thrive is committed to the rights of the child in the United Nations Convention on the Rights of the Child (UNCRC) and recognises its responsibility to ensure that those rights are upheld. Thrive does not tolerate any violation or infringement of those rights and strives to ensure that the needs, dignity and safety of all children, regardless of gender, ethnicity, faith, ability or culture, are protected in the Thrive programme.
- 1.2. This Policy is for use by Thrive Scotland staff, board and volunteers wherever they represent Thrive Scotland. It is a guide for Thrive Scotland staff, directors, volunteers and partners' staff, directors and volunteers and a reference for potential partners, clients and the public. Its purpose is to provide protection from harm, primarily to children and vulnerable adults, and to Thrive Scotland staff, directors and volunteers and Thrive Scotland itself.
- 1.3. All children, defined in the UNCRC as anyone under the age of 18, must be protected from abuse or exploitation. A vulnerable adult is afforded the same protection as a child. A vulnerable adult is someone aged 18 or over with a condition of the following type:
 - learning or physical disability,
 - physical or mental illness, chronic or otherwise, including addiction to alcohol or drugs,
 - poverty, or
 - reduction in physical or mental capacity.
- 1.4. This policy is accompanied by procedures which are guided by principles. It is reviewed every year and its procedures and their implementation are regularly monitored. A report on any incidents relating to child and vulnerable adults protection is made to the Board of Directors within a month of the incident. This policy has been approved by the Thrive Scotland Board of Directors. Concordance with the policy is mandatory for all Thrive Scotland staff, directors and volunteers and for staff, directors and volunteers of Thrive Scotland's partner organisations, each of which must have and declare in writing that it implements a policy of similar or greater rigour if Thrive is to work with it.

2 Principles

- 2.1. All children and vulnerable adults have equal rights to development and wellbeing.
- 2.2. Children and vulnerable adults are protected from any form of sexual, physical, verbal or emotional abuse or exploitation, from adults and other children.
- 2.3. The health and safety of children and vulnerable adults is always paramount.
- 2.4. Children and vulnerable adults are empowered to participate freely in decisions which affect

their lives, recognising the importance of parents, families and other carers in their lives.

- 2.5. Children and vulnerable adults are treated with respect, and valued as individuals and equals with respect to the context of their own culture, religion and ethnicity.
- 2.6. Children and vulnerable adults are helped to discuss any concerns and relevant authorities always listen to them.
- 2.7. Any allegation of abuse is treated seriously and dealt with appropriately and promptly. Victims and other involved parties are supported and perpetrators are held to account.
- 2.8. Investigation of any Child and Vulnerable Adult Protection concern is conducted with reference to national laws and employment rights and immediately referred to relevant statutory authorities where appropriate.
- 2.9. Staff and volunteers are recruited, supported and annually trained with respect to the Child and Vulnerable Adults Protection Policy.

3. Child and Vulnerable Adult Protection Code of Conduct

- 3.1. Thrive Scotland staff, directors, volunteers and staff, directors and volunteers of Thrive Scotland's partners must:
 - 3.1.1. Never hit or physically abuse a child or vulnerable adult in any way.
 - 3.1.2. Never deliberately place a child or vulnerable adult in danger or at risk of abuse.
 - 3.1.3. Never have sexual contact or use sexualised language with a child or vulnerable adult.
 - 3.1.4. Never develop personal relationships with a child or vulnerable adult which could lead to or constitute abuse.
 - 3.1.5. Never fondle, hold, kiss, hug or touch a child or vulnerable adult inappropriately.
 - 3.1.6. Never intentionally behave in a way that frightens or intimidates a child or vulnerable adult.
 - 3.1.7. Never do things of a personal nature for a child or vulnerable adult that they can do for themselves.
 - 3.1.8. Never single out a child or vulnerable adult for special treatment.
 - 3.1.9. Never give a child or vulnerable adult presents or personal items unless authorised by the Child and Vulnerable Adult Protection Officer.
 - 3.1.10. Never invite a child or vulnerable adult into their home or arrange to see them outside work activities unless authorised by the Child and Vulnerable Adult Protection Officer.
 - 3.1.11. Never stay alone overnight with a child or children or any vulnerable adult.
 - 3.1.12. Never take a child or vulnerable adult with them in a car, except in exceptional cases.
 - 3.1.13. Never hire a child or vulnerable adult for any service, or treat in any exploitative way.
 - 3.1.14. Never use internet resources such as social networking sites to make inappropriate contact with children or vulnerable adults which could lead to or constitute abuse.
 - 3.1.15. Never use racist, sexist, discriminatory, inappropriate, abusive or offensive language

around children or vulnerable adults.

- 3.1.16. Never intentionally humiliate or degrade children or vulnerable adults.
- 3.1.17. Never smoke, use illegal drugs, consume or be under the influence of alcohol in the presence of children or vulnerable adults.
- 3.1.18. Always treat children and vulnerable adults with respect.
- 3.1.19. Always listen to children and vulnerable adults and their concerns.
- 3.1.20. Always use sensitive language when a child or vulnerable adult reveals a serious issue.
- 3.1.21. Always try to be accompanied by another adult when in the presence of children or vulnerable adults.
- 3.1.22. Always deal with any allegations or concerns relating to abuse immediately and appropriately in accordance with the Child and Vulnerable Adult Protection Procedures.
- 3.1.23. Always be aware of the health and safety of children and vulnerable adults and ensure that they are protected from harm when they are in care.
- 3.1.24. Always respect the rights of children and vulnerable adults and empower them to be aware of and act upon their rights.
- 3.1.25. Always challenge the mistreatment of children and vulnerable adults; report any abuse.
- 3.1.26. Always ensure that images of children and vulnerable adults are respectful and obtain permission from a child, vulnerable adult and/or their parent/guardian or carer before using their image. **This applies to images taken in the UK or overseas.**

4. Child and Vulnerable Adult Protection Procedures

- 4.1. Definition of abuse
- 4.2. The Scottish Government’s National Guidance for Child and Vulnerable Adult Protection in Scotland gives the following definitions:
- 4.3. Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm on the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger. The following definitions indicate how the abuse can be experienced by a child but are not exhaustive, as the individual circumstances of abuse vary from child to child. The same principles apply in relation to the protection of vulnerable adults.

Physical Abuse	Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or vulnerable adult. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after. This situation may be described as fabricated or induced illness by the carer.
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Emotional Abuse	Emotional abuse is where persistent emotional ill treatment of a child or vulnerable adult causes severe and persistent adverse effects on their emotional development. It may involve conveying to a child or vulnerable adult that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children or vulnerable adults. It may involve causing children or vulnerable adults to feel frightened or in danger, or the exploitation or corruption of children or vulnerable adults. Some level of emotional abuse is present in all types of ill treatment of a child or vulnerable adult, though it may occur independently of the other forms of abuse.
Sexual Abuse	Sexual abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities, whether or not they are aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children or vulnerable adults in looking at, or in the production of, pornographic material or in watching sexual activities, using sexual language towards a child or vulnerable adult or encouraging children or vulnerable adults to behave in sexually inappropriate ways.
Neglect	Neglect is the persistent failure to meet the basic physical and/or psychological needs of a child or vulnerable adult, likely to result in the serious impairment of their health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, to protect a child or vulnerable adult from physical harm or danger, or to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child or vulnerable adult's basic emotional needs. Neglect may also result in a child being diagnosed as suffering from non-organic failure to thrive, where a child has significantly failed to reach normal growth and developmental milestones and where physical and genetic reasons have been medically eliminated." ¹

5. Awareness Raising

- 5.1. Thrive Scotland's Child and Vulnerable Adult Protection Policy is freely available to the general public and to all Thrive Scotland staff, directors and volunteers, and to partners' staff, directors, volunteers and clients.
- 5.2. All Thrive Scotland staff must participate in training on this policy and be updated on child and vulnerable adult protection issues by the Child and Vulnerable Adult Protection Committee, **which is the Thrive Scotland Board**, led by the Lead Child and Vulnerable Adult Protection Officer, **who is the Thrive M&E Director**.
- 5.3. All volunteers in the UK and overseas, whose role involves contact with children and vulnerable adults, may be required to participate in training on this policy.
- 5.4. All Thrive Scotland managers are responsible for ensuring that their staff have participated in training on child and vulnerable adult protection and understand this policy and its implications.

¹ National Guidance for Child Protection in Scotland.
www.scotland.gov.uk/Publications/2010/05/27095252/2

- 5.5. All Thrive Scotland staff, directors and volunteers in identified posts which have regular contact with children and vulnerable adults must attend specialised training on child and vulnerable adult protection and may have to attend further courses on this.
- 5.6. All staff, directors and volunteers must follow the Thrive Scotland Child and Vulnerable Adult Protection Code of Conduct and have signed a copy of it, which is kept on file.
- 5.7. Thrive Scotland engages with overseas partners on child and vulnerable adult protection, explaining commitments and requiring partners to have and implement, and declare in writing that they implement, child and vulnerable adult protection policies and procedures relevant to their context and compatible with the United Nations Convention on the Rights of the Child.
- 5.8. Child and vulnerable adult protection issues, including health and safety issues, are always considered in relation to any Thrive Scotland event or visit.

6. Prevention Measures

Staff, Directors and Volunteer Recruitment

- 6.1. Thrive Scotland ensures that its employment and recruitment procedures and practices comply with local laws and refer to Keeping Children Safe standards and recommendations.
- 6.2. Recruitment of both internal and external candidates for posts which have or could have regular contact with children and vulnerable adults must:
 - specify that posts are disclosure-accepted posts for the Rehabilitation of Offenders Act 1974
 - refer to the Child and Vulnerable Adult Protection Policy in adverts and job descriptions.
 - ask candidates their previous experience of working with children or vulnerable adults.
 - ensure candidates can provide two referees who can comment on their work with children, young people or vulnerable adults.
 - ensure that appointed candidates complete the appropriate disclosure process below
 - ensure that the identity of candidates appointed to identified posts is verified.
- 6.3. Job offers for posts which have regular contact with children and vulnerable adults are subject to a Disclosure Process, including Self-Disclosure in the application process and, where required, Enhanced Disclosure, or relevant local checks through relevant national government agencies where possible. Satisfactory verification of qualifications and work history is also required.
- 6.4. Any staff, directors or volunteers recruited or designated for work with children and vulnerable adults must complete a Self-Disclosure form, provide two suitable referees and, where required, complete an Enhanced Disclosure or relevant checks through relevant national government bodies.

- 6.5. Any staff, directors or volunteers who are unwilling to complete the Disclosure Process are not deployed in any position that allows them access to children and vulnerable adults.

Children and vulnerable adults working as Volunteers

- 6.6. All children and vulnerable adults are supervised by their legal guardian or by a responsible adult nominated by their legal guardian whilst undertaking voluntary work for Thrive Scotland. Adults do not supervise more than six children each.
- 6.7. Thrive Scotland staff or volunteers working with groups of children, such as school or scout groups who are volunteering for Thrive Scotland, ensure that school or relevant group leaders have obtained the necessary permission from parents or guardians. Responsibility for these children remains with the school or group.
- 6.8. Thrive Scotland supervisors ensure that children volunteering as individuals have provided a completed Child Volunteer Permission Form. A new form is completed on every occasion, unless the volunteer works with Thrive Scotland more than once a month, in which case the Form is kept on file and renewed annually.

Communications and Media

- 6.9. Thrive Scotland ensures that the welfare of children and vulnerable adults is paramount and that their interests and safety always take priority over any editorial requirement.
- 6.10. The impact and possible consequences of any material which involves a child or vulnerable adult is carefully considered, both before and after publication or broadcast.
- 6.11. Thrive Scotland tries to ensure that images and stories about children and vulnerable adults cannot be misused or exploited.
- 6.12. Communications about children and vulnerable adults always respect the individual's dignity and identity, and are not degrading. Thrive Scotland always tries to ensure that children and vulnerable adults are portrayed realistically and respectfully.
- 6.13. Any material featuring in Thrive Scotland publications and website are suitable for a general audience, including children.
- 6.14. Thrive Scotland staff and volunteers, whether in UK or overseas, **always:**
- seek written consent of parents, guardians or other person in loco parentis or of the vulnerable adult themselves, before interviewing, filming, photographing or recording children and vulnerable adults.
 - seek consent of parents, legal guardians or other person in loco parentis or of the vulnerable adult themselves, before publishing any materials in which the children and vulnerable adults appear.
 - seek a child's or vulnerable adult's consent to participation and respect any refusal.
 - do not give any financial inducement to the child, vulnerable adult or parent/guardian.
 - obtain permission from the headteacher for filming or interviewing on school premises.

- approach data-gathering sensitively, considering the impact of retelling experiences.
- minimise any distress that may be caused by taking part in an interview.
- Arrange extra protection for those needing it (e.g. political refugees or the sick).
- conceal the identity and location of children and vulnerable adults, withholding or changing names, if revealing identity has the potential to lead to any risk or distress.
- where. large group shots are taken from a distance, conceal children's and vulnerable adults' identity and location.
- use images in which children and adults are adequately clothed, by commonly accepted standards of UK viewers.
- Ensure that messages communicated about children and vulnerable adults are fair and avoid stereotype or discrimination.

6.15. Where there is any doubt on the use of images and/or stories, Thrive Scotland staff and volunteers seek the guidance of their Child and Vulnerable Adult Protection Officer.

Thrive Scotland Partners

6.16. Thrive Scotland project agreements specify that all partners must have child and vulnerable adult protection measures in place and must produce and implement their own child and vulnerable protection policy. Partners must abide by the Thrive Scotland Policy and Code of Conduct.

7. Reporting

7.1. Thrive Scotland staff and volunteers must ensure that the Thrive Scotland code of conduct is adhered to throughout the organisation.

7.2. A Child and Vulnerable Adult Protection Concern Report form is available to all Thrive Scotland staff and volunteers.

7.3. Thrive Scotland staff and volunteers should respond sensitively to any Child and Vulnerable Adult Protection problem that they witness or is disclosed to them and treat the issue confidentially. If a child or vulnerable adult discloses that he or she is being abused, Thrive Scotland staff and volunteers should:

- stay calm, listen carefully, take the allegation seriously, and only ask questions for clarity,
- not promise to keep it secret but explain that they need to tell someone else,
- stress that the person was right to tell them, they take it seriously and they have understood,
- reassure that they will help and tell them what will happen next.

7.4. Thrive Scotland staff and volunteers should be confident that the disclosure of any serious allegation will not affect their position or reputation in Thrive Scotland.

7.5. Any Thrive Scotland staff member who witnesses or is informed of any potential breach of the

Child and Vulnerable Adult Protection Code of Conduct must complete the Child and Vulnerable Adult Protection Concern Report Form and inform the Board of Directors or a Child and Vulnerable Adult Protection Officer of the concern as soon as possible.

- 7.6. Any volunteer who witnesses or is informed of any potential breach of the Child and Vulnerable Adult Protection Code of Conduct must complete the Child and Vulnerable Adult Protection Concern Report Form and inform their designated Thrive Scotland supervisor of the concern as soon as possible.
- 7.7. Thrive Scotland managers or supervisors must inform the Child and Vulnerable Adult Protection Officer of any allegation or concern immediately. If this is not possible, staff must ensure that the matter is referred to an appropriate senior member of staff.
- 7.8. The Child and Vulnerable Adult Protection Officer is responsible for the management of the investigation of any concern. Staff and volunteers should not seek to conduct their own investigation or discuss the issue with any other parties such as other members of staff or Volunteers.
- 7.9. The Child and Vulnerable Adult Protection Officer is responsible for ensuring that all records of any breach of the code of conduct are full and detailed, are treated confidentially and stored securely.

Thrive Scotland Partners

- 7.10. Partners must inform Thrive Scotland of any child and vulnerable adult protection concerns that occur within Thrive Scotland-funded projects as soon as possible.
- 7.11. Any child and vulnerable adult protection concern relating to Partners which is raised by staff, volunteers or members of the public must be properly recorded and raised with the relevant Child and Vulnerable Adult Protection Officer, Senior Staff and Chief Executive who will manage any response to this.

8. Responding to Concerns

- 8.1. The Child and Vulnerable Adult Protection Officer is responsible for ensuring that a thorough investigation of any concern is conducted, either by the CPO or by an appropriate member of staff, as soon as possible where there has been a breach of the Code of Conduct by a member of staff or a volunteer. The Child and Vulnerable Adult Protection Officer should always refer any reported concern to the Board of Directors.
- 8.2. In some instances it may also be necessary for the Child and Vulnerable Adult Protection Officer to ensure that the concern is immediately referred to relevant statutory authorities (Police or Child Welfare Authority). In this case the Child and Vulnerable Adult Protection Officer should refer any reported concern to the Board of Directors.
- 8.3. It may be necessary for a member of staff to be suspended whilst an investigation is taking place. Any suspension will be as brief as possible.
- 8.4. It may be necessary for a volunteer to be suspended whilst an investigation is taking place.
- 8.5. Thrive Scotland will try to ensure that any child, vulnerable adult or other party who has been affected by any breach of the code of conduct is given immediate and appropriate support

and care and long-term support where necessary.

- 8.6. Thrive Scotland will try to ensure that any member of Thrive Scotland staff or volunteer who has been suspended whilst an investigation is taking place is given appropriate support. Suspension during investigation is not disciplinary action or imply guilt and if no breach has taken place, records of any investigation will be destroyed with one year of the investigation.
- 8.7. The Child and Vulnerable Adult Protection Officer will ensure that a full investigation report is produced, reviewed by the Board of Directors. Any investigation will be conducted with reference to national laws and employment rights and where any concern could constitute a criminal act, details will be immediately referred to any relevant statutory authorities.
- 8.8. Following full investigation, Thrive Scotland may implement relevant disciplinary action for staff Procedure. Staff may respond as appropriate, in accordance with their employment conditions.
- 8.9. Where a concern relates to a volunteer, Thrive Scotland may end the volunteer relationship.

Thrive Scotland Partners

- 8.10. Partners should report the outcome of any internal investigation regarding a Child and Vulnerable Adult Protection concern to Thrive Scotland as soon as possible. Thrive Scotland expects Partners to take appropriate actions in relation to any concern and to report the action to Thrive Scotland. If Thrive Scotland judges that insufficient actions have been taken, Thrive Scotland may end a partner relationship.

Review

Policy owner	Partnerships Director
Reviewed annually	Board of Directors
Policy date	October 2017
Next policy review date	October 2018

Additional Documents

1. Communication Policy
2. Code of Conduct Agreement Form
3. Child and Vulnerable Adult Protection Self-Disclosure Form
4. Child Volunteer Permission Form
5. Child and Vulnerable Adult Protection Concern Report Form
6. Photograph Consent Form

9. Appendix 1: COMMUNICATION POLICY

1. Introduction

Thrive Scotland is committed to the protection of children and vulnerable adults.

2. Use of images and Stories

- Thrive Scotland's communications on children and vulnerable adults respect their dignity:
 - Portray children and vulnerable adults realistically, without being overly sensational or overly positive, and without portraying them as victims;
 - Represent the different types of children and vulnerable adults in the areas where Thrive works and give the perspectives of children and vulnerable adults;
 - Be aware that some children and vulnerable adults need extra protection;
 - Inform children, vulnerable adults and guardians of any risks of sharing their story;
 - Ensure that participants see how their story is used in Thrive Scotland materials.

3. Consent

Thrive Scotland must acquire written consent from the child or vulnerable adult plus parent or whoever is acting in loco parentis to use images and stories.

No payment or reward shall be given to gain consent. No payment may be made to minors for information on the welfare of children or vulnerable adults, or to parents, guardians or carers for information about their children or wards. It must be made clear to all that support from a Thrive Scotland partner does not oblige anyone to participate in communications, and support will not be withdrawn if they do not participate.

Thrive Scotland may decide not to publish a story if it is regarded as damaging to the child's interest.

4. Confidentiality

Thrive Scotland strives to protect the identity of children and vulnerable adults in order:

1. To avoid exploitation of images and stories by those who may wish to misuse them; and
2. To protect children and vulnerable adults from stigma or mistreatment in their communities as a result of any publication.

Therefore, Thrive Scotland will not use the name of a child, vulnerable adult or school in external communications and/or reports to donors.

Sensitive Cases

Identities should be further protected where people have particularly sensitive stories to tell, e.g.:

- Sexual abuse, Domestic violence, Court cases, Child labour, Living with HIV/AIDS
- Fostered girls and boys, Commercial sex workers
- Other economic or political factors that threaten the safety of a child or vulnerable adult.

Identities shall be protected by using a pseudonym to protect a child's or vulnerable adult's identity and with this footnote:

"Names have been changed to protect identities." The name change must be noted for future use of the same story and photographs.

Exception:

Family and school names may be used for transparency to illustrate non-sensitive stories.

5. Interviewing Children and Vulnerable Adults

All interviews with children and vulnerable adults must be conducted with extra care, sensitive to the welfare and safety of the individual. Cultural values and interests must be honoured and child-friendly language used. Information must be shared with interviewees transparently. Children and vulnerable adults should not be interrogated to find out about private family matters nor asked expressions of opinion on matters likely to be beyond their judgement.

The Thrive Scotland Child And Vulnerable Adult Protection Policy shall be adhered to at all times when interviewing, photographing, filming or recording a child or vulnerable adult.

10. Child and Vulnerable Adult Protection Code of Conduct Agreement Form

I agree to abide by the following code of conduct and to:

- Never hit or physically abuse a child or vulnerable adult in any way.
- Never deliberately place a child or vulnerable adult in danger or at risk of abuse.
- Never have sexual contact or use sexualised language with a child or vulnerable adult.
- Never develop a personal relationship with a child or vulnerable adult.
- Never fondle, hold, kiss, hug or touch a child or vulnerable adult inappropriately.
- Never intentionally behave such that I frighten or intimidate a child or vulnerable adult.
- Never do personal things for a child or vulnerable adult that they can do for themselves.
- Never single out a child or vulnerable adult for special treatment.
- Never give a child or vulnerable adult presents unless authorised by a Child and Vulnerable Adult Protection Officer.
- Never invite a child or vulnerable adult to my home or arrange to see them outside project activities.
- Never stay alone overnight with a child, children or vulnerable adult.
- Never take a child or vulnerable adult in my car, except in exceptional circumstances.
- Never hire a child or vulnerable adult for any service or treat a child exploitatively.
- Never use social networking to make inappropriate contact with a child or vulnerable adult.
- Never use discriminatory, abusive or offensive language near a child or vulnerable adult.
- Never intentionally humiliate or degrade children or vulnerable adults.
- Never smoke, use illegal drugs or be drunk around children or vulnerable adults.
- Always treat children and vulnerable adults with respect.
- Always listen to children and vulnerable adults and their concerns.
- Always use sensitive language in discussing serious issues with a child or vulnerable adult.
- Always try to be accompanied by another adult when in the presence of a child or vulnerable adult.
- Always deal with any allegations or concerns relating to abuse immediately and appropriately.
- Always be aware of the health and safety of children and vulnerable adults and ensure that they are protected from harm when in the care of Thrive Scotland.
- Always respect the rights of a child and vulnerable adult and empower them to act upon their rights.
- Always challenge the mistreatment of children and vulnerable adults and report any cases of abuse.
- Always ensure images of children and vulnerable adults are respectful; obtain permission before use.

Name: _____

Date: _____

Signature: _____

Date: _____

11. Thrive Scotland Self-Disclosure Form

Anyone recruited by Thrive Scotland whose work will involve contact with children or vulnerable adults must disclose all charges and convictions. If you are provisionally offered employment or voluntary opportunities for a post involving work with children or vulnerable adults, we may seek an Enhanced Disclosure, to include any information considered relevant by the Chief Constable or relevant authority. Any information you provide is confidential. Please complete the following:

Full name:	Previous Surnames:
Date of Birth:	Female/Male:
Position Applied for:	
Current address:	

Have you any previous convictions, cautions, reprimands or final warnings?	Yes/No
If Yes, please give details (continue on a separate sheet if necessary):	

Are you subject to any pending prosecutions?	Yes/No
If Yes, please give details (continue on a separate sheet if necessary):	

Are you facing disciplinary action, complaints or investigations relating to children?	Yes/No
If yes, please give details (continue on a separate sheet if necessary):	

Has an employer ever taken disciplinary action against you in relation to children?	Yes/No
If yes, please give details (continue on a separate sheet if necessary):	

Has any child or adult that you have been responsible for been placed on a child protection register or been the subject of a court order?	Yes/No
If yes, please give details (continue on a separate sheet if necessary):	

Declaration
I consent to Thrive Scotland obtaining, keeping, using and producing information relating to my application in line with requirements of the Data Protection Act 1998. I understand that this form will be kept for the duration of recruitment, after which it will be destroyed. If I am appointed, any information that may bear on my future employment with Thrive Scotland will be kept in a sealed envelope until any convictions declared are spent or 6 years following termination of my employment by Thrive Scotland, whichever is sooner. I am committed to Thrive Scotland's aim to ensure that its work with children and vulnerable adults promotes their welfare and recognise my duty to ensure that children and vulnerable adults are kept safe from harm whilst in the Thrive Scotland's care. I understand that to give false information or omit information will be considered a breach of trust and could result in disqualification from selection or my dismissal. I understand that if I am subsequently convicted of any criminal offence, I must declare this

to Thrive Scotland. I declare the information I have given on this form is true and complete and that I am aware of no reason why I would be considered unsuitable to work with children and vulnerable adults.

Signed: _____	Date: _____
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12. Thrive Scotland Child Volunteer Permission Form

Thrive Scotland Child Volunteer Permission Form	
Volunteer Name:	_____
Address:	_____
Date of Birth:	_____
Relevant medical conditions:	_____
Name of Parent/Guardian:	_____
Relationship to volunteer:	_____
Address if different from above:	_____
Emergency contacts: Please provide two, one must be person signing the form	Name: _____
	Relationship to volunteer: _____
	Tel: _____
	Name: _____
	Relationship to volunteer: _____
	Tel: _____

I agree that _____ can volunteer for Thrive Scotland:

Signed: _____

Date: _____

14. Thrive Scotland Child and Vulnerable Adult Protection Concern Report Form

Details of person completing the form

Name	
Address	
Relationship to Thrive Scotland	
Relationship to child or vulnerable adult	

Details of child or vulnerable adult and guardian

Name	
Address	
Male/Female	
Age	
Name of parent/guardian/self	
Address of parent/guardian/self	
Phone number of parent/guardian/self	

Details of concern

How did you come to have a concern: <ul style="list-style-type: none"> Was abuse observed or suspected? Was an allegation made? Did a child or vulnerable adult disclose abuse? 	
Nature of concern/allegation	
Date, time and place of any incident(s)	
Observations made by you	
What the child/vulnerable adult told you; what you said: (Continue on a separate sheet if necessary)	
Where child or vulnerable adult is now; who is caring for them	
Any immediate health or protection issues for child or vulnerable adult	
Any other children or vulnerable adults involved	
Any other relevant information	
If reported to parents, carers or authorities, provide name, address, relationship to child or vulnerable adult.	
Advice given	
Action taken/status of any actions taken	
Time and date of reporting	

Signed

THRIVE SCOTLAND

15. Consent Form for Use of Images of Children or Vulnerable Adults

I.....myself or parent/guardian/carer of:

(full name).....

(full name).....

(full name).....

hereby give **Thrive Scotland** permission to use any image, being video footage, photographs, frames or audio footage depicting people named above, taken by (name of photographer)

on behalf of **Thrive Scotland**, on (date).....

at (place).....

for any of the following uses:

- Advertisements, marketing, leaflets, or any other use such as for training, educational or publicity purposes.

The above consents will apply throughout the world and be for an indefinite period / expire on (date).....delete as appropriate

Signed.....Date.....

Signed.....Date.....

Address.....

.....

Postcode.....