



## COMMUNITY SAFETY ENGAGEMENT

## SAFEGUARDING POLICY AND PROCEDURE FOR THE PROTECTION OF CHILDREN

Original Author/Role	Various, P&P Directorate
Date of Risk Assessment (if applicable)	NA
Date of Equality Impact Assessment	TBC
Date of Impact Assessment (commenced)	1 October 2013
Date of Impact Assessment (concluded)	6 October 2013
Quality Control (name)	Cathy Barlow, National CSE Manager
Authorised (name and date)	DACO Alisdair Perry – 1 October 2022
Date for Next Review	April 2027

## VERSION HISTORY

Version	Change	Who	When
1.0	First version issued as Safeguarding Policy and Procedure for the Protection of Children and Adults at Risk of Harm	Various, P&P Directorate	31/01/2014
2.0	Amended	Various, P&P Directorate	01/04/2014
3.0	Reviewed; issued as Safeguarding Policy for the Protection of Children	Alistair Macintosh, Youth Engagement Officer	07/01/2019
4.0	Policy and Procedure combined and reissued as Safeguarding Policy and Procedure for the Protection of Children.	Elaine Tuckwell, Youth Engagement Officer	30/09/2022
5.0	Reviewed: Links to Domestic Abuse and Human Trafficking Guidance Documents inserted	Elaine Tuckwell, Youth Engagement Officer	01/09/2023
6.0	Reviewed: Governance updated to reflect structure change; Training section updated	Elaine Tuckwell, Youth Engagement Officer	09/04/2024

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## 1. INTRODUCTION

- 1.1 The Scottish Fire and Rescue Service (SFRS) are fully committed to safeguarding the welfare and wellbeing of its employees and volunteers, and of all children and young people, whom SFRS encounter during any form of engagement across SFRS.
- 1.2 This policy and procedure details SFRS's commitment to working in partnership with other agencies by providing support and the sharing of relevant information on those within our communities deemed to be at risk of harm.
- 1.3 Specifically, the policy defines SFRS responsibilities in relation to children and young people, hereafter referred to as child or children. Child Protection and Wellbeing is everyone's responsibility and SFRS have a duty as defined within the [Children and Young People \(Scotland\) Act 2014](#) and the [National Guidance for Child Protection Scotland 2021](#) to report to and co-operate with key partner agencies including Social Work, Police Scotland, Education and Health and Social Care professionals.
- 1.4 The aim is to ensure that concerns about the wellbeing and safety of a child are treated efficiently and professionally, and to protect and safeguard the wellbeing of any child considered to be at risk of harm. SFRS will, as far as is reasonably practicable, ensure that any child identified to be at risk of harm, along with those responsible for their care or welfare, receive the appropriate advice, intervention, and support.

## 2. PURPOSE

- 2.1 The purpose of this document is to provide information in relation to the duties and procedures to be adopted, whenever there is a concern regarding the wellbeing of a child. If SFRS employees or volunteers have concerns regarding

an individual over the age of 16, reference can be found within the [Safeguarding Policy and Procedure for the Protection of Adults](#).

2.2 As an organisation, we are committed to ensuring:

- Children's rights to care and protection from harm in any form are firmly upheld as outlined within United Nations Convention on the Rights of the Child ([UNCRC](#));
- We fulfil our legislative duties related to safeguarding, including child and adult protection;
- The interests of all SFRS employees and volunteers are safeguarded as they go about their work and engage with individuals of all ages; and
- All employees and volunteers within SFRS, are suitably trained in how to respond to safeguarding matters.

2.3 SFRS employees and volunteers will take cognisance to enable children to be safe, nurtured, achieving, healthy, active, included, respected and responsible; and support them to become successful learners, confident individuals, responsible citizens and effective contributors in the workplace and the community. <sup>1</sup>

2.4 SFRS will do this by:

- Always putting the needs of, and desired outcomes for, children in the workplace and the community at the forefront;
- Accounting rigorously and clearly to them, their families, Ministers, and the people of Scotland on the quality of service provided;
- Promoting high quality equitable outcomes for all individuals and communities;

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<sup>1</sup><https://firescotland.sharepoint.com/sites/SFRSDocumentLibrary/Shared%20Documents/GIRFECGuidanceNote.pdf>

- Treat everyone with respect and encourage children and young people to respect others;
- Promote the rights, including privacy and dignity, of children and young people as defined by the United Nations Convention on the Rights of the Child ([UNCRC](#));
- Respect confidentiality and only share information and concerns about children and young people with those who need to know;
- Take action, by reporting any inappropriate verbal or physical behaviour and emotional abuse, including bullying;
- Treat all concerns and allegations seriously and respond appropriately, operating within our agreed policy, procedures, and guidance; and
- Refer our concerns, not investigate.

2.5 We will support all our employees and volunteers and ensure they:

- Are appointed following appropriate and stringent safe recruitment procedures;
- Are supported through appropriate professional learning to raise their awareness of the need for safeguarding children, know their responsibilities, and are familiar with the procedures to follow when they have concerns; and
- Take actions to respond to allegations, suspicions or incidents of abuse and ensure all safeguarding concerns are shared with the relevant Local Authority social work team or police if at imminent risk.

2.6 We will build capacity by supporting professional learning with a focus on supporting others to undertake their safeguarding responsibilities.

**2.7 Everyone has a responsibility to protect children. Every child has a right to feel safe and protected from any situation or practice which may result in harm. The welfare of children and young people is the paramount consideration, and we must all work together to ensure they are protected.**

### 3. GOVERNANCE

- 3.1 It is **EVERYONE's** responsibility to recognise, respond, record, and report any safeguarding concerns. SFRS does not have direct responsibility for investigating matters related to child protection and wellbeing.
- 3.2 To ensure the effective implementation, the Director of Prevention, Protection and Preparedness (PP&P) has overall responsibility for this Policy and Procedure. The Local Senior Officer (LSO) / Head of Function is responsible for child protection and wellbeing within their area of responsibility and may devolve tasks, as appropriate.
- 3.3 In addition, the PP&P Group Commander (GC) will be responsible for the implementation, delivery, and management of this policy and procedure within their respective local areas.
- 3.4 The SFRS Prevention Function will provide advice, guidance, and support in relation to all aspects of Safeguarding such as:
- Act as a point of contact for advice on safeguarding disclosures and referrals from employees, volunteers and for external bodies;
  - Ensure SFRS policies, procedures and guidance on safeguarding are reviewed and are kept up to date and in line with Scottish Government policies and relevant legislation;
  - Inform SFRS employees and volunteers on policy, procedures, and guidance, confirming they understand their roles and responsibilities in recognising and acting upon indicators that a child's welfare or safety may be at risk;
  - Provide LSO Areas and Functions with advice and regular updates on safeguarding matters and their implications for on-going professional learning of staff; and
  - Be responsible for the quality assurance of reports and monitoring of training.



## **4. DEFINITION OF A CHILD**

- 4.1 A child can be defined differently depending on the legal context. For the general purposes of this policy, a child is anyone who has not attained the age of 16 years. Those aged 16 and over are supported by the [Safeguarding Policy and Procedure for the Protection of Adults](#).
- 4.2 Differing legal definitions of the age of a 'child' can be confusing. The priority is to ensure that any vulnerable person who is, or may be, at risk of harm is offered support and protection.

## **5. SAFEGUARDING**

- 5.1 Safeguarding is a much wider concept than child protection and wellbeing and refers to promoting the welfare of children. It encompasses protecting from maltreatment, preventing impairment of their health or development, ensuring that they are growing up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best outcomes.
- 5.2 Child protection is part of this definition and refers to activities undertaken to prevent children suffering, or likely to suffer, significant harm. We have a distinctive approach to safeguarding in Scotland linked to [Getting it Right for Every Child \(GIRFEC\)](#).

## **6. CHILD PROTECTION**

- 6.1 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.

## 6.2 Child protection involves:

- Immediate action, if necessary, to prevent significant harm to a child;
- Inter-agency investigation about the occurrence or probability of abuse or neglect, or of a criminal offence against a child. Investigation extends to other children affected by the same apparent risks as the child who is the subject of a referral;
- Assessment and action to address the interaction of behaviour, relationships and conditions that may, in combination, cause or accelerate risks;
- Focus within assessment, planning, and action upon listening to each child's voice and recognising their experience, needs and feelings;
- Collaboration between agencies and persistent efforts to work in partnership with parents in planning and action to prevent harm or reduce risk of harm; and
- Recognition and support for the strengths, relationships and skills within the child and their world to form a plan that reduces risk and builds resilience.

6.3 Child protection means protecting a child from abuse or neglect where those with responsibility fail, or are unable to do so, or are responsible for the abuse occurring. Abuse or neglect need not have taken place; it is sufficient to have identified a likelihood or risk of significant harm from abuse or neglect.

## 7. WHAT IS HARM?

7.1 Abuse and neglect are forms of maltreatment. Abuse or neglect may involve inflicting harm or failing to act to prevent harm. Children may be maltreated at home; within a family or peer network; in care placements; institutions or community settings; and in the online and digital environment. Those responsible may be previously unknown or familiar, or in positions of trust. They may be family members. Children may be harmed pre-birth, for instance by domestic abuse of a mother or through parental alcohol and drug use.

7.2 There are four main categories of abuse and neglect which can result in a concern about a child or adult; these are:

- Physical abuse;
- Sexual abuse;
- Emotional abuse;
- Physical neglect.

7.3 The above list is not exhaustive, and no category of harm is excluded simply because it is not specifically listed. In general terms, behaviours that constitute 'harm' to others can be physical (including neglect), emotional, financial, sexual or a combination of these. What constitutes serious harm differs for everyone, considering the circumstances of the case.

## **8. WHAT SHOULD YOU DO?**

8.1 When any SFRS employee or volunteer has concerns regarding the safety or wellbeing of a child, they must immediately raise these concerns with their line manager or, if not available, the nearest available manager.

8.2 Following the discussion, if the person raising the concern still wishes to proceed with a referral, then the line manager must support this referral. Staff and volunteers will share relevant information with Police Scotland, where there is a threat to life, or in imminent harm or risk, and the local Social Work Department where there the risk to harm is non-imminent.

8.3 If a referral is required, it is important that this is made by the person witnessing the child's situation as soon as reasonably practicable. Risk critical situations must be actioned without delay. Under no circumstances should a referral be delayed.

8.4 If the risk to a child includes risk from fire, a home fire safety visit should be offered. If the child has an unsafe interest in fire reference can be found within the [Fire Safety Support and Education Policy](#).

8.5 If it is suspected that an adult may also be at risk of harm, reference can be found within the [Safeguarding Policy and Procedure for the Protection of Adults](#). [Appendix A](#) provides a process map of the referral process.

## **9. CHILDREN AT RISK OF HARM**

### **9.1 Imminent Risk**

9.1.1 To ensure effective and timely reporting of child protection and wellbeing concerns, the SFRS recognise two aspects of risk with children:

- Imminent Risk – If an immediate referral is required, i.e. the child is at imminent risk (threat to life) and/or where criminality is suspected, Police Scotland must be informed without delay.

9.1.2 At an operational incident, if Police Scotland are present, the SFRS employee should take note of the name, rank and workplace of the police officer receiving the referral and include these details on the [Child Protection and Wellbeing Form](#) ([Appendix B](#)). If Police Scotland are not present, the line manager will contact the appropriate SFRS Operations Support Centre (OSC), informing them of a child protection concern and pass on the details. The OSC will contact the appropriate Police Control Centre to inform them of the child protection concern and pass on the relevant details. The Police Control Centre will mobilise the appropriate response.

9.1.3 Following the concern, the person raising the concern will complete a written report, using the [Child Protection and Wellbeing Form \(Appendix B\)](#), to be sent to Police Scotland and/or Social Work by secure email (Egress) or hand-delivered, within twenty-four hours of the concern being raised. A copy of the form should also be sent to the local PP&P Station Commander. Where this timescale is not practical, the line manager should agree on a suitable period with the relevant agencies.

## **9.2 No Imminent Risk**

9.2.1 Where there is a potential risk of significant harm, but the child does not appear to be in imminent danger, the person witnessing the concern must report this to their line manager and following discussions ensure that a referral is made to the Social Work Duty Officer for that Local Authority Area, by telephone.

9.2.2 The person raising the concern will arrange for a written report ([Appendix B](#)) to be sent by secure email, or delivered by hand, within 24 hours, or an agreed timescale if this is not practical, of the concern being raised to Social Work and a copy sent to the local PP&P Station Commander.

**9.2.3 If in doubt, always treat the concern as an imminent risk.**

## **10. DOMESTIC ABUSE**

10.1 SFRS support the prevention of domestic abuse in Scotland and acknowledge the complexities as described in [Domestic Abuse Scotland Act 2018](#). SFRS employees and volunteers may come across instances where they suspect domestic abuse, particularly during operational incidents or whilst carrying out Community Safety Engagement activities. Further guidance on recognising and responding to domestic abuse can be found in the [Domestic Abuse Guidance Document](#).

10.2 Where a case of domestic abuse involves adults only, personnel should refer to the [Safeguarding Policy and Procedure for the Protection of Adults](#). Where children are suspected to be affected a [Child Protection and Wellbeing Form](#) **must** be completed and submitted to Social Work within 24 hours. If the child or adult is at imminent risk, follow [section 9.1](#).

**10.3 For advice and guidance, contact your line manager and seek advice from Local Authority Social Work.**

## **11. HUMAN TRAFFICKING**

11.1 Human trafficking is the illegal trade and exploitation of human beings for the purpose of **profit** ([Human Trafficking and Exploitation \(Scotland\) Act 2015](#)). Human Trafficking and Exploitation can include prostitution or other forms of sexual exploitation, forced labour, domestic servitude / slavery, or for the purposes of committing criminal acts such as benefit fraud / cannabis cultivation or any combination of the above.

11.2 Human trafficking in Scotland requires two parts. A person takes a relevant action to recruit, transfer, transport, harbour, or exchange control over another for the purposes of, or in the expectation that another person will be exploited.

11.3 For all concerns relating to Human Trafficking, immediate contact should be made to Police Scotland via 101 or, in the case of an emergency, 999. Some individuals who have been trafficked or subject to exploitation may meet the criteria of being an adult at risk of harm and an [AP1](#) should be submitted to Social Work. For the purposes of Human Trafficking for any young person under the age of **18**, a **Child Protection and Wellbeing Form must be completed and passed to Social Work in addition to contacting Police Scotland.**

11.4 For further information including indicators of Human Trafficking please refer to the [Human Trafficking Guidance Note](#).

## **12. CHILD WELLBEING**

12.1 Each child is unique and there is no set level of wellbeing that children should achieve. Each child should be helped to reach their full potential as an individual.

12.2 To help make sure everyone has a common understanding of what wellbeing means, GIRFEC describes it in terms of eight indicators: [SHANARRI](#).

12.3 Where a child or adult protection referral is not required, the child or family may still benefit from the intervention of support services. In these circumstances, SFRS personnel would discuss their concerns with those that have responsibility.

## **13. DISCUSSING CONCERNS WITH A CHILD**

13.1 A child or young person may approach an employee or volunteer to disclose an issue of abuse or risk. The child or young person should be informed that the adult has a responsibility to pass on any necessary information, if they think the child is at risk of significant harm.

13.2 At no time will the child or young person be questioned, other than for clarification of something that has been said. The employee or volunteer should listen carefully to what is being disclosed, making it clear that they take the issue seriously. The employee or volunteer will make a record immediately following the discussion and include the date, time, location, the outcome of the discussion and any witnesses. This should be signed by the person witnessing

the concern and countersigned by the Volunteer Co-ordinator or person in charge.

- 13.3 Such circumstances can be difficult and stressful. To support SFRS employees and volunteers, a thorough debrief will be provided and refer them to Occupational Health, if further support is required.

#### **14. FOLLOWING UP THE CONCERN**

- 14.1 If the referrer does not receive a response from Social Work within 10 working days, the PP&P GC for that LSO Area should request feedback from the Social Work department to whom the referral was submitted.

#### **15. TRAINING**

- 15.1 Training for SFRS employees will be guided by the [Child Protection Learning and Development 2024: National Framework](#) delivered by SFRS. All SFRS employees and volunteers whose role requires them to have a PVG membership are required to complete mandatory LCMS Child and Adult Protection Wellbeing Training on a three-yearly basis.
- 15.2 It is the local PP&P GC responsibility to ensure those working more closely with Children and Young People complete SFRS Enhanced Safeguarding Training and SFRS Domestic Abuse LCMS training on a three-yearly basis. It is strongly recommended, where available, to attend multi-agency training, relevant to the role, delivered by the local authority, as this will clearly outline what the specific processes and procedures are for the LSO area.



## **16. PROTECTION OF VULNERABLE GROUPS**

16.1 SFRS personnel, either paid or voluntary, with duties that include 'Regulated Work', as set out by the [Protection of Vulnerable Groups \(Scotland\) Act 2007](#) ('PVG Act') must undergo appropriate checks, as per the [SFRS Employment and Criminal Convictions Policy](#).

## **17. ALLEGATIONS MADE AGAINST SFRS EMPLOYEES AND VOLUNTEERS**

### **17.1 SFRS Employees**

17.1.1 Where a child protection allegation is made against an SFRS employee:

- Any allegation must be treated seriously and dealt with sensitively and promptly;
- To ensure the wellbeing of the child involved, the line manager will implement the referral process outlined in [section 8](#) and [section 10](#) within this policy and procedure;
- As this is a matter related to safeguarding, the person against whom an allegation is made shall immediately refrain from working with children, young people, and protected adults until the outcome of further investigations. This is not an indication of guilt or fault and no decisions have been made at this stage;
- The line manager must also ensure adherence to the [SFRS Disciplinary Policy and Procedure](#) in addressing the allegation and any associated outcomes.

### **17.2 SFRS Volunteers**

17.2.1 Where a child protection allegation is made against an SFRS Volunteer:

- Any allegation must be treated seriously and dealt with sensitively and promptly;

- To ensure the wellbeing of the person involved, the line manager will implement the referral process outlined in [section 8](#) and [section 10](#) within this policy and procedure;
- As this is a matter related to safeguarding, the person against whom an allegation is made shall immediately refrain from working with children, young people, and protected adults until the outcome of further investigations. This is not an indication of guilt or fault and no decisions have been made at this stage;
- Following a full, fair, and balanced investigation by an independent and trained investigator:
  - If an allegation is unfounded, the volunteer may resume their full role immediately. If appropriate, support and training to re-establish confidence and competence in their role will be offered; or
  - Where an investigation establishes that the allegation is substantiated, the SFRS reserves the right to terminate the Volunteer Agreement immediately.

### **17.3 Safeguarding Allegation(s) in Personal Life**

17.3.1 As set out in the [Protection of Vulnerable Groups \(Scotland\) Act 2007](#) ('PVG Act'), where an SFRS employee or volunteer who holds a Regulated Position, is alleged to have behaved in a way in their personal life that has harmed, or may have harmed a child, young person or protected adult, they must inform their line manager who will follow [section 8](#) or [section 10](#) in this policy and procedure.

### **17.4 Reporting to Disclosure Scotland**

17.4.1 In some circumstances, SFRS must, in accordance with the [Protection of Vulnerable Groups \(Scotland\) Act 2007](#), make a referral to Disclosure Scotland. This is required where harmful behaviour has been identified and which may make the individual unsuitable to work with children and/or protected adults. By

law, employers must report harmful behaviour as soon as possible, even if it takes place outside of work, or if the employer only finds out about it after an employee or volunteer has left. Guidance on behaviours considered relevant for referral is available from Disclosure Scotland: <https://www.mygov.scot/pvg-referrals/>

17.4.2 In cases where harmful behaviour is identified, further guidance must be sought from an HR Adviser regarding a referral to Disclosure Scotland.

## **18. AUDIT**

18.1 Through auditing and review, SFRS will:

- Ensure a strong focus on how well LSO (Local Senior Officer) Areas carry out their responsibilities in a manner which safeguards children, young people, and protected adults;
- Evaluate how well SFRS have appropriate safeguarding procedures in place and that these are both linked or built into locally agreed multi-agency procedures;
- Provide assurance to the public and Ministers that SFRS are fulfilling their responsibilities in ensuring the safety and wellbeing of children and young people.

18.2 SFRS will provide professional advice on developing policy working with the Scottish Government, other agencies, and local and national partners particularly in relation to child protection, Prevent, Child Sexual Exploitation, and by contributing to the Scottish Child Abuse Inquiry to develop strategies that are designed to prevent and/or reduce the risk of abuse from occurring.

18.3 SFRS will deliver on our statutory duties in relation to Corporate Parenting towards care experienced children and young people.

## 19. CONSULTATION

- 19.1 This procedure has been extensively consulted internally and externally with Social Work professionals.

## 20. INFORMATION SHARING

- 20.1 All information should be recorded utilising the attached Child Protection and Wellbeing Forms and shared with partners in a secure manner, e.g. using Egress or delivered by hand. [Appendix E](#) provides a flowchart to support the sharing of information.
- 20.2 All HFSV information and supporting actions, such as a referral to a partner agency, should be recorded in the [HFSV Community Safety Engagement Toolkit \(CSET\)](#) module address history. Information recorded should reflect the action taken to reduce the individual's risk.
- 20.3 The main purpose of the SFRS is to work in partnership with communities and with others in the public, private and third sectors, on prevention, protection, and response, to improve the safety and the wellbeing of people throughout Scotland. Sharing information between partners can improve outcomes in service delivery; however, sharing must be undertaken lawfully, respecting the rights of individuals, and protecting the security of their information.
- 20.4 Personal / special category information must be shared securely. Once an email has been sent it must be deleted from the senders sent box and from deleted items.
- 20.5 If transmitting electronically, a secure email must be sent/received via Egress Switch, local CAT members can provide assistance as secure email users. An

alternative method is to hand deliver the information securely to the intended recipient(s). Fax machines must not be used. **Good practice would be to send CPW forms internally using SharePoint.**

- 20.6 The flowchart ([Appendix E](#)) within this document will assist you when considering sharing. When information needs to be shared, ensure sharing complies with the law, guidance, and best practice. Only the minimum information necessary for the purpose will be shared, individuals' rights will be respected, particularly confidentiality and security. Regular sharing should have an information sharing protocol (ISP) in place between partners and should be monitored and reviewed to ensure the information sharing is meeting the required objective / purpose and still fulfilling its obligations. Please contact Information Governance at [SFRSInfoGov@firescotland.gov.uk](mailto:SFRSInfoGov@firescotland.gov.uk) when an ISP is required.
- 20.7 ISPs set out a common set of rules to be adopted by the various partners involved in an information sharing operation. These will form a contract between partners. It is good practice to have an ISP in place and to review regularly, particularly where information is to be shared on a large scale or on a regular basis.
- 20.8 All information created or received should be stored, retained and destroyed in accordance with the [SFRS Records Retention Schedule](#). The retention period for Child Protection and Wellbeing Form is 25 years from birth, or 10 years from the last action, whichever is longer. Forms should be reviewed/destroyed annually. Any paper copies of information stored electronically can be destroyed securely by way of shredding.
- 20.9 Any personal / special category information should be stored with password protection. Any papers copies of these types of information should be stored securely in a lockable cabinet and processed, in accordance with the SFRS

Data Protection Policy, [Information Security Handbook](#) and associated documents. Access should be granted only to relevant staff and permissions regularly monitored.

20.10 Information Governance is available at [SFRSInfoGov@firescotland.gov.uk](mailto:SFRSInfoGov@firescotland.gov.uk) if you require any further guidance / assistance.

## 21. ASSOCIATED DOCUMENTS / REFERENCES

This policy takes cognisance of national policies, priorities, and guidance, including:

[Children \(Equal Protection from Assault\) Scotland Act 2019](#)

[Children and Young People \(Scotland\) Act 2014](#)

[Domestic Abuse \(Scotland\) Act 2018](#)

[Getting it Right for Every Child \(GIRFEC\)](#)

[Human Trafficking and Exploitation \(Scotland\) Act 2015](#)

[Information Commissioner's Office \(ICO\), Data Sharing Code of Practice 2011](#)

[Child protection learning and development 2024: national framework](#)

[National Guidance for Child Protection in Scotland 2014](#)

[National Guidance for Child Protection in Scotland 2021](#)

[Protection of Vulnerable Groups \(Scotland\) Act 2007 \('PVG Act'\)](#)

[Scottish Government's Trafficking and Exploitation Strategy](#)

[United Nations Convention on the Rights of the Child 1989](#)

[The Early Years Framework](#)

This document links to other SFRS policies and procedures, including but not exclusively:

[Adult Support and Protection Referral Form \(AP1\)](#)

[Child Protection and Wellbeing Form](#)

[Code of Conduct](#)

Data Protection Policy

[Disciplinary Policy and Procedure](#)

[Domestic Abuse Guidance Note](#)

[Employment and Criminal Convictions Policy](#)

[Fire Safety Support and Education \(FSSE\) Policy](#)

[Fire Safety Support and Education \(FSSE\) Privacy Notice](#)

[Fire Safety Support and Education \(FSSE\) Procedure](#)

[Getting It Right For Every Child \(GIRFEC\) Guidance Note](#)

[Home Fire Safety Visit \(HFSV\) Policy and Procedure](#)

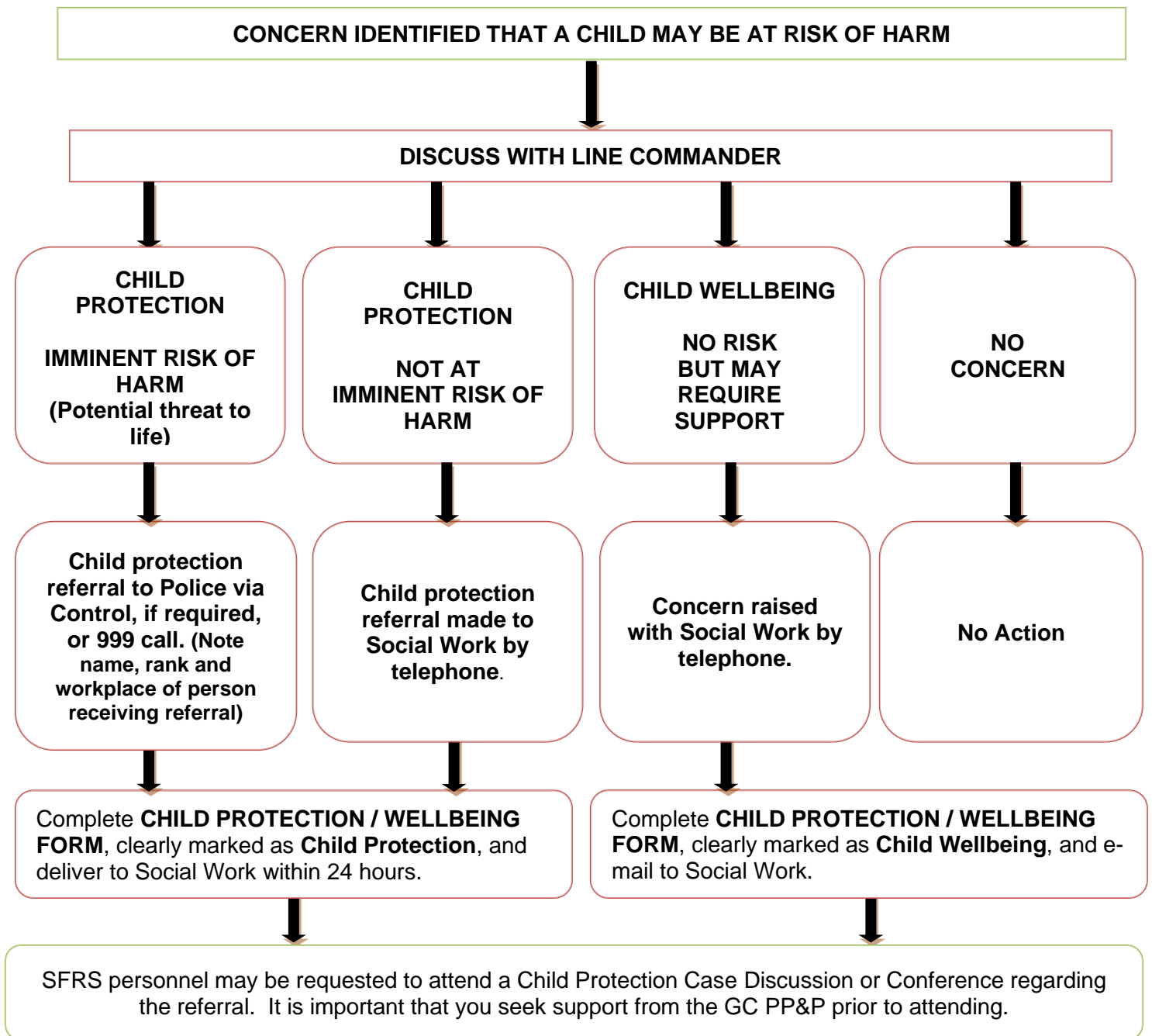
[Human Trafficking and Exploitation Guidance Note](#)

[Information Security Handbook](#)

[Records Retention Schedule](#)

[Safeguarding Policy and Procedure for the Protection of Adults](#)

## APPENDIX A – CHILDREN AT RISK PROCESS MAP



If the risk to a child includes a risk from fire or if it suspected that an adult may also be at risk of harm, reference must be made to the relevant SFRS Policies.



## APPENDIX B - CHILD PROTECTION AND WELLBEING FORM



SFRS personnel should use this form to record and share appropriate information with regard to child protection or wellbeing concerns.

Personnel should record the known facts about the concern and avoid making assumptions or providing personal opinions. Only insert what you know, **do not investigate the matter with the child or anyone else concerned. The referral must not be delayed because of missing information.**

The referral should be made initially by phone and then this form must be submitted within 24 hours, or a timescale agreed with the agency receiving the referral, of the concern being noted. A copy must be forwarded to Social Work and the local Prevention, Protection and Preparedness Station Commander. The original must be stored in accordance with the [SFRS Records Retention Schedule](#).

### Nature of Referral:

*Child Protection if child/ren are at risk of harm*  
*Child Wellbeing if child/ren require support*

\*Fields in RED are required

Child Protection: (Please tick)		Child Wellbeing: (Please tick)	
Are the parents/carers aware of this referral? Yes/No			
If no, please state reason:			

### PRIMARY PARENT/CARER (Kinship/Foster Carer/Residential manager etc.) DETAILS:

Name:		Relationship to child:	
Telephone Number:		Language if not English:	
Address: (Including post code)			

## CHILDREN'S DETAILS

If possible, include each child's name, age/D.O. B if more than one child concerned:

Child/Young Person's (CYP) Name:		Date of Birth:	
Gender:		Language if not English:	
Address: (If different from main carer, or CYP lives at any other addresses)			
Contact Telephone Number:			
To your knowledge is the CYP and their family receiving any support from social services or another partner agency? If yes, please add details below including name/team and contact number/email:			
Health Visitor/Education: (please record details of health visitor or school attended and headteacher/guidance teacher if known)			
To your knowledge does the child/family have any communication/support needs?			

**REASONS FOR THE REFERRAL:**

**Child Protection Concern**

Describe what has happened to give you cause for the child protection concern. What is your main concern? (Include any risk from fire)

**Child Wellbeing Concern**

Are there any concerns about the child’s wellbeing? For example, exposure to violence, family stress, inadequate housing, lack of preventative health care, unkempt, poor nutrition, poverty, substance abuse.

What action has been taken to reduce any immediate risk?

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**PERSON MAKING THE REFERRAL**  
**(Please print)**

Name:		Designation/ Role:	
Email Address:		Telephone Number:	
Address:		Date concern raised:	
		Date form submitted:	

**SFRS LINE MANAGER DETAILS**  
**(please print)**

Name:		Designation/ Role:	
Email Address:		Telephone Number:	
Date concern discussed:		Date concern raised:	
		Date form submitted:	

Please contact the Scottish Fire and Rescue Service with the outcome of this referral within 10 days. This action is required to update our records.

## APPENDIX C – CHILD PROTECTION AND WELLBEING FORM



### GOOD EXAMPLE

SFRS personnel should use this form to record and share appropriate information with regard to child protection or wellbeing concerns.

Personnel should record the known facts about the concern and avoid making assumptions or providing personal opinions. Only insert what you know, **do not investigate the matter with the child or anyone else concerned. The referral must not be delayed because of missing information.**

The referral should be made initially by phone and then this form must be submitted within 24 hours, or a timescale agreed with the agency receiving the referral, of the concern being noted. A copy must be forwarded to Social Work and the local Prevention, Protection and Preparedness Station Commander. The original must be stored in accordance with the [SFRS Records Retention Schedule](#).

### Nature of Referral:

*Child Protection if child/ren are at risk of harm*  
*Child Wellbeing if child/ren require support*

\*Fields in RED are required

Child Protection: (Please tick)		Child Wellbeing: (Please tick)	✓
Are the parents/carers aware of this referral? Yes/No	Yes		
If no, please state reason:			

### PRIMARY PARENT/CARER (Kinship/Foster Carer/Residential manager etc.) DETAILS:

Name:	Olive Tree	Relationship to child:	Mother
Telephone Number:	077 00000000	Language if not English:	

<b>Address:</b> <b>(Including postcode)</b>	5a Main Street Perth PH9 6ZY
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### CHILDREN'S DETAILS

If possible, include each child's name, age/D.O. B if more than one child concerned:

<b>Child/Young Person's (CYP) Name:</b>	Simon Smith Ella Smith Maize Tree	<b>Date of Birth:</b>	12.06.10 - 12 yrs 28.04.12 – 10 yrs 01.06.21 – 1 yr
<b>Gender:</b>	Simon Male Ella Female Maize Female	<b>Language if not English:</b>	
<b>Address:</b> <b>(if different from main carer, or CYP lives at any other addresses)</b>	<i>Unknown if children live at any other address</i>		
<b>Contact Telephone Number:</b>	<i>Mother's number above</i>		
<p><b>To your knowledge is the CYP and their family receiving any support from social services or another partner agency?</b>  <b>If yes, please add details below including name/team and contact number/email:</b></p>			
<i>Not known</i>			
<p><b>Health Visitor/Education: (please record details of health visitor or school attended and headteacher/guidance teacher if known)</b></p>			
<i>Simon attends Perth Academy and Ella attends Perth primary school. Health Visitor information declined by mother when asked.</i>			
<p><b>To your knowledge does the child/family have any communication/support needs?</b></p>			
<i>Older children could communicate with the crew as well as Ms Tree (mother)</i>			

## REASONS FOR THE REFERRAL:

### Child Protection Concern

Describe what has happened to give you cause for the child protection concern.  
What is your main concern? (Include any risk from fire)

*Please give details of the situation leading to this referral, include past incidents recorded in IRS dates, times, frequency, or injuries, together with evidence as appropriate. Use the child's own words where possible.*

### Child Wellbeing Concern

Are there any concerns about the child's wellbeing? For example, exposure to violence, family stress, inadequate housing, lack of preventative health care, unkempt, poor nutrition, poverty, substance abuse.

*Call from operation control came through at 1630 to attend a kitchen fire at the above address.*

*Upon arriving at the mid-terrace property, a female adult and 3 children were in the front garden. The adult female was upset and shouting at the children.*

*The kitchen and hallway of the house was full of smoke which had resulted from a cooking pan being left on the hob activating the smoke detector.*

*After speaking to the householder (Mum) it was established that the young boy in the property was making food and had left it unattended while playing on his phone.*

*The young boy confirmed this by adding 'I was making my tea because my mum said she couldn't be bothered and was too tired and me and my sister were hungry'.*

*No injury resulted from the Fire.*

*Past incidents recorded on IRS indicate a previous garden fire, where rubbish was being burned and became out of control on the 3.04.2021 @ 1925.*

*Youngest of the 3 children appeared unkempt with signs of neglect.*

*Risk of fire from unsafe cooking by a child. Due to the number of items in the kitchen, the risk of fire is heightened. Evidence of heavy smoking in the living area also presents a fire risk.*

What action has been taken to reduce any immediate risk?

*Working smoke and heat detectors in property. Ms Tree has agreed to receive a full home fire safety visit at a later date. Information passed to CAT.*

**PERSON MAKING THE REFERRAL  
(please print)**

<b>Name:</b>	Sam Proudfoot	<b>Designation/ Role:</b>	Firefighter
<b>Email Address:</b>	Sam.proudfoot@firescotland.gov.uk	<b>Telephone Number:</b>	01382 444444
<b>Address:</b>	Perth Community Fire Station	<b>Date concern raised:</b>	20.05.22
		<b>Date form submitted:</b>	20.05.22

**SFRS LINE MANAGER DETAILS  
(Please print)**

<b>Name:</b>	Jayme Watson	<b>Designation/ Role:</b>	Watch Commander
<b>Email Address:</b>	Jayme.watson@firescotland.gov.uk	<b>Telephone Number:</b>	01382 444444 (ext 5201)
<b>Date concern discussed:</b>	20.05.22	<b>Date concern raised:</b>	20.05.22
		<b>Date form submitted:</b>	

Please contact the Scottish Fire and Rescue Service with the outcome of this referral within 10 days. This action is required to update our records.



## APPENDIX D – CHILD PROTECTION AND WELLBEING FORM



### BAD EXAMPLE

SFRS personnel should use this form to record and share appropriate information with regard to child protection or wellbeing concerns.

Personnel should record the known facts about the concern and avoid making assumptions or providing personal opinions. Only insert what you know, **do not investigate the matter with the child or anyone else concerned. The referral must not be delayed because of missing information.**

The referral should be made initially by phone and then this form must be submitted within 24 hours, or a timescale agreed with the agency receiving the referral, of the concern being noted. A copy must be forwarded to Social Work and the local Prevention, Protection and Preparedness Station Commander. The original must be stored in accordance with the [SFRS Records Retention Schedule](#).

### Nature of Referral:

*Child Protection if child/ren are at risk of harm*  
*Child Wellbeing if child/ren require support*

\*Fields in RED are required

Child Protection: (Please tick)		Child Wellbeing: (Please tick)	✓
Are the parents/carers aware of this referral? Yes/No	Yes		
If no, please state reason:			

### PRIMARY PARENT/CARER (Kinship/Foster Carer/Residential manager etc.) DETAILS:

Name:	Olive Tree	Relationship to child:	Mum
Telephone Number:	077 00000000	Language if not English:	

<b>Address:</b> (Including post code)	5a Main Street Perth PH9 6ZY
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**CHILDREN’S DETAILS**

If possible, include each child’s name, age/D.O. B if more than one child concerned:

<b>Child/Young Person’s (CYP) Name:</b>	Simon Smith Ella Smith Maize Tree	<b>Date of Birth:</b>	12ys 10yrs 1yr
<b>Gender:</b>		<b>Language if not English:</b>	
<b>Address:</b> (If different from main carer, or CYP lives at any other addresses)	<i>Not sure</i>		
<b>Contact Telephone Number:</b>			
<b>To your knowledge is the CYP and their family receiving any support from social services or another partner agency?</b> If yes, please add details below including name/team and contact number/email:			
<i>Not sure</i>			
<b>Health Visitor/Education: (please record details of health visitor or school attended and headteacher/guidance teacher if known)</b>			
<i>Not known</i>			
<b>To your knowledge does the child/family have any communication/support needs?</b>			

No

## REASONS FOR THE REFERRAL:

### Child Protection Concern

Describe what has happened to give you cause for the child protection concern.  
What is your main concern? (Include any risk from fire)

N/A

### Child Wellbeing Concern

Are there any concerns about the child's wellbeing? For example, exposure to violence, family stress, inadequate housing, lack of preventative health care, unkempt, poor nutrition, poverty, substance abuse.

Called out to the house at about 4.30pm.

Call said there was a kitchen fire. Arrived at the house to find the kitchen full of smoke.

The boy in the house decided to make his own tea cos he said his mum couldn't be bothered to make it and was tired.

They live a mid-terrace 3 bedroom with mum.

House is a bit messy and dirty dishes lying all over the kitchen, washing and clothes all over the place.

Bairns' toys everywhere.

The mum must like her cigs cos the ashtray full to the brim with fag ends just lying on the floor in the living room which could do with a good hoover and clean.

Risk of fire from the boy cooking and he doesn't know how to cook

What action has been taken to reduce any immediate risk?

Extinguished the fire, made sure the kitchen was clear from smoke by opening windows and the back door.

**PERSON MAKING THE REFERRAL**  
(Please print)

<b>Name:</b>	Sam Proudfoot	<b>Designation/ Role:</b>	Firefighter
<b>Email Address:</b>	Sam.proudfoot@firescotland.gov.uk	<b>Telephone Number:</b>	01382 444444
<b>Address:</b>	Perth Community Fire Station 401 Old High Street Perth PH1 1PL White Watch	<b>Date concern raised:</b>	
		<b>Date form submitted:</b>	20.05.22

**SFRS LINE MANAGER DETAILS**  
(Please print)

<b>Name:</b>	Jayme Watson	<b>Designation/ Role:</b>	Watch Commander
<b>Email Address:</b>	Jayme.watson@firescotland.gov.uk	<b>Telephone Number:</b>	01382 444444 (ext 5201)
<b>Date concern discussed:</b>	20.05.22	<b>Date concern raised:</b>	20.05.22
		<b>Date form submitted:</b>	

Please contact the Scottish Fire and Rescue Service with the outcome of this referral within 10 days. This action is required to update our records.

## APPENDIX E – INFORMATION SHARING FLOWCHART

Does the information that you wish to share concern an adult or child that you believe to be at risk of harm? If so, please refer immediately to the SFRS Safeguarding Policy for either Children and/or Adults. If you are unsure, then seek guidance from a line commander without delay.

For all other information sharing, please adhere to the following or, if you are unsure at any point, please speak to your line commander before sharing the information.

