

Child Protection Policy and Procedures

Part 1 – Child Protection Policy

Introduction

This document should be considered alongside the following policies and procedures:

- Adult protection procedure
- Safer Caring
- Unannounced visits
- Individual child risk assessment
- Notifiable events policy
- Staff/volunteer recruitment policy
- Managing allegations against foster carers/adoptive parents

Policy Aims

The aim of this policy is to promote and uphold good practice ensuring children and young people experience appropriate safety and protection and allowing all staff/volunteers to make informed and confident responses to issues regarding risk and safety.

Principles

Scottish Adoption and Fostering is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. For the purposes of this policy and associated procedures a child is recognised as someone under the age of 18 years.

Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people. These guidelines are based on the following principles:

- The welfare of children is the primary concern.
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility.
- Children have the right to express views on all matters which affect them, should they wish to do so.
- We will work in partnership together with children and parents/carers to promote the welfare, health and development of children.

Scottish Adoption and Fostering will:

- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the well-being of children and protect them from abuse.
- Recruit, train, support and supervise its staff and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.

- Require staff and volunteers to adopt and abide by this Child Protection Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by local Child Protection Committees and the Scottish Government for the protection of children.
- Regularly monitor and evaluate the implementation of this Policy and these Procedures.

This Policy and these Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within Scottish Adoption and Fostering.
- Following any issues or concerns raised about the protection of children within Scottish Adoption and Fostering. In all other circumstances, at least every three years.

What is child abuse and child neglect?

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 misuse.

Definitions of abuse categories from the - National Guidance for Child Protection in Scotland 2023 can be found at Appendix 1.

Non-Recent (Historical Abuse)

Historical (non-recent) reports of abuse refer to reports of neglect, emotional, physical and sexual abuse which took place before the victim was 16 (or 18, in particular circumstances) and which have been made after a significant time lapse. The complainant may be an adult but could be a young person making reports of abuse in earlier childhood. The reports may relate to a person's experience in the family home, community or while they were a looked after and accommodated child in a residential, kinship or foster care setting.

A person may share an account of historical abuse in the context of a home study, in a therapeutic or counselling setting, or within their foster or adoptive family. People reporting historical abuse may state that the perpetrator is deceased, suggesting that there are no current child protection concerns. However, they may still want to be advised that they can share information with Police Scotland to make a report to allow them to consider information further.

Any reasonable professional concern that a child may be at significant risk of harm will always override a professional or agency requirement to keep information confidential. All service providers have a responsibility to act to make sure that a child whose safety or welfare may be at risk is protected from harm. Anyone using the services of Scottish Adoption and Fostering should be made aware of the circumstances when confidentiality needs to be breached, preferably during the initial stages of contact with a service. See below for procedures relating to non-recent abuse.

Staff and Volunteer Recruitment

We recognise at Scottish Adoption and Fostering that anyone may have the potential to abuse in some way and all reasonable steps are taken to ensure unsuitable people are prevented from working with vulnerable adults and children. Pre and post selection checks will include the following:

- All volunteers/staff will complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record.
- Most roles within the charity require a Disclosure check and staff who have direct contact with children will require to have a PVG.
- At least two confidential references will be sought (professional and/or character) including one from current employer.
- These references must be taken up and confirmed through written contact and followed up by the recruiting manager with a verification telephone call.
- Evidence of identity e.g. passport, driving licence with photo, National ID or citizen card
- Employment with Scottish Adoption and Fostering will not usually commence until the above procedures have taken place. In exceptional circumstances where a role does not involve direct contact with children, a risk assessment may be completed and signed off by the CEO to allow an applicant to start in post prior to all checks being completed.

Interview

All employees and volunteers will be required to undergo an interview carried out to established protocol and recommendations. This will be a documented process.

- A check will be made prior to the interview that the application form has been completed in full (including sections on criminal records and self-disclosures)
- Qualifications should be evidenced, and a copy retained on personnel file
- Job requirements and responsibilities should be clarified and,
- The interviewee will be asked to evidence their knowledge and experience regarding safeguarding.

Induction and Training

New recruits whether staff, volunteers including Board Members to the agency are required to successfully complete an online child protection module. They will be asked to read the child protection policies and procedures, and their manager will sign off on this task once completed.

In addition, all employees are expected to complete annual safeguarding training. An annual safeguarding day will be arranged, and attendance is compulsory. As part of these processes' employees should be able to:

- Recognise their responsibilities and report any concerns regarding suspected poor practice and possible risk or near miss incidents
- Respond to concerns expressed by a service user
- Work safely and effectively with children/young people.

All staff/volunteers including Board Members will receive ongoing training/updates in relation to safeguarding. This will be appropriate to their role/designation and may include specific subjects

such as Radicalisation, Child Sexual Exploitation (CSE), Forced Marriage and Female Genital Mutuality (FGM).

Part 2 - Child Protection Procedure - Handling Allegations and Suspicions of Harm

Key Principles

We will handle any allegations and suspicions of harm in a way that provides effective protection and support for children.

The CEO is the designated child protection officer and must be informed without delay about any alleged or actual incidents of abuse.

The Chair of the Board is the nominated trustee on the Board for safeguarding.

Managing Disclosures

Many allegations we deal with tend to be passed on by a child's parent, school or worker and on those occasions the person receiving the information should take notes and discuss with their manager and the designated child protection officer.

There will be occasions where a child will disclose directly to a member of staff that they are being abused. In those circumstances it is important to try to remain calm and to show support to the child throughout the disclosure phase. The following guidelines will help lessen the risk of causing more trauma to the child and/or compromising a criminal investigation during the disclosure phase.

Receive: Listen to what is being said without displaying shock or disbelief. A common reaction to news as unpleasant and shocking as child abuse is denial. However, if you display denial to a child, or show shock or disgust at what they are saying, the child may be afraid to continue and could shut down. Accept what is being said without judgement. Take it seriously.

Reassure: Reassure the child, but only so far as is honest and reliable. Don't make promises that you can't be sure to keep, e.g. "everything will be all right now". Reassure the child that they did nothing wrong and that you take what is said seriously. Don't promise confidentiality – never agree to keep secrets. You have a duty to report your concerns. Tell the child that you will need to tell some people, but only those whose job it is to protect children. Acknowledge how difficult it must have been to talk. It takes a lot for a child to come forward about abuse.

React: Listen quietly, carefully, and patiently. Do not assume anything – don't speculate or jump to conclusions. Do not investigate, interrogate or decide if the child is telling the truth. Remember that an allegation of child abuse may lead to a criminal investigation, so don't do anything that may jeopardise a police investigation. Let the child explain to you in his or her own words what happened, but don't ask leading questions. Do ask open questions like "Is there anything else that you want to tell me?" Communicate with the child in a way that is appropriate to their age, understanding and preference. This is especially important for children with disabilities and for children whose preferred language is not English. Do not ask the child to repeat what they have told you to another member of staff. Explain what you must do next and whom you must talk to. Refer directly to the named child protection officer. Do not discuss the case with anyone outside the child protection team.

Record: Make some very brief notes at the time and write them up in detail as soon as possible. Do not destroy your original notes in case they are required by Court. Record the date, time, place,

words used by the child and how the child appeared to you – be specific. Record the actual words used; including any swear words or slang. Record statements and observable things, not your interpretations or assumptions – keep it factual.

Procedure for Dealing with Disclosures/Handling Allegations/Suspicion of Harm

If any member of staff/volunteer becomes aware of an allegation, concern or suspicion of abuse in relation to a child, they should discuss this immediately with their Practice Managers and agree how this will also be communicated to the Chief Executive, who will take on the role of the designated manager with responsibility for liaising with the Local Authority.

If this takes place out of office hours, the member of staff should contact the Scottish Adoption and Fostering Out of Hours Emergency Number on 0131 555 7530.

1. The Practice Manager /Chief Executive will contact the Local Authority responsible for the child to make them aware of the allegation/concern and agree whether the matter is to be treated under Child Protection Procedures or followed up as a concern.
2. If it is agreed with the Local Authority that it is initially to be followed up as a concern rather than under Child Protection procedures it would normally be expected that the Senior Practitioner (Scottish Adoption and Fostering) and the child's social worker will do this jointly.
3. If it is agreed to follow the matter up under Child Protection Procedures, the lead authority will be the one in whose area the child is currently living. Scottish Adoption and Fostering staff cannot undertake the Statutory Child Protection investigations but will follow the local area Child Protection Committee guidelines.
4. Scottish Adoption and Fostering staff will fully co-operate with the Child Protection procedure for the responsible Local Authority – providing written information and participating in any referral meetings or discussions as required.
5. The Chief Executive will be responsible for making any notifications to the Care Inspectorate.
6. If the allegation concerns a prospective adopter/adopter, the Agency will agree with the investigating staff, a support plan and the timing of this in respect of the prospective adoptive family.
7. Scottish Adoption and Fostering will work to ensure that any prospective adopter/adoptee and the family will be fully supported in respect of any allegations made:
 - a. A named support worker will be identified. This can either be a Senior Practitioner from within the agency or someone independent of the Agency if this is assessed as more appropriate.
 - b. Written information about the Child Protection procedure under which the investigation is being undertaken will be provided.
 - c. Ensuring the prospective adopter/adopter can obtain independent advocacy and legal advice if required. [The Fostering Network may be an appropriate Agency to link with depending on the individual circumstances].
 - d. Providing information on the progress of the investigation and ensuring a written record of the outcome is provided.

8. Following the conclusion of any investigation, a decision will be made by the Agency (considering any recommendations from the investigation) on what further action is required.
9. In every situation where there is a Child Protection Investigation in respect of a prospective adoptive parent, the Practice Manager and Chief Executive will consider whether a Formal Review by the Adoption Panel should take place.
10. A record of any formal Child Protection Investigation or Concern dealt with by Local Authority/Scottish Adoption and Fostering staff will be retained in the adopter file.

Notifying the Care Inspectorate

Any allegation of abuse needs to be notified to the care inspectorate (CI) within 24 hours (see Notifiable Events Policy). Information about what constitutes a notifiable event can be found on the CI website [here](#) . Events must be notified by a manager.

Notifying Disclosure Scotland

Under certain circumstances the agency may need to make a referral to Disclosure Scotland. By law, organisations must report harmful behaviour even if it takes place outside of work, or if the organisation only finds out about it after the person has left.

Organisations must make a referral if a person shows harmful behaviour and they:

- are dismissed as a result. This includes situations that lead to a prospective adoptive parent or a foster carer being de-registered at Panel
- would or might have been dismissed but left before they could be.
- are permanently moved away from work with children or protected adults.

If any of these actions were taken, the designated child protection officer will make a referral to Disclosure Scotland within 3 months of making the decision.

Harmful behaviour that must be referred

Examples of harmful behaviour include:

- harming a child or protected adult
- placing a child or protected adult at risk of harm
- inappropriate behaviour involving pornography
- inappropriate behaviour of a sexual nature involving a child or protected adult
- giving inappropriate medical treatment to a child or protected adult

Responding to Allegations/Concerns of Historical or Non-Recent Abuse

Definition The term 'historical abuse', often referred to as non-recent abuse, refers to reports of neglect, emotional, physical and sexual abuse which took place before the victim was 16 (or 18, in particular circumstances) and which have been made after a significant time lapse. The complainant may be an adult but could be a young person making reports of abuse in earlier childhood. The reports may relate to a person's experience in the family home, community or while they were a looked after and accommodated child in a residential, kinship or foster care setting.

Any report of historical abuse should be dealt with as per the procedure above and discussed without delay with a Practice Manager or the CEO. When a report of historical child abuse is received, consideration needs to be given to the investigation of any current child protection concerns. This should include determining whether there are any children potentially still at risk from the suspected perpetrator(s). This may be in a professional capacity such as in a residential or foster care setting, within a personal family setting in the wider community, within other institutional settings, or a combination.

A person sharing their experience of abuse may be unable or unwilling to go to the police. Consideration should be given as to whether the person requires support and protection as an adult at risk of harm. Their needs must be balanced against the need to protect any child/children who might currently be exposed to risk from the suspected perpetrator(s). Their needs must be balanced against the need to protect any child/children who might currently be exposed to risk from the suspected perpetrator(s).

Services supporting or taking part in investigations relating to persons reporting historical abuse should be mindful of potential barriers to making a report. As with other disclosures of abuse these may include a fear of not being believed, and uncertainty about how investigations will proceed. Feelings of distrust or suspicion may also arise, particularly if the abuse has happened within a care setting. Referral of concerns about historical abuse to Police Scotland or social work will lead to consideration of an IRD in accord with Part 3 of the National Guidance. A planned and co-ordinated approach should balance current child protection risks with support for the person. A trauma-informed approach is necessary in the planning and investigation of abusive experiences.

Responding to Allegations/Concerns Within the Staff Team

There is a responsibility for staff and volunteers to act on any concerns regarding colleagues by reporting this to a one of the Practice Managers or the CEO.

Scottish Adoption and Fostering assures all staff/volunteers that it will fully support and protect anyone, who in good faith reports a concern that a colleague is or may be subjecting a service user to risk or harm.

Where there is a complaint against a member of staff there may be three types of investigation

- A criminal investigation
- A safeguarding investigation or,
- A disciplinary or misconduct investigation

The results of any police and/or safeguarding investigation may influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

If the outcome clearly demonstrates poor practice, then this will be dealt with this as a misconduct issue.

Dealing with Allegations against Foster Carers/Adopters

An allegation is an assertion from any person that a foster carer/adopter or another member of the household has, or may have, behaved in a way that has harmed a child, committed a criminal offence against a child or behaved towards a child in a way that indicates they are unsuitable to work with children.

Allegations are more serious than general complaints against foster carers because allegations must be investigated under the local child protection procedure. Allegations should be treated differently from concerns about poor standards of care.

The public authority (the local authority or health and social care trust) in which the foster carer lives, the fostering service they work for, the public authority responsible for the fostered child and the police will all be involved in deciding exactly how a particular allegation is investigated.

Please see the Dealing with Allegations Policy and Procedure for further details.

Version Control

Date	Version	Responsible
June 2023	1	Sue Brunton, CEO
March 2024	2	Sue Brunton, CEO
March 2026	3	Sue Brunton, CEO

Categories of Abuse - National Guidance for Child Protection in Scotland 2023

Appendix 1

Physical abuse is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after. There may be some variation in family, community or cultural attitudes to parenting, for example, in relation to reasonable discipline. Cultural sensitivity must not deflect practitioners from a focus on a child's essential needs for care and protection from harm, or a focus on the need of a family for support to reduce stress and associated risk.

Emotional abuse is persistent emotional ill treatment that has severe and persistent adverse effects on a child's emotional development. 'Persistent' means there is a continuous or intermittent pattern which has caused, or is likely to cause, significant harm. Emotional abuse is present to some extent in all types of ill treatment of a child, but it can also occur independently of other forms of abuse. It may involve:

- conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person
- exploitation or corruption of a child, or imposition of demands inappropriate for their age or stage of development
- repeated silencing, ridiculing or intimidation
- demands that so exceed a child's capability that they may be harmful
- extreme overprotection, such that a child is harmed by prevention of learning, exploration and social development
- seeing or hearing the abuse of another (in accordance with the Domestic Abuse (Scotland) Act 2018)

Child sexual abuse (CSA) is an act that involves a child under 16 years of age in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. For those who may be victims of sexual offences aged 16-17, child protection procedures should be considered. These procedures must be applied when there is concern about the sexual exploitation or trafficking of a child.

The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or in the production of indecent images, in watching sexual activities, using sexual language towards a child, or encouraging children to behave in sexually inappropriate ways. 1.40

Child sexual exploitation (CSE) is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a person under 18 into sexual activity in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact. It can also occur using technology. Children who are trafficked across borders or within the UK may be at particular risk of sexual abuse.

Criminal exploitation refers to the action of an individual or group using an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity in exchange for something the victim needs or wants, or for the financial or other advantage of the perpetrator or facilitator. Violence or the threat of violence may feature. The victim may have been criminally exploited, even if the activity appears consensual. Child criminal exploitation may involve physical contact and may also occur using technology. It may involve gangs and organised criminal networks. Sale of illegal drugs may be a feature. Children and vulnerable adults may be exploited to move and store drugs and money. Coercion, intimidation, violence (including sexual violence) and weapons may be involved.

Child trafficking involves the recruitment, transportation, transfer, harbouring or receipt, exchange or transfer of control of a child under the age of 18 years for the purposes of exploitation. Transfer or movement can be within an area and does not have to be across borders. Examples of and reasons for trafficking can include sexual, criminal and financial exploitation, forced labour, removal of organs, illegal adoption, and forced or illegal marriage.

Neglect consists of persistent failure to meet a child's basic physical and/or psychological needs, which is likely to result in the serious impairment of the child's health or development. There can also be single instances of neglectful behaviour that cause significant harm. Neglect can arise in the context of systemic stresses such as poverty and is an indicator of both support and protection needs. 'Persistent' means there is a pattern which may be continuous or intermittent which has caused or is likely to cause significant harm. However, single instances of neglectful behaviour by a person in a position of responsibility can be significantly harmful. Early signs of neglect indicate the need for support to prevent harm.

The GIRFEC SHANARRI indicators set out the essential wellbeing [needs](#). Neglect of any or all of these can impact on healthy development. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment); to protect a child from physical and emotional harm or danger; to ensure adequate supervision (including the use of inadequate caregivers); to seek consistent access to appropriate medical care or treatment; to ensure the child receives education; or to respond to a child's essential emotional needs.

Faltering growth refers to an inability to reach normal weight and growth or development milestones in the absence of medically discernible physical and genetic reasons. This condition requires further assessment and may be associated with chronic neglect. Malnutrition, lack of nurturing and lack of stimulation can lead to serious long-term effects such as greater susceptibility to serious childhood illnesses and reduction in potential stature. For very young children the impact could quickly become life-threatening. Chronic physical and emotional neglect may also have a significant impact on teenagers.

Female genital mutilation is an extreme form of physical, sexual and emotional assault upon girls and women and involves partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons. Such procedures are usually conducted on children and are a criminal offence in Scotland. FGM can be fatal and is associated with long-term physical and emotional harm.

Forced marriage is a marriage conducted without the full and free consent of both parties and where duress is a factor. Duress can include physical, psychological, financial, sexual, and emotional abuse. Forced marriage is both a child protection and adult protection matter. Child protection processes will be considered up to the age of 18. Forced marriage may be a risk alongside other forms of so called 'honour-based' abuse (HBA). HBA includes practices used to control behaviour within families, communities, or other social groups, to protect perceived cultural and religious beliefs and/or 'honour'

Adult Protection Policy – Handling Allegations and Suspicions of Harm

What do we mean by Adult Protection?

The Adult Support and Protection (Scotland) Act 2007 was introduced to protect adults at risk of harm. Adults are individuals who are aged 16 or over who are at risk of:

- Being unable to safeguard their own well-being, property, rights or other interests.
- Being affected by disability, mental health problems, illness of physical or mental infirmity, and is more vulnerable to being harmed than adults who are not so affected.

There are many different types of harm, including:

- Physical: can include hitting, shaking, punching, pulling hair etc, being locked in a room or having your freedom limited
- Emotional / psychological: can include being made to feel scared or embarrassed, being intimidated or bullied, constantly criticised, not being allowed to see or talk freely to other people
- Neglect: can include not being given the correct medication or care, not allowed to see a doctor or other health professional, not allowed enough food or have proper heating, lack of privacy and dignity
- Financial: can include stealing, fraud, forcing to hand over money or goods, misuse of property or benefits or stopping someone getting their own money or possessions
- Sexual abuse: can include any sexual activity that the person does not understand or want; degrading or inappropriate photographs

There are several ways to spot if an adult is at risk of or abuse or neglect. Some of these include:

- the adult themselves may advise they are being harmed, or they may make a comment which leads you to suspect they are being abused or neglected.
- unusual, unexplained or suspicious injury.
- unexplained loss of weight or increased confusion.
- the adult may appear frightened of a particular person.
- unable to spend time alone with the adult due to the insistence or presence of another.
- unexplained debts or reduction in assets may be indicators of financial abuse.

At Scottish Adoption and Fostering our Adult Protection Policy is:

Key Principle

We will handle any allegations and suspicions of harm in a way that provides effective protection and support for vulnerable adults.

Procedure

If any member of staff becomes aware of an allegation, concern or suspicion of abuse in relation to a vulnerable adult, they should discuss this immediately with one of the Practice Managers or Chief Executive, who will take on the role of the designated manager with responsibility for liaising with the Local Authority.

If this takes place out of office hours, the member of staff should contact the Scottish Adoption and Fostering Out of Hours Emergency Number on 0131 555 7530.

11. The Practice Manager /Chief Executive will contact the relevant Local Authority to make them aware of the allegation/concern and agree whether the matter is to be treated under their Adult Protection Procedures or followed up as a concern.
12. If it is agreed with the Local Authority that it is initially to be followed up as a concern rather than under Adult Protection procedures it would normally be expected that the Senior Practitioner (Scottish Adoption and Fostering) and the vulnerable adult's social worker will do this jointly.
13. If it is agreed to follow the matter up under Adult Protection Procedures, the lead authority will be the one in whose area the vulnerable adult is currently living. Scottish Adoption and Fostering staff cannot undertake the Statutory Adult Protection investigations but will follow the local area Adult Protection guidelines.
14. Scottish Adoption and Fostering staff will fully co-operate with the Adult Protection procedure for the responsible Local Authority – providing written information and participating in any referral meetings or discussions as required.
15. The Chief Executive will be responsible for making any notifications to the Care Inspectorate.
16. If the allegation concerns a prospective adopter/adopter/foster/continuing carer the Agency will agree with the investigating staff, a support plan and the timing of this in respect of the prospective adoptive family / foster care placement.
17. Scottish Adoption and Fostering will work to ensure that any prospective adopter/adopter/foster/continuing carer and the family will be supported in respect of any allegations made:
 - a. A named support worker will be identified. This can either be a Senior Practitioner from within the agency or someone independent of the Agency if this is assessed as more appropriate.

- b. Written information about the Adult Protection procedure under which the investigation is being undertaken will be provided.
 - c. Ensuring the prospective adopter/adopter/foster/continuing carer can obtain independent advocacy and legal advice if required. [The Fostering Network may be an appropriate Agency to link with].
 - d. Providing information on the progress of the investigation and ensuring a written record of the outcome is provided.
18. Following the conclusion of any investigation, a decision will be made by the Agency (considering any recommendations from the investigation) on what further action is required.
19. In every situation where there is an Adult Protection Investigation in respect of a prospective adoptive parent or foster carer, a Formal Review will be undertaken and chaired by the Chief Executive. This may result in the adopter/foster/continuing carers registration being reviewed at Panel.
20. A record of any formal Adult Protection Investigation or Concern dealt with by Local Authority/Scottish Adoption and Fostering staff will be retained in the adopter / foster/continuing carer file.

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1	Sue Brunton, CEO	03/11/22
2	Sue Brunton, CEO	12/03/24