

Perth and District Pipe Band

Child Protection Policy

July 2016

Designated Child Protection Officer

– Kenneth Sinclair

Child Protection Policy Statement

Volunteers in Perth and District Pipe Band are committed to practice, which promotes the welfare of children and protects them from harm.

We wish to ensure that all children participate in an enjoyable and safe environment in which they can have fun and feel valued.

Volunteers in this organisation accept and recognise our responsibilities to develop awareness of the issues which cause children harm, and to establish and maintain a safe environment for them.

We will endeavour to safeguard children by:

1. Adopting child protection through a code of behaviour for volunteers.
2. Sharing information about child protection and good practice with children, parents, staff and volunteers.
3. Reporting concerns to statutory agencies that need to know and involving parents and children appropriately.
4. Following carefully the procedures laid down for recruitment and selection of volunteers.
5. Providing effective management for staff and volunteers through supervision, support and training
6. Ensuring safety procedures are adhered to.

It is the intention of Perth and District Pipe Band to review the Child Protection Policy every 3 years or as required, taking into account any new legislation and lessons learnt.

Perth and District Pipe Band Child Protection Policy

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1 Scope of the Policy

The Child Protection Policy is intended to cover all functions of Perth and District Pipe Band where volunteers may work with children directly or have contact with children indirectly through the course of their duties.

Instances, which may involve contact with children or young people include:

- Instruction Classes
- Band Halls
- Competitions
- Buses
- Parades

This policy applies to all volunteers of Perth and District Pipe Band. It is designed to provide a basic foundation under which more specific guidance may be developed to meet the needs of particular functions or circumstances.

Children for the purpose of these guidelines are defined as those aged under 18 years.

Copies of the Child Protection Policy and Procedures will be distributed to all members of Perth and District Pipe Band. It will be made available to the parents, children and all volunteers. If you require additional copies, please contact the band secretary. This Child Protection Policy will also be available on the band website:

www.pdpb.scot

2 Background

In 1991, the UK Government ratified the UN Convention on the Rights of the Child which is an international convention signed by all but two countries in the world. The UN Convention sets the minimum standards for children and young people's civil, political, social, economic and cultural rights under interrelated categories of participation, protection and provision. For example:

Article 3 – In all actions concerning children, the best interests of the child shall be the primary consideration.

Article 19 – The State has a responsibility to protect children from violent and harmful treatment.

In 1995 the Children Order, Scotland was implemented by the Government and was based to a large degree on the philosophy of the UN Convention. This legislation was the most important piece of children's legislation in the 20th Century and set out a number of key principles concerning the rights of children, their parents and the role of the State. The essential principles behind the Act, which is the primary legislative framework for Regulations, Directions and Guidance, are

- each child has a right to be treated as an individual
- each child who can form a view on matters affecting him or her has the right to express those views if he or she so wishes
- parents should normally be responsible for the upbringing of their children and should share that responsibility
- each child has the right to protection from all forms of abuse, neglect or exploitation
- so far as is consistent with safeguarding and promoting the child's welfare, the public authority should promote the upbringing of children by their families
- any intervention by a public authority in the life of a child must be properly justified and should be supported by services from all relevant agencies working in collaboration.

In support of the principles three main themes run through the Act

- the welfare of the child is the paramount consideration when his or her needs are considered by courts and children's hearings
- no court should make an Order relating to a child and no children's hearing should make a supervision requirement unless the court or hearing considers that to do so would be better for the child than making no Order or supervision requirement at all
- the child's views should be taken into account where major decisions are to be made about his or her future.

3 Aim of this Policy

The protection of children is something that must be a priority for all members of Perth and District Pipe Band

This overarching policy will set out the framework for this and ensure that Perth and District Pipe Band meets all its legal and moral responsibilities to children and families that it directly or indirectly provides a service to. By having a clear written policy for its members Perth and District Pipe Band will ensure that its members are provided with the tools and knowledge to know how to protect children and deal with situations that may cause concern. The arena of safety diagram expresses this.



4 Awareness of abuse

The abuse and neglect of children is something that can occur within many situations including the home, school, communities and all forms of clubs and societies. Children are much more likely to be abused by someone known to them, or more rarely a stranger. There are different types of abuse and a child may be abused in more than one way. Types of abuse and their commonly accepted definitions include:

4.1 Physical Abuse

Physical abuse is the deliberate physical injury to a child or the wilful or neglectful failure to prevent injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

4.2 Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Smothering a child's development through over-protection can also be a form of abuse. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse.

4.3 Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what's happening. 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 the production of pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

4.4 Neglect

Neglect is the persistent failure to meet a child's physical and/or psychological needs likely to result in significant harm. It may involve a parent or carer failing to provide adequate foods, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or Lack of supervision. It may also include neglect or unresponsiveness to a child's basic emotional needs.

4.5 Bullying

Although bullying is not defined as abuse, in its more extreme form, it would be regarded as a form of abuse. It can take many forms but Kidscape identifies the main types as:

- Emotional – excluding, being unfriendly
- Physical – hitting, kicking, theft
- Racist – racial taunts, graffiti, gestures
- Sexual – unwanted physical contact or sexually abusive comments
- Homophobic – because of or focusing on the issue of sexuality
- Verbal – name calling, sarcasm. Spreading rumours, teasing
- Cyber bullying – (e.g. text message, picture/video-clip and phone call bullying via mobile phones; email, website bullying)

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development or, at the extreme, causes them significant harm. In these circumstances bullying should be considered as child abuse and treated as such.

5 The Role of the Designated Child Protection Officer.

Key to its ability to protect children in its care and enable its volunteers to provide a safe environment, Perth and District Pipe Band has identified a Designated Child Protection Officer. This is a very important role since the expertise and experience of child protection is focused on one person who in turn will act as a pivotal point for all child protection matters.

Specifically the role of the Child Protection Officer will include:

- Advice on child protection training needs
- Monitoring the implementation of the Child Protection and procedures and specifically to inform Social Services/Police of any concerns about a child or children.
- Ensuring that any referral made by telephone is confirmed in writing and any documentation relating to concerns is passed to Social Services or the Police.
- Securing the safekeeping of any case material
- Acting as source of advice and assistance on child protection matters in Perth and District Pipe Band
- Perth and District Pipe Band Child Protection Officer is:

Name: Kenneth Sinclair

Address: Withheld

Telephone: 01821 650307

Mobile: 07969 819142

Email: ksinclair@fsmail.net

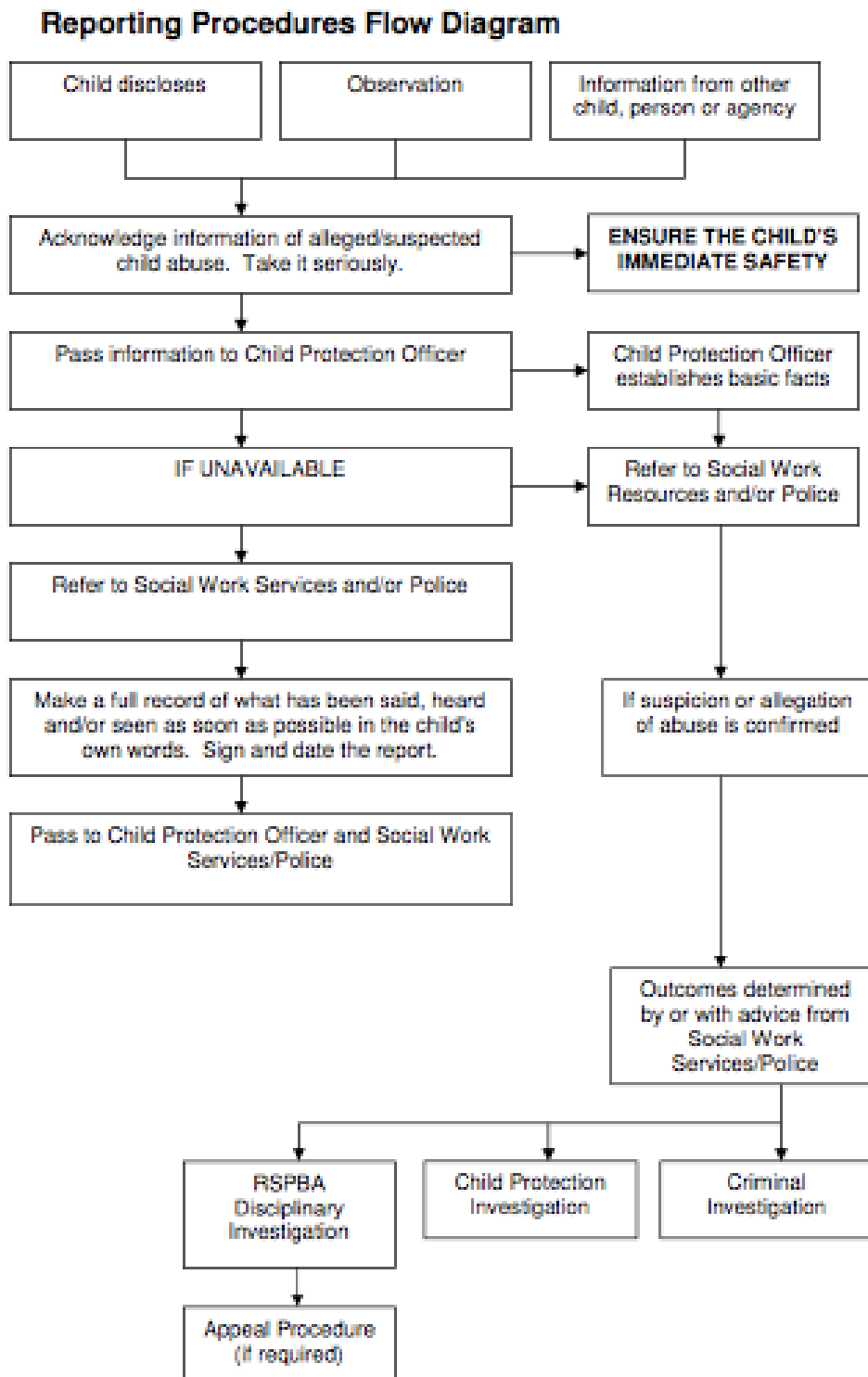
6 Reporting Procedures

It is fundamentally important that if any volunteers have concerns about a child that they seek to report these concerns to the Child Protection Officer and follow the steps laid down in this policy and procedure. This will help protect officers and volunteers and the well-being of any child concerned.

Investigating child abuse is a very complex and detailed process. Volunteers must remember that they are not responsible for deciding whether or not abuse has taken place, rather they are responsible for reporting their concerns to the relevant person.

The flow chart outlined below sets out the procedure for the reporting of child protection issues. In the event of the Child Protection Officer or other Committee Member not being available the volunteer should proceed to the next stage of the reporting procedure. The Child Protection Officer should be advised of such actions as soon as practical.

6.1 Reporting Procedures Flow Diagram



6.2 Confidentiality

There is some information that should only ever be shared on a need to know basis. For example, if an adult or a child has confided personal and sensitive details about their lives or family situations, they will need to be assured that the information will not be discussed or passed on to others without consent.

Examples of other information that may need to remain confidential would include the contact details of the children and any information provided by parents that you might need, e.g. A child's medical details. This information should only be passed on with consent and on a need to know basis.

There is other information however, which must be passed on to the Child Protection Officer. This includes information that a child has been harmed or is at risk of harm. The legal principle states that the "welfare of the child is paramount" and this means that considerations of confidentiality can never override the right of a child to be safe from harm.

In Perth and District Pipe band we are aware of the limits of confidentiality and know that we can never promise to keep secrets.

7 Dealing with a disclosure of abuse or neglect.

Common Do's and Don'ts in dealing with a disclosure:

Do	Don't
Stay calm	Panic
Listen and hear what the child or adults are saying.	Ask leading questions (questions that influence a person to give a particular answer)
Reassure the child that they have done the right thing in telling you.	Promise to a child or adult that you can keep a secret.
Record in writing what was said as soon as is possible and keep this record safe and secure. These may be required by the police or social services.	Ask for details of the abuse this is not your job and will be undertaken by the Police and Social Services.
Report the matter to the designated Person.	It is not your responsibility to investigate whether abuse has taken place. This is a matter for the appropriate authorities. You have a supportive and not investigative role.
	Require the child to repeat the story unnecessarily.

If in doubt – report it

The one thing you must not do – is nothing!

8 Code of Conduct

It is important for all the volunteers of the RSPBA (NIB) to have a clear statement as to what is expected in any dealings with children.

8.1 Underlying principles and philosophy

Perth and District Pipe Band recognises that children should be listened to, taken seriously and have the right to the safe use of premises and services. All band members have both a moral and legal responsibility to protect children through following these procedures adhering to this policy.

Children have a valuable role to play in Perth and District Pipe Band. As an organisation Perth and District Pipe Band through its policies, procedures and dealing with children, will involve them as much as possible in decisions that affect them. We respect the children by listening to them. Perth and District Pipe Band will promote a culture in the organisation where children's participation is both encouraged and promoted.

8.2 Some points of guidance

1. Volunteers should not spend excessive amounts of time alone with children away from others. Any contact with an individual child should take place as openly as possible. If privacy is needed for any reason, doors should be left open and other volunteers informed where possible.
2. Volunteers are advised not to make unnecessary or inappropriate physical contact with children and young people. There may be occasions when physical contact is unavoidable, i.e. when teaching a child to play a musical instrument, be it practice chanter, pipes or drums this also applies to teaching the drum majors. In all cases physical contact should only take place with the consent of the child or the young person. Tell the child exactly what you are going to do and seek their permission. Any resistance from the child must be respected.
3. Where it is necessary and unavoidable to take children alone in a vehicle on journeys this should be with the full consent of the parents.
4. Volunteers should not meet with children outside of the organisation without the consent or knowledge of parents.

8.3 CAUTION!! MEMBERS SHOULD NEVER

1. Engage in sexually provocative or rough physical games including horseplay.
2. Allow children to use inappropriate language or behaviour unchallenged.
3. Make sexually suggestive comments about, or to a child even in fun.
4. Let any allegations a child makes go without being recorded and reported to the Designated Person.
5. Do things of a personal nature for children that they can do themselves.

9 Sharing information

Good communication with all – children, parents, volunteers and management committees will improve practice. Everyone will feel appreciated if they are listened to and their opinion valued. Children and young people should be involved and included in decision making whenever possible.

9.1 Supervision, Support and Training

Training formal or informal can be organised for any individual or group. Supervision and support will enable our organisation to identify the strengths and weaknesses of volunteers, address weaknesses through provision of training, identify any problems and deal with them quickly. It also offers an opportunity to recognise skills of volunteers and to acknowledge their work. The Designated Person will assist in an advisory capacity, or organise any training required.

10 Bullying

Perth and District Pipe Band does not tolerate bullying in any form, and any incidents of bullying will be seriously investigated. Perth and District Pipe Band encourages children and young people to talk about bullying and report any concerns they may have.

Our anti-bullying statement applies to everyone involved with Perth and District Pipe Band. The prevention of bullying Perth and District Pipe Band is everyone's responsibility.

Bullying can be difficult to identify because it often happens away from others and victims do not often tell. Often, there may be some signs which indicate a child is being bullied.

The child or young person may:

- Hesitate to come to band activities or is reluctant to be with particular individuals in the band
- Often be the last one picked for an event or is subject to ridicule or name-calling by other people attending the event
- Have clothing, personal possessions or musical instruments go missing or damaged
- Have bruising or some other injury, become uncharacteristically nervous/withdrawn or aggressive

Helping the child or young person:

- Take bullying seriously. Ensure the child is safe
- Encourage all children to speak and share their concerns
- Reassure the victim that you can be trusted and will help, although you cannot promise to tell no one else
- Keep records of what is said i.e. what happened, by whom and when
- Report any concerns to Perth and District Pipe Band Child Protection Lead Officer where the bullying is occurring.

Action towards the person displaying bullying behaviours:

- try to help him/her understand the consequences of his/her behaviour and seek an apology from him/her
- Inform the parents/carers and impose sanctions as necessary. Encourage and support him/her to change behaviour

11 Use of Mobile Phones, Email and the Internet

- Contacting children and young people by phone, text or email should never be undertaken without parental knowledge or consent.

- Volunteers should not be emailing children and young people directly as individuals, but may do so as part of a disclosed list (having received prior permission to disclose in group email) where they are disseminating information in relation to events. Disclosed lists should be used for sending organisation information via a designated and suitably trained adult (because of their position this person should also have been subject to appropriate selection and vetting processes). Group emails should also give individuals the opportunity to have their contact details removed from the list by including a statement such as: "If you wish to be removed from this email list please contact the administrator".

- Volunteers should not contact young people through chatrooms and social networking sites such as Facebook, Twitter or MSN.

12 Taking Photographs

- If the young person is named, avoid using their photograph;
- If a photograph is used, avoid naming the young person;
- Ask for the young person's permission to use their image e.g. consent form;
- Ask for parental consent to use an image of a young person e.g. parental consent form;
- Only use images of young people in suitable dress to reduce the risk of inappropriate use.
- Issue the photographer with identification which must be worn at all times.
- Inform young people and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.
- Do not allow unsupervised access to young people or one to one photo sessions at events.
- Do not approve/allow photo sessions outside the events or at a young person's home. If parents or other spectators are intending to photograph or video at an event they should also be made aware of your expectations.
- Adults should be asked to register at an event if they wish to use photographic equipment.
- Young people and parents should be informed that if they have concerns they can report these to a volunteer.
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or volunteer and recorded in the same manner as any other child protection concern.

13 Health and Safety

13.1 Accidents

- Have first aid available during all activities.
- Have an up-to-date first aid kit available both on the premises and activities away from the premises.
- Have a named first aider who is easily contacted.
- Record all incidents.
- Know where there nearest available telephone is.

13.2 Fire safety in Band/ Teaching room

- Have regular fire drills.
- Have fire notices displayed

13.3 Disability Access

- Consider suitable access/egress and provision made for disabled people.

13.4 Recording and Consent

- Have a register kept of all those in attendance.
- Have a parental consent form and health form completed for each child/young person.

13.5 Ratios

- Have adult/child ratios appropriate for the group and for the activity.

<i>Age group</i>	<i>Ratio – (Adult to child)</i>
0-2 years	1:3
2-3years	1:4
3-18 years	1:8

14 Recording Allegations or Suspicions of Abuse

If possible make a record of the following:

- Name of child
- Age
- Any special factors
- Name of parent(s)
- Home address (and phone number if available)
- Is the person making the report expressing their own concerns or passing on those of somebody else?
- What has prompted the concerns? Include dates times etc. of any specific incidents. • Any physical signs? Behavioural signs? Indirect signs?
- Has the child been spoken to? If so, what was said?
- Has anybody been alleged to be the abuser? If so, record details.
- Has anyone else been consulted? If so, record details.

15 Recruitment and Selection

The majority of those in Perth and District Pipe Band who have regular contact with children such as weekly band practices/competitions etc. hold official positions on the Management committee. Other members often assist with the tutoring or supervision at band practises or events including competitions.

The majority of people who want to work with children are well motivated and without them voluntary organisations could not operate. Good selection procedures benefit everyone; volunteers should have a clearly defined role. This will enhance their self-confidence, which will have a positive impact on children. Parents will be assured that all possible measures are being taken to ensure only suitable people will be recruited to work with children.

Perth and District Pipe Band recognises the necessity for appropriate governance of our recruitment procedures and its relationship with our Child Protection Policy and Procedures. Perth and District Pipe Band will address recruitment of tutors and volunteers and:

- accept that it is our responsibility to check that all adults in positions requiring disclosure checks have been appropriately vetted.
- will ensure that every new volunteer will complete a Personal Profile Form.
- will ensure all volunteers will be supervised as appropriate.
- will notify Disclosure Scotland if anyone on the Disqualified from Working with Children List applies to work for or volunteer with our group.
- will ensure that all volunteers sign up to operating within Perth and District Pipe Band Code of Practice.
- will remove from unsupervised contact with children, any volunteer whom we know or suspect to have caused harm to a child or to have placed a child at risk of harm and we will notify Disclosure Scotland of our actions and the reasons for them, even if that person has left our Association.

16 Effective Management of Volunteers

This includes:

- Induction: Making volunteers aware of policies and procedures and boundaries or limits within which they operate of gaining acknowledgement that they understand same.
- Trial period: Appointments conditional on satisfactory trial period and reviewed at end of period.
- Training: Volunteers should receive training to be reviewed and updated regularly in line with changing legislation.
- Support and supervision: Provision of a structure for regular formal/informal individual group support and supervision.
- Annual Appraisal: To provide a means of enhancing support and supervision and highlight training needs
- Recording of Training Received: Any training given shall be recorded by the designated Child Protection Officer

17 Useful Information

A significant amount of advice and information can be found at the withscotland.org website

<http://withscotland.org/public-downloads>

NSPCC

Advice and support www.nspcc.org.uk

Child Protection Helpline - 0808 800 5000

Email help@nspcc.org.uk

Childline Number for young people - 0800 1111

Code of Conduct and Good Practice Guidance

Name

Position within organisation

I agree to uphold the proud traditions of Perth and District Pipe Band and recognise my responsibilities in ensuring that children and vulnerable adults are protected from harm.

I agree to operate within Perth and District Pipe Band Code of Conduct and follow Perth and District Pipe Band Branch Good Practice guidelines.

Signed.....Date

Code of Conduct

I will:

- Always put the care, welfare and safety needs of a child first
- Respect a child's right to be involved in making choices and decisions which directly affect them
- Respect a child's culture (e.g. faith and religious beliefs) and right to privacy and personal space
- Respond sensitively to children who seem anxious about participating in certain activities
- Speak to someone in charge immediately if I am worried about a child
- Be aware of and sensitive to the vulnerabilities of some children e.g. children with a disability; children from Gypsy and Traveller Communities; minority ethnic children
- Avoid being alone with children and will ensure that when working with children I will be at least within sight and hearing of other adults
- Listen carefully to any child who tells me that they are being harmed and report immediately to the person in charge/ Perth and District Pipe Band Child Protection Lead Officer or his / her representative.
- Never dismiss what a child tells me as 'lies' or exaggeration
- Always give constructive feedback and not negative criticism
- Always ensure that first aid is administered by people who have relevant training and qualifications

I will not:

- Exaggerate or trivialise any concern about a child or ignore allegations of suspicion of abuse
- Discuss personal issues about a child or their family with others except the Child Protection Officer or Social Work Services/Police where I am concerned about the child's well-being
- Make derogatory remarks, gestures or use inappropriate language in front of children
- Allow a child to be bullied or harmed by anyone in the organisation
- Allow children to swear or use sexualised language unchallenged

I will never:

- Hit, push or grab a child or young person
- Engage in sexually provocative games, including horseplay
- Engage in or allow others to engage in touching a child in a sexually provocative way
- Make sexually suggestive comments to a child, even in fun
- Form intimate physical or emotional relationships with children
- Harass or intimidate a child or worker/volunteer, particularly because of their age, 'race', gender, sexual orientation, religious belief, socio-economic class or disability
- Invite or allow children to stay with me at my home in the context of my role within the organisation
- Contact children and young people by phone, text or email without parental knowledge or consent
- Contact children and young people through chat rooms and social networking sites including Facebook, Twitter and MSN, BBM, etc.

**Perth and District Pipe Band
Child Protection Referral form – page 1**

Child's Name	
Age	Address (if known)
Gender	
Parent/carer	
Address	
Telephone numbers	Home
	Mobile
Other relevant information (i.e., siblings, additional support needs, communication difficulties etc.)	
Referred to (contact details)	Name
	Address
	Position
	Date of referral

**Perth and District Pipe Band
Child Protection Referral form – page 2**

Referred by (contact details)	Name Address Position Signed _____ Date _____
Signature of referrer	Signed _____ Date _____
Details of referral Location	

**Perth and District Pipe Band
Child Protection Referral form – page 3**

Please provide reason for referral. (Identify nature of allegation, what your concerns are and why they have arisen, the identity and contact details of any informants or witnesses, details of any person against whom the allegation is made.)

If the concern has been raised by the child or you have spoken to the child, please record in the child's own words what has been said.

**Perth and District Pipe Band
Child Protection Referral form – page 4**

<p>Details of who else has been informed of the alleged incident.</p>	
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