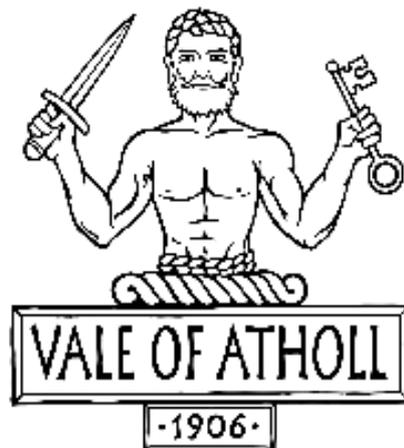


# Vale of Atholl Pipers Association



**Child Protection Policy.**

**September 2017.**

**Version 1.**

## **CHILD PROTECTION POLICY STATEMENT**

Members and volunteers in The Vale of Atholl Pipers Association are committed to a 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.

Members 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 / members.
2. Sharing information about child protection and good practice with children, parents, members 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 and members.
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 The Vale of Atholl Pipers Association to review the Child Protection Policy every 3 years, considering any new legislation and lessons learnt. We recognise that on occasions there may be volunteers who support the Pipers Association at certain events who may not be members of the band. This policy will equally apply to both members and volunteers alike.

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## **Pipe Major's Foreword**

The Vale of Atholl Pipers Association has a strong tradition of providing bagpipe and drumming tuition and recognises that child protection is everyone's responsibility.

We are fully committed to ensuring that children and young people are protected and safe from harm whilst they receive tuition at band practices. To do this we are focused on ensuring that child protection continues to be a priority for all members and volunteers of the pipe band.

In addition, we are committed to supporting the wellbeing of all members of the Pipers Association or children engaging in tuition projects; therefore we do not tolerate bullying in any form and will ensure that any concerns or incidences of this nature are fully investigated. By working together to implement this policy we will support children and young people to be safe and create a positive environment that will nurture the wellbeing of everybody in the Pipe Band.

Pipe Major Adrian Cramb.

## **1. Scope of the Policy**

This Child Protection Policy is intended to cover all functions of The Vale of Atholl Pipers Association where volunteers and members 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/tuition Classes.
- Band Halls.
- Competitions.
- Buses to pipe band engagements.
- Parades.
- Performances/engagements. This also includes organised trips overseas.

This policy applies to all volunteers / members of The Vale of Atholl Pipers Association. It is designed to provide a foundation under which more specific guidance may be developed to meet the needs of functions or circumstances.

**Children for the purpose of this policy are defined as those aged under 18 years.**

Copies of the Child Protection Policy and Procedures will be distributed to all members of The Vale of Atholl Pipers Association. It will be made available to the parents, children and all volunteers. If you require additional copies, please contact the band secretary or Child Protection Officer. This Child Protection Policy will also be available on the band website:

**<http://www.thevale.org/downloads/policies/childprotectionpolicy.pdf>**

## 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.*

The Children and Young People (Scotland) Act 2014 and The Children (Scotland) Act 1995 both provide a legal framework. The latter 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 several 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 and volunteers of The Vale of Atholl Pipers Association.

This overarching policy will set out the framework for this and ensure that The Vale of Atholl Pipers Association meets all its legal and moral responsibilities to children and families engaged directly or indirectly with the band. By having a clear written policy, The Vale of Atholl Pipers Association will ensure that its members and volunteers 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 below 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 by 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:

### **a. 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 / alcohol.

### **b. 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.

### **c. 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.

### **d. 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.

## **e. Bullying**

Although bullying is not defined as abuse it can be harmful to people's emotional wellbeing. It can take many forms but Kidscape (<https://www.kidscape.org.uk>) identifies the main types as:

- Emotional – excluding, being unfriendly, persistent criticism.
- 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 or other social media message, picture/video-clip and phone call bullying via mobile phones; email, social media sites).

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children and adults 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 abuse and treated as such.

## **5. The Role of the Child Protection Officer (CPO)**

Key to its ability to protect children in its care and enable its members and volunteers to provide a safe environment, The Vale of Atholl Pipers Association has a 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 within the band's purpose.

Specifically, the role of the CPO will include:

- Advice on child protection training needs.
- Monitoring the implementation of the child protection policy 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 personal information relating to band members.
- Acting as source of advice and assistance on child protection matters in The Vale of Atholl Pipers Association.
- The Vale of Atholl Pipers Association Child Protection Officer is:

**Name: Caitlin Charlton**

**Address: 6 Tummel Crescent, Pitlochry, PH16 5DF.**

**Telephone: 01796 473600**

**Mobile: 07931 909039**

**Email: [childprotection@thevale.org](mailto:childprotection@thevale.org)**

## **6. Reporting Procedures**

It is fundamentally important that if any volunteers or members have concerns about a child that they report these concerns to the CPO or a Pipe Major and follow the steps laid down in this policy and procedure. This will help protect members and volunteers and the well-being of any child concerned.

Investigating child abuse is a very complex and detailed process. It is paramount that 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 in point 6.1 sets out the procedure for the reporting of child protection issues. In the event of a Pipe Major and/or the CPO not being available the volunteer / member should proceed to the next stage of the reporting procedure. The CPO or in their absence a PM, should be advised of such actions at the earliest opportunity.

## 6.1 Reporting Procedures Flow Diagram

**Child Protection  
Concern Identified**



Inform CPO immediately. PM to be informed in CPO's absence. If both unavailable and significant concern regarding child welfare then refer to Social Work / Police immediately for advise. Inform CPO/ PM as soon as available and individual raising the concern completes Vale of Atholl Child Protection referral form. Form submitted to CPO.



Ensure Child Protection Referral Form is updated by CPO or PM and form stored securely.



Vale of Atholl Pipers Association Executive committee to consider if disciplinary action is required and refer to RSPBA if appropriate. This is only to be considered if concern involves a member / volunteer. Referral to Police Scotland may also be considered

## **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 needs to remain confidential includes the contact details of the children and any information provided by parents, e.g. child's medical details. This information should only be passed on with parental consent and on a need to know basis. An example would be in a medical emergency.

There are occasions however, when information must be passed on to people with responsibility to ensure the safety of a child. Within the association these are the Pipe Majors and the CPO. 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 never override the right of a child to be safe from harm.

In the Vale of Atholl Pipers Association we are aware of the limits of confidentiality and know that we can never fully assure children and young people that we will not share information when a child has disclosed he or she has been harmed or is at risk of harm.

## 7. Dealing with a disclosure of abuse or neglect.

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

DO - Stay calm	DON'T - 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 and members to have a clear statement as to what is expected in any dealings with children.

### **8.1 Underlying principles and philosophy**

The Vale of Atholl Pipers Association recognises that children should be listened to, taken seriously and have the right to the safe use of premises and services. As an organisation, band members have both a moral and legal responsibility to protect children through following these procedures and adhering to this policy.

Children have a valuable role to play in The Vale of Atholl Pipers Association. As an organisation, The Vale of Atholl Pipers Association through its policies, procedures and dealings with children, will involve them as much as possible in decisions that affect them. We respect children by listening to them. The Vale of Atholl Pipers Association will promote a culture in the organisation where children's participation is both encouraged and promoted. This will be demonstrated by visible positive role model behaviours by both members and volunteers.

### **8.2 Some points of guidance**

1. Members and 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 and members 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 ever take place with the consent of the child or the young person. Always 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 written or verbal consent of the parent / guardian.
4. Volunteers and members 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 be submitted to inappropriate language or behaviour unchallenged, or allow children to engage in this behaviour.
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 Child Protection Officer or a Pipe Major in their absence.
5. Undertake tasks of a personal nature for children that they can do themselves.

## **9. Sharing information**

Good communication with all – children, parents, members, volunteers and committee members is paramount. 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 within their level of understanding.

### **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 Child Protection Officer will assist in an advisory capacity, or organise any training required.

## **10. 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 and members should not email children and young people directly as individuals, but may do so as part of a disclosed list (having received prior parental permission to disclose in group email) where they are disseminating information in relation to events or band activities.
- Volunteers should not contact young people individually through chatrooms and social networking sites such as Facebook, Twitter, Snapchat or MSN. The permission of parents must be received before a young person can be a member of a band Facebook or WhatsApp group used to manage general communication for their band. Where a parent does not give permission or the young person is too young then the parent may be included in the group to ensure band communication is effective.

## 11. Taking Photographs / Videos

Photography / Video parental consent forms for all children and young people under 18 years should be completed and held centrally by the CPO. The information and actions below also pertain to all adult members. It is expected that adult members and volunteers are able to make an informed decision as to whether they should be included in photos / videos.

- If the young person is named, avoid using their photograph unless prior parental consent obtained, or from the young person if able to make an informed decision.
- If a photograph is used, avoid naming the young person;
- 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 always.
- 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 / member in charge at a specific event.
- 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.

## **12. Health and Safety at Pipers Association tuition and organised events.**

### **12.1 Accidents**

- Have first aid available during all activities that are organised by the Vale of Atholl Pipers Association. Where this is not available, ensure that separate arrangements are in place from an organisation such as the Red Cross.
- Have an up-to-date first aid kit available both at the practice premises, on buses to competitions and at activities away from the practice premises. For activities such as tuition undertaken in school premises, tutors to identify if and where first aid support is available and if none ensure own arrangements are in place.
- Have a named first aider who attends any Vale of Atholl Pipers Association arranged events.
- Record all first aid incidents in an incident log.
- Know where the nearest available telephone is should mobile phone technology not be available.

### **12.2 Fire safety in Band/ Teaching room**

- Ensure fire notices are displayed in any buildings hired or utilised for Pipers Association tuition / activities, and ensure a responsible adult is aware of fire evacuation drill for these premises.

### **12.3 Disability Access**

- Consideration to be given to suitable access/egress and provision made for disabled children and adults to ensure inclusion.

### **12.4 Consent**

- Have a parental consent form and health form completed for each child/young person and ensure this is stored appropriately and accessible by the appropriate tutor / member when in charge of groups of children and young people at Pipers Association events. This is required for all Pipers Association events where a child or young person is attending without their parent and will be held by the CPO or in their absence the PM.

### **12.5 Ratios**

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

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

### **13. Recruitment and Selection**

The Vale of Atholl Pipers Association recognises that some of those adult members and volunteers who have regular contact with children such as weekly band practices/competitions etc. may also hold official positions on the Vale of Atholl Pipers Association Executive Committee. We recognise that other members often assist with the tutoring or supervision at band practices or events, including competitions. This may also include parents.

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 / members 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.

The Vale of Atholl Pipers Association recognises the necessity for appropriate governance of our recruitment procedures and its relationship with our Child Protection Policy and Procedures. The Vale of Atholl Pipers Association 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 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 band.
- will ensure that all volunteers sign up to operating within The Vale of Atholl Pipers Association Code of Conduct.
- will remove from unsupervised contact with children, any volunteer / member whom we know or suspect to have caused harm to a child or to have placed a child at risk of harm. We will notify Disclosure Scotland of our actions and the reasons for them, even if that person has left our Association.

## **14. Effective Management of Volunteers, members and tutors to designated positions.**

This includes:

- Induction: Making volunteers / members / tutors aware of policies and procedures and boundaries or limits within which they are required to operate and gain acknowledgement that they understand same.
- Training: volunteers / members / tutors should receive training which is reviewed and updated regularly in line with changing child protection legislation.
- Support and supervision: volunteers / members / tutors will be provided with a structure for regular formal/informal individual group support and supervision.

## 15. Useful Information

### NSPCC

Advice and support [www.nspcc.org.uk](http://www.nspcc.org.uk)

Child Protection Helpline - **0808 800 5000**

Childline Number for young people - **0800 1111**

NHS 24: **111**

Police emergency: **999**

Police Non emergency number: **101**

Perth and Kinross Council Child Protection Duty Team (24hour service):

**01738 476768**

Are you worried about a child or young-person - <http://www.pkc.gov.uk/article/17673>

## 16. APPENDIX

### 16.1 Recording Allegations or Suspicions of Abuse

*Where a member has the need to record allegations or a suspicion of abuse then if possible make a record of the following as soon as possible:*

- Name of child
- Age
- Any special factors (e.g.: looked after child, known disability)
- Name of parent / guardian(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? By whom?
- Has anybody been alleged to be the abuser? If so, record details.
- Has anyone else been consulted? If so, record details.

## The Vale of Atholl Pipers Association

### 16.2 Child Protection Referral form

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

## The Vale of Atholl Pipers Association

### Child Protection Referral form

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

**The Vale of Atholl Pipers Association**

**Child Protection Referral form**

**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.**

**The Vale of Atholl Pipers Association**

**Child Protection Referral form**

**Details of who else has  
been informed of the  
alleged incident.**

Date and time information  
submitted electronically to  
CPO or PM in their  
absence to