



## **Child Protection Policy**

### **1.0 INTRODUCTION**

Haddington Pipe Band aims to ensure that all children are kept safe from harm while they are with adults and volunteers and all members, junior and senior in this organisation. In order to achieve this, we will ensure that our volunteers and paid tutors are carefully selected, screened, trained and supervised.

The nature of Pipe Band activities involve frequent photography of band members while performing in public, and the use of car sharing among members, for travel to and from engagements. Parental permission for such activities is assumed upon a child becoming a member of Haddington Pipe Band.

For the purpose of this policy, PVG Scheme Records, PVG Scheme Record Updates, Standard and Enhanced disclosures will be referred to as Disclosure Records.

This policy applies to regulated work with children, as defined in the Protection of Vulnerable Groups (Scotland) Act 2007.

For the purposes of this Policy, a child means "a person under the age of 18".

### **2.0 POLICY**

#### **2.1 Screening**

The Child Protection Officer, the Quartermaster and all tutors, (paid or voluntary) will be asked to complete a Disclosure Record (relevant to the position applied for) prior to taking up the post.

#### **2.2 Training**

Training on specific areas such as health and safety procedures, identifying and reporting abuse, and confidentiality will be given as a priority to new volunteers or paid tutors and will be regularly reviewed.

#### **2.3 Supervision**

The Child Protection Officer will be responsible for overseeing the implementation of child protection procedures regarding working with children within the band and will be responsible for the secure storage of all information relating to Child Protection Matters for Haddington Pipe Band, including the Disclosure Records.

## **2.4 Secure Storage**

In line with the Ministerial Code of Practice for the secure storage of disclosure information pertaining to volunteers and paid tutors at Haddington Pipe Band, our disclosure records will be retained by Volunteer Scotland Disclosure Services, but paper copies will be shredded immediately after results of screening have been disclosed to the Child Protection Officer for the band. Volunteers and tutors (PVG members) will receive a paper copy of their PVG membership to be held by themselves for their own records.

## **2.5 Reporting Abuse**

Haddington Pipe Band understands that in addition to making a referral (a written report) to Disclosure Scotland, child protection issues concerning workers (paid/unpaid), children and young people must always be referred to the child protection agencies (ie social work and/or police) for appropriate investigation. Any issues of a criminal nature will be reported to the police.

Haddington Pipe Band will ensure that all those involved in tutoring and supervision, are aware of this policy and have received appropriate training and support to ensure its full implementation.

## **2.6 Legal issues**

It is an offence for an individual who is barred to undertake the type of regulated work from which they are barred.

It is an offence for an organisation to offer regulated work to someone who is barred or fail to remove a person from regulated work if they have been notified that they are barred.

It is an offence for an organisation not to refer an individual to Disclosure Scotland where the grounds have been met.

## **2.7 Review:**

This policy will be monitored and reviewed annually by the Child Protection Officer or:

- When there is a change in legislation or guidance on protection of children.
- Following any issues or concerns raised about protection of children within this Band.

## **3.0 PRINCIPLES**

### **3.1 Our Principles**

- The welfare of children is always a paramount consideration.
- All children have the right to be protected from abuse regardless of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity.
- Protecting children and young people is the responsibility of everyone within the Band.
- All children have a right to express their views on matters affecting them and these views should be taken into account when making decisions in relation to children.

### **3.2 To meet these principles we will:**

- Appoint a Child Protection Officer to the Board of Trustees at, or following, each Annual General Meeting, in accordance with the Constitution. This officer will be responsible for ensuring compliance with this policy by all band members.
- Keep a register of every child involved with the Band, including relevant medical details and have a contact name and number on record in case of emergencies.
- Provide all members of the band with an appropriate Code of Conduct (see Appendix).
- Respect confidentiality and only share information/concerns with people who need to know in order to protect the child having regard to the provisions of the Data Protection Legislation.
- Encourage a culture of care and of mutual respect among all band members.
- Respect and promote the rights, wishes and feelings of children.
- Provide time for children to talk to us and listen to what they say.
- Ensure that any concerns / allegations are reported to the Child Protection Officer, who in turn will take appropriate actions, and will report to the Board of Trustees and appropriate child protection agencies if this is deemed to be an appropriate next step. We will not investigate - that being the responsibility of relevant professional agencies.
- Encourage parents/guardians to become involved in the Band's activities and, when requested provide them with copies of all of the Band's guidelines and procedures.



## **Appendix - Code of Conduct**

### **We will:**

- Put the care, welfare and safety needs of a child as a paramount consideration.
- Strive to be exemplary role models for our junior members.
- Respect a child's right to be involved in making choices and decisions which directly affect him/her.
- Respect and be sensitive to a child's culture, background, faith and religious beliefs and always respect their right to privacy.
- Respond sensitively to children who seem anxious about participating in certain activities.
- Speak to the child protection officer immediately if worried about a child.
- Listen carefully to any child who tells you they are being harmed and report immediately to the child protection officer.
- Give constructive feedback and not negative criticism.
- Ensure that people who have relevant training and qualifications in that field administer first aid.
- Encourage safe and responsible use of band forums such as Haddington Pipe Band Facebook page/Twitter page for communications between all band members and discourage the use of personal social network pages for such communications.

**We will not:**

- Allow a child to be bullied or harmed by anyone in the Band.
- Dismiss what a child discloses as lies or exaggeration.
- Ignore allegations or suspicion of abuse.
- Discuss personal issues about a child or their family with others, except the Child Protection Officer, when concerned about a child's well-being.
- Exaggerate or trivialise another member's concern about a child.
- Make derogatory remarks, gestures or use inappropriate language in front of children.
- Allow children to use inappropriate language unchallenged.

**We will never:**

- Hit, push or grab a child or young person.
- Form intimate physical or emotional relationships with children.
- Allow others/ourselves to engage in touching a child in a sexually provocative way.
- Engage in sexually provocative games including horseplay.
- Engage in rough physical contact with a child unless it conforms to guidance on appropriate physical restraint.
- Make sexually suggestive comments to a child, even in fun.
- Harass or intimidate a child or anyone else particularly because of their age, race, gender, sexual orientation, religious belief, socio-economic class or disability.
- Invite or allow children to stay alone with us at home within the context of the Band.
- Go into the home of a child when they are alone.
- Be alone in a car with a child, unless permission has been sought and granted by that child's parents or guardians.