



Linlithgow Reed Band

Safeguarding and Child Protection Operational Guidelines

Produced September 2023.

This policy should be widely distributed to all participants at Band activities. All participants are encouraged to read this document and Parents are encouraged to ensure that their children understand the document in an age-appropriate manner as it relates to them.

Jonathan Molloy 07803 616471

Seonaid Scott 07808 158985

Are designated Child Wellbeing and Protection officers (CWPO) for band activities and should be contacted immediately there are any concerns about a child or young person when their parent is not there to supervise or cannot be located quickly.

Under UK law anyone under 18 is considered a child and any organisation offering activities for children must have a child protection/safeguarding policy.

Linlithgow Reed Band strongly believes that children and young people should be encouraged to take part in music making and subscribes to the following principles:

- Children and young people have a right to enjoy music making, free from all forms of abuse, exploitation and poor practice.
- All children and young people have equal rights to protection from harm.
- All children and young people should be encouraged to fulfil their potential, and inequalities should be challenged.
- Everybody has a responsibility to support the care and protection of children.
- Community arts organisations have a duty of care to children and young people who take part in their activities.

Under 18s are welcome to attend Band events and to take part in our activities. Linlithgow Reed Band is responsible for the supervision of any child attending or performing at band activities. A responsible adult will be in place for all band activities. They should never be alone with the under 18s in their care.

Other Adults attending and participating in Band activities.

- The Responsible Adult(s) are responsible for ensuring appropriate supervision of any under 18s present. You can be asked to supervise a young person, but can decline at any time.
- If a child comes to you to ask for help because they cannot find the parent or responsible adult.
 - Always be friendly as a child may be anxious. Ascertain the issue as quickly as possible.
 - If not immediately possible to locate the parent or responsible adult then escort the child to a Committee Member who will be able to contact the CWPO immediately.
- If a child is injured, then ask someone to locate the responsible adult and the designated first aider whilst remaining with the child and ensuring they are cared for appropriately.
- Do not accompany a child on your own to look for a responsible adult. Rather keep the child with you in a public space and send another adult to look for the responsible adult.
- Do not take photographs of children without the permission of their parents. Taking photographs during performances is acceptable. Taking photographs in rooms where people are changing clothing should not occur at any time.
- Should you see, hear, or have any concerns regarding under 18s, please contact Jon or Seonaid

who can help. Do not try to resolve an issue yourself unless there is a danger of harm to the child. In this case stay with the child and contact Jon or Seonaid by phone and the first aid person or send someone to find them immediately.

Children and Young people (< 18 years old)

- The responsible adults are responsible to always supervise you.
- If you have
 - Lost your responsible adult.
 - Had an accident.
 - Are worried about anything.

You should talk to any adult member of the band about this and they will be able to help.

- If you are worried or concerned about anything during band activities either, ask your parents/responsible adult about this or speak to Jon or Seonaid who may be able to help.

First Aid at Band activities

- A well-equipped first aid box will be present at all times.
- For children two adults must accompany child when receiving first aid.
- Any first aid should be carried out in a confidential manner ensuring privacy within the bounds outlined above.

Photography, Videos and Social Media at Band activities.

- Do not ever take photos or videos in rooms where people are changing clothing.
- Do not take photos or videos which might be thought to be embarrassing or compromising to adults or children.
- Only take photos or videos of children with their parents express permission. Only exception to this if child is performing officially at a band event in a mixed performance with adults.
- Do not share photos or videos on social media of children without parents express permission or adults without their permission. Only exception to this if child is performing officially at band events in a mixed performance with adults.

CODE of CONDUCT for Band activities (For Adults and Children)

A code of Conduct means that everyone including the Children and Young people know how they are expected to behave during Band activities to ensure that everyone has a fun and enjoyment.

1. There's room for all of us in music making

We welcome all music makers regardless of gender/gender identity, race, ethnicity, sexual orientation, disability, physical appearance, religion or employment status.

2. Respect others

Be respectful, don't be inappropriate. Do not use sexist, homophobic, transphobic, ableist or racist language. Remember that no means no. We hope that this will be common sense to most of our members.

Unless someone specifically asks for feedback, don't correct people's playing. In lessons, please leave giving feedback on an individual to the tutor.

3. Look out for each other and your community

Look out for each other. We are a big family and let's ensure we love every note we play at the same time looking out for those around us. If you feel harassed or are made to feel uncomfortable,

please contact a member of the Committee or Jon or Seonaid immediately. Any tutor, conductor or committee member will point you in the right direction. If you see someone who looks uncomfortable or upset, ask if they are ok and if they would like you to report any unwanted behaviour to the safer spaces volunteer on their behalf. If you harass someone, you may be asked to leave. You may also be banned from other events and the police may be notified at our discretion and as guided by the complainant.

4. Your personal boundaries are paramount

Always respect personal boundaries. Music making can involve close contact with others and we must respect each others' personal space. If someone tells you that you are making them feel uncomfortable, respect their requirement for space. This applies to children and adults

5. You can say no

If someone asks you to do something and you don't want to, you can say "no thank you" – you don't need to offer an explanation. You may then ask or say yes to someone else, if you want to.

6. Play Safe

Keep your eyes open during band activities and try not to bump into others around you. Any activity should not be carried out in such a way as to prevent the participation and enjoyment of others. Remember others may have an injury that you're unaware of and even one small movement may hurt them. If someone is hurting you unintentionally please take care of yourself and let them know.

**FLOWCHART FOR RESPONDING TO A CHILD WELLBEING
OR PROTECTION CONCERN**

Disclosure by child
to a participant
at Band activities

Observation by participant
at Band activities

Information from another
individual



Contact CWPO for Band activities **Jonathan Molloy 07803 616471** or **Seonaid Scott 07808 158985**

Give a report of the incident in question to CWPO. CWPO will then investigate and take any further action required.