

# **LINLITHGOW REED BAND**

## **CHILD PROTECTION POLICY**



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**i. VERSION CONTROL**

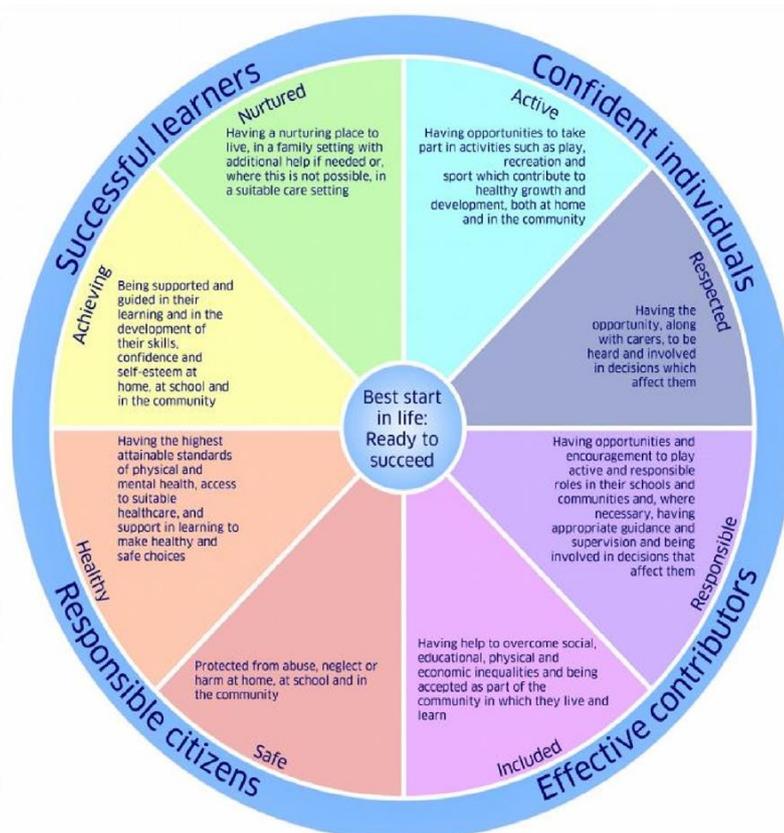
<b>Version No.</b>	<b>Summary</b>	<b>Generated by</b>	<b>Date</b>	<b>Checked by</b>
0.1	First draft	Edgar Liddle	18-MAR-2003	Committee
1.0	No text changes	“	03-JUN-2003	Committee
1.1	Strengthen wording in travel to/from rehearsal / engagement section. Alter layout of Incident Form.	Yvonne Byrne	08-JUL-2003	Edgar Liddle
1.2	Update to reflect new roles for Jonathan Molloy and Seonaid Anderson	Jonathan Molloy	01-AUG-2006	Committee
1.3	Section 4 updated to reflect registration with CRBS	Jonathan Molloy	09-JUN-2008	Committee
1.4	Updates to contact details, roles and sections 3.4 and 6	Seonaid Scott	12 – NOV – 2018	Committee
2.0	Various updates to ensure easy understanding and compliance with legislation/good practice	Seonaid Scott	Sept – 2023	Committee

Changes to this document must be agreed by the Committee of Linlithgow Reed Band. Following agreement, the operational guidelines which accompany this policy must be shared with all members, tutors and conductors of the band .

Errors, omissions and suggestions for this document should be notified to the Secretary of Linlithgow Reed Band :-

[secretary@linlithgowreedband.org.uk](mailto:secretary@linlithgowreedband.org.uk)

It is important to recognise what we mean by children’s wellbeing. As part of Scotland’s national approach to ‘Getting it Right for Every Child’ (GIRFEC), the wellbeing wheel demonstrates the eight indicators that are believed to be essential for a child’s overall wellbeing. By having a universal language and understanding for all people that work with children, collectively we can contribute to promoting, supporting and safeguarding a child’s wellbeing whether they are in an educational, health, community or sports setting. It is essential that in community activities we understand not only how participation in the activities contributes to these wellbeing indicators, but also what we need to do if we are ever worried that something is impacting a child’s wellbeing. As part of the ‘Children and Young People (Scotland) Act 2014’, the concept of wellbeing and the GIRFEC approach is now enshrined in law.



Linlithgow Reed Band is fully committed to safeguarding, promoting, and supporting the protection and wellbeing of all children in our care. We recognise our responsibility to promote safe practice and to protect children from harm, abuse, and exploitation. We embrace difference and diversity and respect the rights of all children and young people. Everyone in Linlithgow Reed Band will be made aware of the policies and procedures in place to protect children in our care and to promote their wellbeing.

Linlithgow Reed Band has appointed **Jonathan Molloy (07803 616471)** and **Seonaid Scott (07808 158985)** as **Child Protection and Wellbeing officers CWPO**. Any adult working with young people in a paid or voluntary capacity during band activities will be required to be a member of the PVG Scheme. Where the adult

is already a member of the scheme, the band will request a Scheme Record check as the adult joins the band activities.

### **Underpinning principles:**

1. A child is recognised as someone under the age of 18
2. A child has the right to relax, play and join in a wide range of musical activities at our rehearsals and other events
3. The protection and wellbeing of all children in our care is everyone's responsibility
4. A child, whatever their age, culture, disability, gender, language, racial origin, socioeconomic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse
5. A child has the right to express views on all matters that affect them, should they wish to do so
6. A child's rights, wishes and feelings should be respected and promoted
7. The best way to promote the wellbeing, health and development of a child is to work in partnership with the child, parents/carers and other relevant organisations

### **To keep children safe at our events we will:**

- Promote the wellbeing of children through opportunities to take part in music safely
- Put in place policies and procedures to promote the wellbeing and protection of children
- Appoint a Child Wellbeing and Protection Officer(s)
- Require the adult attendees at the Band activities to abide by the child protection policy and procedures including the Code of Conduct for working with children. These will be sent to all attendees periodically and be available on the band website or by contacting the CWPOs.
- Respond to any child wellbeing or protection concerns in line with our policy and procedures.
- Monitor, review and evaluate the implementation of the child protection and wellbeing policy and procedures regularly.

### **Code of Conduct**

A code of conduct for working with children is used to make clear:

- what behaviour is acceptable and unacceptable
- the standards of practise expected when working on behalf of the organisation
- the basis for challenging and improving practise

Participants must be clear about the Code of Conduct for Band activities and will be sent this by email periodically.

Children and the parents/carers involved in activities should also be clear about what they can expect from the adults working with them. Linlithgow Reed Band Committee expect all parents to abide by our guidelines and to ensure that their children know how these guidelines affect them.

Concerns about any breaches of the Code of Conduct will be taken seriously and responded to in line with the procedures for responding to concerns.

### **Good Practice**

- Remember you are a role model –be welcoming, positive, encouraging, and respectful.
- Make music making fun, safe and enjoyable for adults and children and promote fair play.
- Treat all adults and children with respect, dignity and fairness.

- Ensure parents/responsible persons know their responsibility to supervise their children as appropriate to age at all times.
- Work with children in a public place, wherever possible
- Give enthusiastic and constructive feedback.
- Recognise the developmental needs and capacity of children.
- Challenge instances of poor practise, abuse or bullying

### **Unacceptable Practice**

- Giving only negative feedback
- Unequal treatment that could lead to resentment, jealousy or misinterpretation.
- Spending time alone with children away from others
- Assisting with dressing tasks that children can do for themselves.
- Smoking, misuse of illegal substances or the use of foul or offensive language
- Taking photographs without the appropriate consent
- Unofficial communication with a child through telephone or social media
- Allowing allegations or observations of bullying or abuse to go unchallenged, unrecorded or not acted on.
- Failing to pass on a disclosure from a child about potential abuse.
- Rough physical contact or games between adults and children.
- Making sexually suggestive comments to a child, even in fun
- Allowing the use of swearing, sexualised, racist or homophobic language by participants or children.
- Threatening, coercing or bullying a child or deliberately reducing a child to tears as a form of control.

### **Bullying can happen between children, peers or adults and children. It means things like: Bullying is always unacceptable whatever form it takes.**

- name calling
- belittling
- giving only negative feedback
- hitting
- shoving
- stealing
- damaging belongings
- spreading rumours
- making threats
- sending/posting nasty messages
- intentionally leaving people out

If you are worried about something don't keep it to yourself. Speak to an adult who you know and trust such as a parent, the Child Wellbeing and Protection Officer at the Band (Jon or Seonaid). As an adult if you witness bullying please speak to a member of the Band committee

### **First Aid at Band Activities**

A well equipped first aid box will be present at all times during band activities. If someone has an accident then please ask for a first aider. 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.

### **Transporting Children during/around band activities**

- All vehicles and drivers are correctly insured.
- The driver has a valid and appropriate license.
- All reasonable safety measures are available e.g. fitted, working seatbelts or booster seats.
- Child should only be transported with a designated responsible adult or with the express knowledge and permission of the parent.

### **Photographing at band activities**

- Photographs and videos of children and young people at all Band activities should only occur with the permission of parents.
- The only exception to this is when a child is performing as part of a mixed group with adults. This applies only to the actual performance.
- At no time should photographs or videos be taken in rooms where people are changing clothes whether children are present or not.

## **WHAT TO DO IF THERE IS A WELLBEING CONCERN ABOUT A CHILD**

Participants may be informed in different ways with regards to details of a concern about a child. This may be:

- a direct disclosure by a child,
- through observation of a child,
- demonstrated by a change in their behaviour, appearance or nature,
- information that is shared from another individual or organisation.

### **Report**

All wellbeing concerns should be reported to the organisation Child Wellbeing and Protection Officer as soon as possible. The CWPO will undertake an appropriate level of investigation and a plan to deal with the concern or situation.

### **Respond**

Any wellbeing concern about a child should be considered in line with the GIRFEC wellbeing indicators and may be discussed with parents/carers. For example, if a child seems withdrawn, he/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement.

Common sense is advised in these situations and the best interests of the child will be considered as to what is the best support for each individual child. Children will be asked who they feel is suitable to be informed and when relevant, consent should be gained from the child.

### **Record**

CPWO will make a written record of the wellbeing concern as soon as possible.

## **WHAT TO DO IF A CHILD DISCLOSES ABUSE**

### **REPORT**

Advise the organisation's Child Wellbeing and Protection Officer as quickly as possible.

### **CPWO RESPONSE**

#### **Good practice:**

- React calmly so as not to frighten the child.
- Consider what requirements a child may need to communicate effectively (e.g. do they have an additional support needs, is English their first language etc.).
- Listen to the child and take what they say seriously. Do not show disbelief.
- Reassure the child they are not to blame and were right to tell someone.
- Avoid asking any questions. If necessary only ask enough questions to gain basic information to establish the possibility that abuse may have occurred. Only use open-ended, non-leading questions e.g. Who? What? Where? When?
- It's important to explain to the child who you may need to share information with and why. Don't promise to keep information to yourself.
- Do not introduce personal information from either your own experiences or those of other children.
- Pass on the information to the organisation's Wellbeing and Protection Officer/or social work services or the police without delay.

**Avoid:**

- Panicking
- Showing shock or distaste
- Probing for more information than is offered
- Speculating or making assumptions
- Approach the individual against whom the allegation has been made
- Making negative comments about the person against whom the allegation has been made

**RECORD**

CPWO will make a written record of the information as soon as possible. The CPWO will ascertain as much information as possible about the incident. The information thus gathered will help the organisation's CWPO, police and social workers to decide what action to take next. One or other of the CWPO will be available at all times during band activities.

**Sharing Concerns with Parents/Carers**

Where there are concerns that the parents/carers may be responsible for, or have knowledge of, the abuse, sharing concerns with the parents/carers may place the child at further risk. In such cases advice must always firstly be sought from the police or social work services as to when and who should inform the parents/carers.

\*If the band's Child Wellbeing & Protection Officer is unavailable, in the case of a child protection concern do not delay contacting Police/Social Work.