



Child Protection and Safeguarding Procedures

Statement of Purpose

Safeguarding is at the heart of everything we do at The East Kilbride Pipe Band. As a member of the EKPb you should take this the responsibility to protect and promote the Safety and welfare of all its members, so that everyone can reach their full potential. It is important that you are clear about your responsibility to Safeguarding within the EKPb.

This document refers only to activities directly managed by EKPb. The document should be considered in conjunction with the following EKPb Documentation:

- Guidance on Dealing with Bullying,
- Awareness of Abuse
- Good Practice for Volunteers

Commitment to Safeguarding

Abuse of children or vulnerable people can take place within several settings. It is crucial that those involved in activities on behalf of the EKPb are aware that all allegations of abuse are taken seriously, and that appropriate action is taken. It is **not** your responsibility to decide whether a child or vulnerable person is being abused. However, it is your responsibility to inform the Child Protection Officer of possible abuse so that they can then make inquiries and take any necessary action to protect the child or Vulnerable person. This applies both to suspicions of abuse occurring within the context of EKPb activities and to allegations that abuse is taking place elsewhere.

The EKPb has a duty to report to Disclosure Scotland (**immaterial of whether the individuals concerned are PVG members or not**) any circumstances where we have concerns about the conduct of a member towards a child or adult at risk irrespective of whether the member is current or has left and especially if the organisation has had cause to remove the member from a child or adult at risk.

These reporting procedures explain how you should respond to such concerns.

What do I do if I have a concern?

You may become aware of possible abuse in various ways. You may see it happening; you may suspect that it is occurring; it may be reported to you by someone else, or it may be reported to you directly by the child or adult at risk affected. In all these cases, it is particularly important to respond appropriately. If a child or adult at risk says or indicates that he or she is being abused, or information is obtained which gives you concern that a child or adult at risk is being abused, you should:

- Listen
- Reassure
- Affirm
- Refer
- Support

Recording information

All information arising in relation to safeguarding is highly sensitive and confidential. Accordingly, it should be held under secure conditions and only made available to those who have a definite need for it. You should make a note as soon as possible of whatever information you obtain, both for your own future reference and possibly for passing on to Child Protection and Safeguarding Officer, and to Such other appropriate agencies. You should confine yourself to the facts, and do not include what is your own personal knowledge and what you have been told by other people. You should not include your own opinions on the matter.

Information should include the following:

- The nature of the allegation, in as much detail as possible, including times, dates, locations
- Details of the child/Vulnerable person, including name, age, address and other contact details, and identifying who has parental responsibility for the child/Vulnerable person
- Details of the person against whom the allegation is made, including name, relationship with the child/Vulnerable person, age and contact details (if known)
- The identity and contact details of any informants or other witnesses
- The information relating to the allegation from child/Vulnerable persons, if he/she can give one,
- A description of any injuries
- Details of The Child Protection/Safeguarding officer
- Any other relevant information
- A copy of the RSPBA Safeguarding Referral form is attached for your information.

Reporting Concerns

If you have concerns about a child/vulnerable person, you must report these concerns to the EKPb Child Protection/Safeguarding Officer and follow the steps laid down in the Reporting Procedures. This will help the well-being of any child/vulnerable person concerned and protect members and volunteers.

Investigating abuse is a very complex and detailed process. EKPb members must remember that they are not responsible for deciding whether abuse has taken place, rather they are responsible for reporting their concerns to the relevant person. The flow diagram outlined below sets out the procedure for the reporting of safeguarding concerns. In the event of the Child Protection/Safeguarding Officer not being available, you should proceed to the next stage of the reporting procedure. The Child Protection/Safeguarding Officer should be advised of such actions as soon as practical.

The EKPb expects all members to discuss any concern they may have about the welfare of a child or vulnerable person immediately with the Child Protection/Safeguarding Officer or Chairperson. The discovery that an individual may be abusing a child or vulnerable person will raise feelings and concerns among other members. These can be inherently difficult to report. However, it is important that any concerns for the welfare of the child or vulnerable person arising from abuse or harassment by any individual should be reported immediately.

If the abuse is alleged to have occurred within the context of EKPb activities, it may also require disciplinary action by the Committee. If the matter is being investigated by the police and/or social services, the Committee may decide to await the outcome of these investigations, which may well influence a disciplinary investigation, although not necessarily so. In appropriate cases, the EKPb will suspend the individual concerned while an investigation is taking place. This is not intended to prejudge the outcome of the investigation, but simply to remove the individual from contact with children or vulnerable people until the investigation is concluded.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The Event Organisers.
- The parents or family of the person who is alleged to have been abused
- The person making the allegation.
- Any other agencies.

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure). There is information however, which **must** be passed on to the Child Protection/safeguarding Officer. This includes information that a child or adult at risk has been harmed or is at risk of harm. The legal principle states that the "welfare of the child or adult at risk is paramount" and this means that considerations of confidentiality can never override the right of a child or adult at risk to be safe from harm.

Conclusion

The EKPB is determined to ensure that children and vulnerable people can participate in all forms of EKPB activity with their safety being of paramount importance. All members of the EKPB should be aware of their responsibilities towards the children and adults at risk in their care. This approach will help protect not only the welfare of any individual concerned, but also protect EKPB members.