

DUNFERMLINE DISTRICT (RBL Scot) PIPE BAND

Children, young people & vulnerable adults protection & safeguarding policy.

1. Policy statement
2. Guidance for members
3. Roles and responsibilities
4. Complaints and incident referral procedures

1. Policy statement.

The Dunfermline District Pipe Band (hereafter known as "The Band") believes in providing a safe and welcoming atmosphere to all, to promote the welfare of all associated with the band, and to keep them safe.

This policy applies to everyone associated with the band. This includes, but is not limited to: The Pipe Major, The Drum Major, band members, volunteers, tutors, committee members or any other person associated with, or on behalf of "The Band". These people are hereafter known as "members".

The Band herein states that it is **always** unacceptable for a child, young person or vulnerable adult to experience abuse of any kind. The Band recognises its responsibility to safeguard the welfare of all members, by commitment to practice which protects them.

Our Policy aims to:

- a. Provide protection for all children, young people or vulnerable adults who participate in, play with, associate with or support the band's activities.
- b. Provide all members with the necessary information to enable them to meet their safeguarding and child protection responsibilities.
- c. Ensure consistent good practice.
- e. Demonstrate the band's commitment with regards to safeguarding and child protection to members, and other associated persons.

Our Policy principles:

- a. The welfare of the child, young person or vulnerable adult is always paramount.
- b. All members, regardless of age, gender, ability, culture, race, religion or sexual identity, have equal rights to protection.
- c. All members have an equal responsibility to act on any suspicion or disclosure that may suggest a child, young person or vulnerable adult, is at risk of harm at home, in the community or in school.
- d. Members involved in child protection issues will receive appropriate support.

2. Guidance for members.

To minimise the risk of harm, abuse or an allegation of harm/abuse, the band and its members shall:

- a. Ensure that parents/carers take responsibility for their own children, young people or vulnerable adults. (The Band is **not** "in loco parentis")
- b. Follow an "open door" policy, and not create or allow situations where a member is alone with a child, young person or vulnerable adult.
- c. Not engage in, or allow, inappropriate physical contact of any kind.
- d. Treat all members with courtesy and respect, and never use abusive language or behaviour.
- e. Only communicate with, and disclose telephone numbers or email addresses to parents/carers of children, young people or vulnerable adults.
- f. Not engage in inappropriate use of electronic communication on social media.
- g. Not encourage, condone or support the illegal acquisition or consumption of alcohol or any controlled substance by children, young people or vulnerable adults.
- h. Not photograph/film, capture or keep any image of a child, young person or vulnerable adult who is a member of, or associated with the band, on personally owned equipment or storage devices.
- i. Always seek permission from parents/carers before taking, or using any images of children, young person or vulnerable adults, who are members of, or associated with the band on designated band devices.

In the event of any band member finding themselves in a compromising situation, they should immediately withdraw from that situation and speak with a band trustee as soon as possible. Similarly, if a band member observes another member putting themselves at risk of an allegation, they should speak to the member concerned, or a band trustee, with a view to discreetly avoiding embarrassment.

3. Roles and responsibilities.

The designated safeguarding lead (DSL) for the band is: John R McIntyre
The deputy designated safeguarding lead (D/DSL) is: Ian Robins
Band Trustees

Designated Safeguarding Lead:

- a. Has been "Disclosure Scotland" checked and cleared, and has the status and authority within the band to carry out the duties of the post and act as a source of support to the band community.
- b. Keeps detailed records of all concerns, ensuring that such records are stored securely and flagged.
- c. Ensures that this policy is available and is regularly reviewed and updated annually, prior to the band's AGM
- d. Ensure parents/carers are aware of the band's role in safeguarding
- e. Acts as case officer in the management of allegations, as directed by the Band Trustees.
- f. **Must not** conduct investigations, but refer a complaint as soon as possible to social services, and in the case of an emergency, the Police.

In the absence of the DSL the D/DSL will carry out those functions necessary to ensure the ongoing safety and protection of members.

The Band Trustees will ensure that the band's committee:

- a. Appoints a DSL who is Disclosure Scotland cleared
- b. Ensures that all band members are made aware of the band's protection policy

4. Complaints and incident referral procedure.

The band's complaints procedure will be followed where a member raises a concern about poor practice that initially does not reach the threshold for child protection action. These complaints are managed by members of the band's committee.

When an allegation is made against a member, set procedures must be followed. All allegations against members must be reported to the DSL. Allegations against the DSL or D/DSL, should be reported to the band trustees.

Members may also report their concerns directly to the Police or Children's Social Services if they believe that direct reporting is necessary to secure action.

The band will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

For record keeping, the band will:

- a. Keep clear detailed written records of concern about children (noting the date, event and action taken), even where there is no need to refer the matter to Children's Social Services immediately.
- b. Keep records in a folder in a meticulous chronological order.
- c. Ensure all records are kept secure and in a locked location.
- d. If required and where appropriate, share relevant records with other agencies.

This policy shall be reviewed by the committee and DSL prior to each AGM.

All members will be made aware of the band's child protection policy at the AGM, and updates and amendments to the policy at subsequent AGM's

These policies and procedures, which supersede all previous versions, were adopted by the band trustees on 12th Dec 2019.

JR McIntyre
Chair

K Armstrong
Secretary