

Safeguarding and Child Protection Policy

INTRODUCTION

The National Piping Centre (referred to as “NPC”, “we” and “the Company”) is committed to the protection of children and regards the safeguarding and promoting of the interests and wellbeing of children as of paramount concern. We are also committed to the protection of vulnerable adults and young people from exploitative relationships.

The NPC considers it the duty of all those employed or involved with the Company to prevent the physical, sexual or emotional abuse or neglect of all children, young people and vulnerable adults, with whom they come into contact, including reporting any abuse discovered or suspected.

This policy applies to all staff, including senior managers and the Board of Trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of and/or representing the NPC.

The NPC believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

This policy will address the following areas of safeguarding: child safeguarding, vulnerable adult safeguarding, and protection from exploitation and abuse. This policy should be read alongside our Online Safety Policy and our Best Practice Policy.

In relation to the safeguarding of adults this policy should be considered alongside our other policies and procedures. See Prevention of Bullying and Harassment Policy, Equal Opportunities and Diversity Policy, Protecting Vulnerable Groups and Disciplinary Procedures.

The purpose of this policy is:

- To protect children, young people and vulnerable adults who receive services by the NPC. This includes the children of adults who use our services.
- To provide staff and volunteers with the overarching principles that guide our approach to child protection.
- To provide information for all NPC staff of their personal responsibilities and those of the nominated Designated Child Protection Contacts (DCPCs).

PART ONE: NPC Policy

1.1 Policy Statement

The NPC and its Board of Trustees acknowledges that it has a responsibility for the safety of children, young people and vulnerable adults under its temporary care. It also recognises that good policies and procedures for the protection of children and young people are of benefit to everyone involved with the NPC's work as identified by the Scottish Government's National Child Protection Guidance Scotland (2014).

The Board of Trustees is committed to practices which protect children, young people and vulnerable adults from harm. The basic belief underpinning the NPC's approach to child protection is that if children and young people are to learn respect for themselves and others they must be respected by the adults caring for them. All forms of harm, abuse, neglect and exploitation are unacceptable. The NPC will not tolerate abuse or exploitation by staff or associated personnel.

The NPC believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. This of course includes vulnerable adults.

The NPC expects all staff to help in developing an ethos where all people matter and are treated equally, and with respect and dignity. In always putting the care, welfare and safety needs of a young person and/or vulnerable adult first, we will also have created an environment which protects staff. Best and safe working practices require that this policy is enacted and its procedures are followed.

Getting it Right for Every Child (GIRFEC) 2005, is the Scottish Government's vision that children/young people in Scotland should become confident individuals, effective contributors, successful learners and responsible citizens. Every child in Scotland has the right to be Safe, Healthy, Active, Nurtured, Achieving, Responsible, Respected and Included. The welfare and wellbeing of all children and young people is of paramount concern.

GIRFEC is the national approach in Scotland to improving outcomes and supporting the wellbeing of our children and young people. It supports them and their parent(s)/ guardian(s) to work in partnership with the services that can help them. The NPC supports this framework and is required by local Child Protection Procedures, and Scottish Government Guidance "*National Guidance for Child Protection in Scotland 2014*" to respond to suspicious information or allegations of abuse by ensuring they are reported to the relevant child's 'Named Person' or statutory organisation, such as Social Work or the police.

In accordance with the United Nations' " "Convention on the Rights of the Child", the NPC asserts the rights of children and young people to:

- nurture and care, including the right to be protected from abuse;
- self-expression and self-determination, including a recognition of the importance of the child's own viewpoint, feelings, interests and wishes; and
- enjoy rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts.

1.2 Legal Framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children. The related policies and procedures are detailed below and this policy should be read in conjunction with the following.

- United Nations Convention on the Rights of the Child (UNCRC).
- Children and Young People (Scotland) Act (2014).
- Protection of Vulnerable Groups (Scotland) Act (2007).
- General Data Protection Regulation (GDPR) (2018).
- Equality Act (2010).
- Getting it right for every child (GIRFEC).
- Sexual Offences Act 2003.

1.3 Definitions

Definition of a Child or Young Person

For the purposes of this policy the definition of a 'child' or 'young person' is anyone aged under 18 years of age as supported by the Children and Young Person Act (2014).

The extension of the use of the term 'child' beyond 16 years of age is to ensure that there is not an abuse of the position of trust that exists in the teacher/student relationship. Where a young person aged 16-18 requires protection it must be noted that the Adult Support and Protection (Scotland) Act 2007 legislation may apply. We have included the term 'young person' in our policies in recognition of this scope of this protection as it applies to young people who may not consider themselves to be children.

Definition of a vulnerable (a.k.a. "at risk") Adult

The Adult Support and Protection Act 2007 gives greater protection to adults at risk of harm or neglect.

The Act defines adults at risk as those aged 16 years and over who:

- are unable to safeguard their own wellbeing, property, rights or other interests;
- are at risk of harm;
- are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.

Definition of Staff

For the purpose of this policy, NPC staff includes not only full-time staff but also part-time and part-time hourly paid staff, examiners, volunteers, ushers, stewards, visiting lecturers, students, consultants and contracted staff working within NPC premises as well as off-site venues.

Designated Child Protection Contact (DCPC)

Full details of the role of the NPC's Designated Child Protection Contacts are detailed in section 1.6 of this policy.

1.4 Principles

The NPC's policies and safeguarding procedures are based on the following principles.

- The welfare of the child and young person must be protected and promoted.
- At all times the needs and wellbeing of the child or young person are paramount. All staff should make sure their approach is child-centred.
- The NPC will adopt a co-ordinated and unified approach to identifying concerns, assessing needs, agreeing actions and outcomes, based on the wellbeing indicators.
- All staff have a duty to be competent in recognising, responding, recording and reporting issues of a wellbeing or child protection nature.
- Staff should work in partnership with parents/carers to promote the wellbeing, health and development of children and young people.
- Child Protection is everyone's responsibility.
- All children and young people whatever their age, culture, racial origin, disability, gender, language, sexual orientation, gender reassignment, religion or belief have a right to protection.
- Children and young people should be respected, listened to, and where there are concerns, staff must follow the NPC safeguarding reporting procedures.
- Children and young people have a right to express views on all matters which affect them should they wish to do so.
- The NPC recognises the need to work in partnership with children, young people, their parents, carers and other agencies in promoting children and young people's wellbeing.
- When necessary, sharing information about children and young people will be relevant, necessary and proportionate and limited to those who need to know.

- The NPC recognises the fundamentals of Getting it right for every child (*GIRFEC*).
- Staff deserve professional support and guidance to fulfil their roles in accordance with this policy.

1.5 NPC Child Protection Policy

It is the NPC's policy that all staff working on behalf of the NPC accept responsibility for the welfare of the children and young people who they come into contact with in connection with NPC tasks and functions, and are obliged to report any concerns about a child, young person or someone else's behaviour using the designated procedures.

A flowchart of the procedure for reporting concerns can be seen at Appendix A.

The lines of responsibility in respect of protecting children and young people are clear. The NPC has identified 3 key individuals, **Senior Designated Child Protection Contacts** (SDCPCs) who will take action following any expression of concern in relation to children and young people, including making referrals to appropriate child protection agencies.

We also have a number of **Designated Child Protection Contacts** (DCPCs), who are trained to provide information and advice to colleagues on child welfare, wellbeing and child protection matters.

It is not a member of staff's responsibility to investigate a concern or decide if abuse or harm has occurred. Staff simply must ensure that all information is passed to a Designated Child Protection Contact or Senior Designated Child Protection Contact without delay. A form is provided for this purpose and can be found at Appendix E.

All those involved with children or young people on behalf of the NPC must adhere to the Code of Practice in relation to children or young people (see page 9).

Information relating to any allegation or disclosure will be clearly recorded as soon as possible following clearly laid down procedures (*see Appendices*). All reports made will be stored confidentially and will be accessible only to key named personnel, who are also DCPCs.

Confidentiality that might apply to other situations should not override the right of a child or young person to be protected from harm. However every effort must be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is investigated.

The NPC's policy on Child Protection will be referred to and included in recruitment and other appropriate policy materials. The policy will be openly and widely available to staff and customers actively promoted within the NPC.

A culture of mutual respect between children/young people and those who represent the NPC in all its activities will be encouraged.

Individuals who undertake regulated work with children/young people/adults at risk of harm are required to join the PVG (Protection of Vulnerable Groups) Scheme. (Please refer to the National Piping Centre's PVG and Disclosure Policy).

Any member of staff who encounters concerns in the context of their work will be supported when they report their concerns in good faith.

The NPC is committed to reviewing and improving the Child Protection Policy and Procedure and this will occur annually.

1.6 Designated Child Protection Contacts (DCPC's)

General queries or concerns relating to the protection of children or young people can be directed to any of the DCPCs as listed below.

DCPC	Role	Contact Details
Margaret Dunn	Piping Teacher	Phone:0141 353 0220 Email: mdunn@thepipingcentre.co.uk
Steven Blake	Director of the National Youth Pipe Band of Scotland	Phone:0141 353 0220 Email: sblake@thepipingcentre.co.uk
Emily Neilson	Hotel Manager and deputy	Phone:0141 353 0220 Email: trystmanager@thepipingcentre.co.uk

You can contact any DCPC in person, by telephone or by email to discuss any concerns you may have, irrespective of which class, course or project you are involved in.

If you cannot get hold of a DCPC, please contact a Senior Designated Child Protection Contact.

1.7 Senior Designated Child Protection Contacts (SDCPC's)

Name	Role	Contact Details
Finlay MacDonald	Director of Piping	Phone:0141 353 0220 Email: fmacdonald@thepipingcentre.co.uk
Alberto Laidlaw	Director of Administration	Phone:0141 353 0220 Email: alaidlaw@thepipingcentre.co.uk
Fraser Morrison	Board Trustee with specific overview on safeguarding	Phone: 07775537540 Email: fraser_morrison@blueyonder.co.uk

A Senior DCPC should be contacted immediately in the event of an emergency situation relating to the safety of a child or young person.

1.8 Prevention

All NPC staff are required to:

1. recognise and accept their responsibilities in relation to this policy;
2. develop awareness of the issues which can cause children or young people harm;
3. report any concerns following the procedures contained within this policy; and
4. complete the child protection training at the NPC. Child protection training is mandatory and is required to be refreshed at least every three years.

The NPC will endeavor to protect children and young people by:

- adopting child protection procedures and a Code of Practice for everyone who works on behalf of the NPC;
- reporting concerns to the appropriate authorities;
- following vigilantly the established procedures for the recruitment and selection of all NPC staff (including ensuring that all teaching staff are PVG checked);
- providing effective management for all NPC staff, including ensuring that they are supported, supervised and trained;
- providing information for children, young people and parents/guardians on our child protection procedures;
- sharing information about child protection and good practice with staff and volunteers;
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare;
- valuing them, listening to and respecting them;
- appointing Designated Child Protection Contacts, Senior Child Protection Contacts and a board trustee with a safeguarding remit;
- developing and implementing an effective Online Safety Policy and related procedures;
- ensuring that reporting procedures are clear and that staff are confident and prepared to report concerns if necessary (please refer to Section 2.2 for guidance on how to respond

to a disclosure from a child or young person and Appendix A which details procedures for dealing with a child protection concern); and

- acknowledging that the Board of Trustees are also accountable for the wellbeing and protection of students, by ensuring that they review systems annually, and receive and evaluate reports on a regular basis.

1.9 Roles and Responsibilities

The NPC's responsibilities

The NPC will:

- ensure all staff have access to, are familiar with, and know their responsibilities within this policy;
- design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with the NPC, (including the way in which information about individuals in our programmes is gathered and communicated;
- implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel;
- ensure staff receive training on safeguarding at a level commensurate with their role in the Company; and
- follow up on reports of safeguarding concerns promptly and according to due process.

Child safeguarding

The NPC staff and associated personnel must not:

- subject a child to physical, emotional or psychological abuse, or neglect; or
- engage in any commercially exploitative activities with children including child labour or trafficking.

Vulnerable Adult safeguarding

The NPC staff and associated personnel must not:

- abuse or exploit vulnerable adults; or
- subject a vulnerable adult to physical, emotional or psychological abuse, or neglect.

Protection from sexual exploitation and abuse

The NPC staff and associated personnel must not:

- exchange money, employment, goods or services for sexual activity, including any help or assistance to any pupil or person in their care.
- Engage in any sexual relationships with any pupils or people in their care, since they are based on inherently unequal power dynamics

Additionally, the NPC staff and associated personnel have the following obligations.

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy.
- Report any concerns or suspicions regarding safeguarding violations by a NPC staff member or associated personnel to the appropriate staff or board member.
- All staff have responsibility to identify children and young people who may be in need of extra help or are suffering, or are likely to suffer, significant harm. All staff then have a responsibility to take appropriate action.
- The Designated Child Protection Contacts at the NPC (DCPCs) have the broad responsibility for safeguarding and child protection in respect to making referrals, training, raising awareness and managing and reviewing the reporting and recording systems.
- The Director of Piping and Director of Administration share the responsibility for appointing and overseeing the DCPCs and then working closely with them, being attentive to the concerns raised by him or her. The Directors should also provide appropriate support in order for the DCPC's to carry out this role.
- The Board of Trustees are responsible for ensuring the NPC has effective Child Protection Policies and Procedures in place. The NPC has a designated board member with a particular responsibility for safeguarding and child protection.

PART TWO: Procedures for staff working with Children and Young People

2.1 Code of Practice for staff

The NPC expects all staff to be aware of this Code of Practice and adhere to its principles in their approach to all children and young people.

These examples of best practice have been written to help protect both students and staff; they take into consideration that both parties can be vulnerable at any time within a one to one or small group teaching situation:

1. Best practice includes valuing and respecting children as individuals, in line with the UN Convention on the Rights of the Child and the Scottish Government's' GIRFEC framework.

2. It is important not to have any inappropriate physical contact with children/young people and this must be avoided. Inappropriate physical contact could be defined as unnecessary contact, or contact which could be seen to encroach on an individual's space in a way that could make them feel uncomfortable. Where physical contact/assistance is appropriate (for example, in music when adjusting an instrument hold, or hand position), it is important to always explain to the individual what is going to happen, to ensure that actions cannot be misinterpreted and to make sure that others in the vicinity are clear as to the actions that are going to take place.
3. It is against the policy of the NPC for a member of staff to travel with children/young people alone in a car, no matter how short the journey. Another staff member should always be present, unless the specific issue has been discussed with a DCPC and consent has been obtained from the parent/ legal guardian in writing.
4. Do not make suggestive or inappropriate remarks to or about a child or young person, even in fun, as this could be misinterpreted.
5. When teaching children and young people in a one to one or small group situation, staff should take care to observe certain aspects of their teaching environment in respect to the comfort and safety of both students and staff. These should include:
 - 5.1. a clear pathway to the door, (teachers should avoid working between the student(s) and the door);
 - 5.2. avoidance of coverage under any circumstance of any windows within the room or the door if working in a one-to-one situation.
 - 5.3. ensuring the door is open where possible, if the room does not have a window.
6. When children/young people are changing clothes, if the presence of an adult is necessary, there must be a minimum of two adults in the room at all times.
7. The consent of parents/legal guardians of children aged 16 and under must be sought prior to the taking of any images (photographs or filming) and this consent should cover both the taking/recording of images and any subsequent publication of them either in printed (marketing materials, reports etc.) or electronic (websites, e-newsletters, presentations) format. A consent form is included at Appendix G; this, or an electronic version of it or similar, must be completed prior to any images of children or young people being taken.
8. Any member of staff who is aware that a child or young person may have become inappropriately attracted to a member of staff (including themselves) should report this

to the Director of Piping and/or Director of Administration who will be able to provide advice, support and guidance and also monitor or take action as required. *Further guidance can be sought from a DCPC as required.*

9. Any member of staff who is aware that a member of staff (including themselves) may have become inappropriately attracted to a student must bring this to the attention of the Director of Piping and/or Director of Administration who will be able to provide advice, support and guidance and also monitor or take action as required. *Further guidance can be sought from a DCPC as required.*

10. Where it appears that working relations between a child or young person and a member of staff may be starting to break down, the Director of Piping and/or Director of Administration must be informed and a process put in place to monitor the situation to ensure the relationship does not deteriorate further.

11. Under normal circumstances, a member of staff working on behalf of the NPC should never enter a student's home. If it is unavoidable to visit the student's home they should never go alone. They must inform members of NPC staff where they are going, and what time they expect to be back. If they are running late, they must let other staff members know where they are and what time they expect to leave.

12. NPC staff should never give out personal details of anyone, especially those of a student. Similarly, staff should consider carefully whether or not to share their own personal details with students. Staff who use social networking sites (e.g. Facebook, twitter) either personally or on behalf of the NPC must refer to the NPC's Social Networking Policy for further guidance.

It is important that all staff keep abreast of the NPC's policies and procedures on a regular basis.

If you are in any doubt or need further guidance, consult a Designated Child Protection Contact (detailed above) as soon as possible.

2.2 What to do if a Child or Young Person discloses to You

- Remain outwardly calm; this is important to reassure the child/young person.
- Make sure that you have a quiet private space available to talk, which is free from interruptions and distractions.
- Give the child/young person your full attention.
- Be aware of your body language and try to ensure you communicate that you are open and receptive.
- Be aware of your own emotions and how your reactions might impact the child/ young person. Make a conscious effort not to show any signs of shock, disgust or disbelief as this may inhibit the child/young person who might then not be able to tell you what they want to tell you.
- Make good eye contact. Get into a position (ideally where you are both seated) in which your faces are level.
- Reassure the child/young person that you believe them and think what they say is serious and that it needs to be taken seriously.
- Explain to the child/young person clearly, calmly and supportively that because they and possibly other children are at risk you need to tell others about what they have said.
- If necessary ask the child/young person to repeat what they have said and clarify this with them.
- Let them know that they are brave to be disclosing.
- Show an interest and make it clear that if a child/young person wants to say more, you are willing to listen, make time for them.
- Take all necessary action to protect the child or young person – remember ‘child protection is everyone’s job’.
- Record in the child or young person’s **own words** what has been said.
- Complete a Child Protection Incident Report Form, found in Appendix E.

**Remember, you must refer the matter immediately to a Designated Child Protection Contact if a disclosure is made to you.
You must refer – you must not investigate.**

PART THREE: Designated Child Protection Contacts

3.1 The role of Designated Child Protection Contacts (DCPCs)

The role of the DCPC is as follows.

1. Know when it is appropriate to contact an external agency in the event of a child protection issue causing concern for the NPC.
2. Provide information and advice on the NPC's Child Protection Policy and other linked policies.
3. Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover. All documentation should be sent to both the Director of Piping and Director of Administration.
4. Liaise with the Named Person, local Social Work Services and other agencies (e.g. the Police), as appropriate.
5. Always keep relevant people within the Company informed about incidents/ actions taken and any further action required.
6. Always inform a member of the NPC's board of trustees of any event of a child protection concern which leads to referral or action.
7. Ensure that a proper record is kept of any referral and action taken, and that all paperwork (whether electronic or hard copy) is sent to the Senior DCPC's and stored on the designated drive. Whichever DCPC is involved in complaint is responsible for uploading to "SAFEGUARDING" drive. The "SAFEGUARDING" drive is a secure drive on a server within the NPC, restricted to the following users on the NPC network domain:

-Finlay MacDonald, Alberto Laidlaw, Margaret Dunn, Steven Blake, Emily Neilson.

In the event of any concern, advice can be sought through the NSPCC helpline on 0808 800 5000 24 hours a day.

PART FOUR: Enabling Other Reports including vulnerable adults and any other safeguarding concerns

4.1 Enabling Reports

The NPC will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.

Any staff reporting concerns or complaints through formal whistleblowing channels (or if they request it) will be protected by The NPC's complaints policy.

The NPC will also accept complaints from external sources such as members of the public, partners and official bodies.

How to report a safeguarding concern

Staff members who have a complaint or concern relating to safeguarding should report it immediately to a safeguarding contact as appropriate or another senior manager. If the staff member does not feel comfortable reporting to their Safeguarding Contact or the Director of Piping and/or the Director of Administration (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate staff or board member. For example, this could be a member of the Executive Team or any Board Member. The contacts provided below have a duty of reporting and investigating any safeguarding issues.

Safeguarding Contact	Role	Contact Details
Margaret Dunn	Piping Teacher	Phone: 0141 353 0220 Email: mdunn@thepipingcentre.co.uk
Steven Blake	Director of the National Youth Pipe Band of Scotland	Phone: 0141 353 0220 Email: sblake@thepipingcentre.co.uk
Emily Neilson	Hotel Manager	Phone: 0141 353 0220 Email: trystmanager@thepipingcentre.co.uk
Finlay MacDonald	Director of Piping	Phone: 0141 353 0220 Email: fmacdonald@thepipingcentre.co.uk
Alberto Laidlaw	Director of Administration	Phone :0141 353 0220 Email: alaidlaw@thepipingcentre.co.uk

Fraser Morrison	Board Trustee with specific overview on safeguarding	Phone: 0777 553 7540 Email: fraser_morrison@blueyonder.co.uk
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4.2 Response

The NPC will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations

The NPC will apply appropriate disciplinary measures to staff found in breach of policy.

The NPC will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

4.3 Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need-to-know basis only and should be kept secure at all times.

PART FIVE: Document Information

Author of Policy: Director of Piping

Accountability: Director of Piping

Review Requirements: Annually or as required.

Committee Requirements: Major changes to be approved by the NPC board of trustees, operational changes to be approved by the Director of Piping and/or Director of Administration and noted by the board.

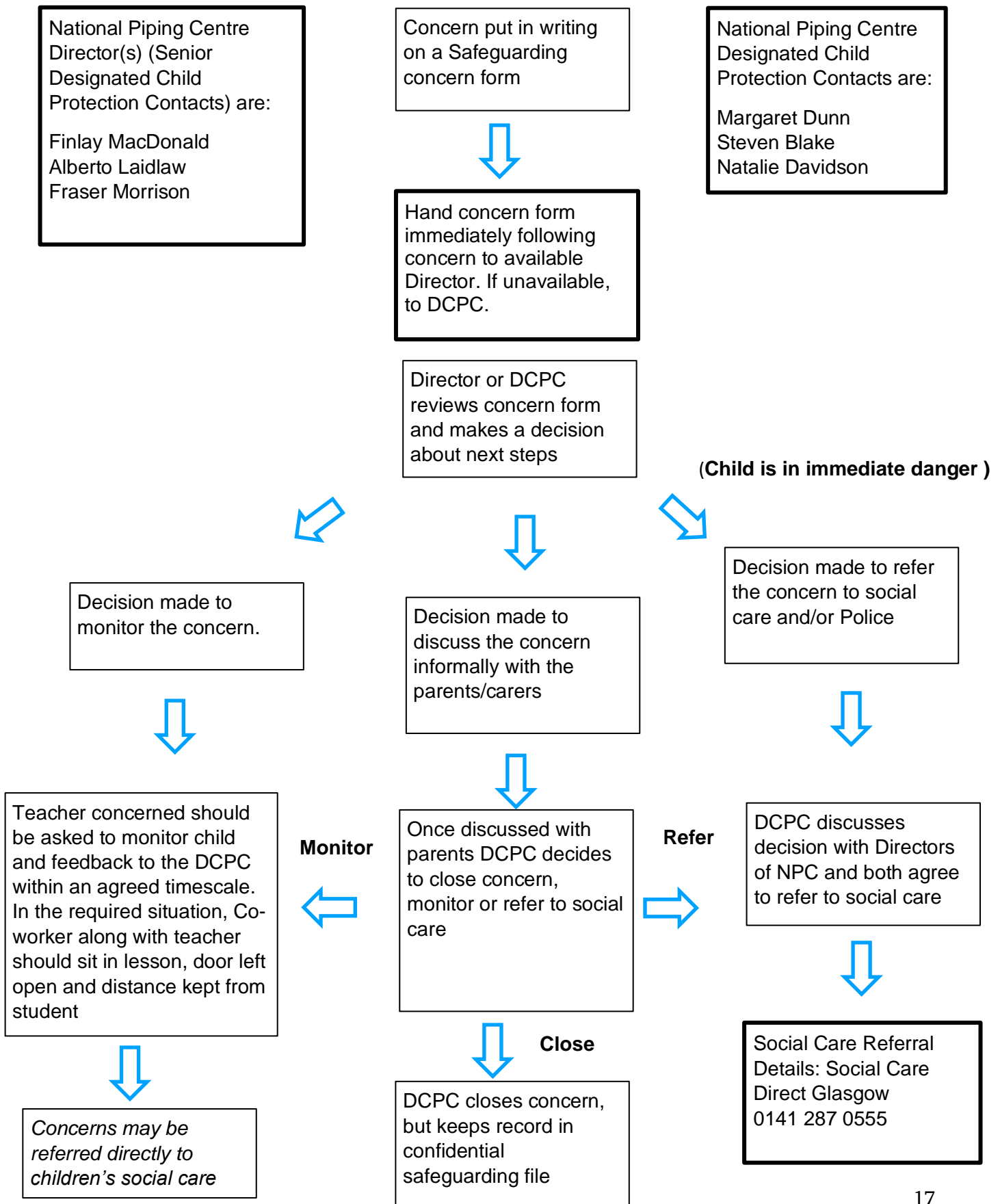
Director of Piping Signature: _____

Board Approval Confirmed (Date): _____

Board Approval Confirmed (signature): _____

APPENDIX A: PROCEDURE FOR REPORTING CONCERNS

This flow-chart demonstrates the process by which concerns about children and young people will be addressed by the NPC.



APPENDIX B: Best Practice Policy

National Piping Centre - Best Practice Policy – 2021

As a bagpipe instructor at the National Piping Centre, or as a National Piping Centre first aider, some physical contact may be deemed necessary between NPC staff and students. Physical contact may be required to administer first-aid and in some circumstances, safe touch is sometimes essential to aid effective teaching and learning i.e. encouraging good hand/finger position on the practice chanter, correct posture, etc. The purpose of this policy is to ensure that any necessary physical contact between a NPC staff member, volunteer, and freelance staff with another person is managed appropriately and in accordance with best practice.

Good Practice

- Please assume responsibility for your working environment. Ensure you are in an open/visible environment avoiding private unobserved situations. It is suggested that students should sit nearest the main exit (door) in a teaching room.
- If you feel vulnerable in your working environment, please inform your the Director of Piping and/or the Director of Administration manager:
Principal of the National Piping Centre (Senior Designated Child Protection Contact) – Finlay MacDonald
Director of Administration (Senior Designated Child Protection Contact) – Alberto Laidlaw
Designated Child Protection Contacts) Steven Blake and Margaret Dunn
- Any physical contact must be professional and unambiguous.
- Any physical contact must be direct and necessary, with student permission sought and granted.
- Any student has the right to refuse any ‘hands-on’ tuition. Treat all students equally, with respect and dignity.

Practices to be avoided

- Avoid spending time alone with students away from others unless essential and in one to one situations extreme care should be exercised.
- Avoid physical contact which could easily be misconstrued i.e. A comforting hug, arm/hand on shoulder, close proximity when looking at jotter/screen.
- Avoid prolonged touch, which lasts beyond the necessary time required to carry out the teaching/instruction involved.

Practices never to be sanctioned

- Allowing or engaging in horseplay, physical or sexually provocative games.
- Allowing or engaging in any form of inappropriate touching.
- Making sexually suggestive comments to a student.
- Failing to act on and record any allegations made by a student.

Incidents that must be reported and recorded

If any of the following occur when working as a staff member of the National Piping Centre, it should immediately be reported to the DCPC(s) and Principal and please refer to the 'Concern Procedure' flowchart, which can be found on the Network/All staff Shared/Concern Procedure

- If a student is injured or hurt in any way.
- If a student misunderstands or misinterprets something you have said or done.
- If a student attempts to touch you in an inappropriate manner.
- If a student makes any inappropriate or sexual advances towards you.

Transporting Children and Young People

In certain situations staff may agree to transport children. This should be approved by management. Wherever possible and practical, it is advised that transport is undertaken other than in private vehicles with at least one adult additional to the driver. Where a member of staff's own vehicle is used, they should ensure that they are insured for the purpose and wherever possible children should be in the back seat.

Online platforms

All NPC staff using online platforms to engage in lessons, meetings or any other work related business should continue to follow the current NPC 'Best Practice Policy'. Some of the guidance included is to ensure sensible precautions to protect yourself and pupils/customers from potential safeguarding complications:

- **Stay professional during a call**
Establish a serious and professional manner when teaching online or holding a meeting online. Emphasise to the customer or to the students and their parents that video calling apps are for lessons only and not for other contact, e.g. sharing photos or general messaging.
- **Lesson observation & recording (add to booking page)**
The National Piping Centre recommends that a parent or career is present at the beginning of any online call if the person is under 16 years old and that the adult should remain within earshot of the call until it has ended.
- **Being mindful of your online profile**
Before teaching online, protect yourself from accidental inappropriate contact with your students by restricting your profile on each video calling app you use, so that it does not automatically accept contact requests and cannot be viewed by students. Your user profiles should feature a business-like profile picture.
- Encourage your students to restrict their own profiles so that they can only receive calls from known contacts. It may be possible to avoid the need for students to have profiles at all by sending them email invites to a live video call once you have set this up. Either way of working can be made safeguarding compliant.

Online Platform Guidance for handling pre-recorded content & live online tuition:

- Ensure you have consent from parents to be conducting lessons on a one-to-one basis via video conference. Ideally this will be traceable such as consent given via email with an agreement as to which platform and account or phone number will be used to make the connection. A lesson booking for an online lesson, by a parent or career, acts as a consent for the online lesson to take place.
- Ensure that you use the account of an adult to make the connection with children below the age of 16, for example the adult's skype account or mobile number for facetime or Whatsapp. Whilst we do not recommend any applications in particular we do require that you ensure adequate privacy and security to any online teaching. This means that when any services accessed via a link such as Zoom you must ensure the meetings are password protected and that this information is communicated only to the relevant parents privately. (Add to booking form)

- Consider what will be visible in the background. For example, posters or materials playing on screens in the background need to be age appropriate. I would recommend taking care to minimise any personal items.
- Make the call from a room such as a living room, study or dining room, not from a bedroom. Ask parents to make a room available for the lesson that is not the child's bedroom. (add to booking form)
- Discuss with parents whether or not they are going to record the lesson and only allow this if you are willing to agree to the lesson being recorded. The NPC does not recommend recording lessons and this is only permitted following explicit parental consent given in writing prior to the lesson. After you have passed the recording on to the parents and/or pupil you are required to then delete the recording from any personal devices. (add to Book Form)
- Ensure the settings for each call reduce the risk of uninvited people joining the session , for example by 'locking' the call once all parties are present.
- Ensure any recordings submitted to TNPC are stored securely in accordance with the data protection protocols we operate within.
- Ensure participants are aware they can keep their camera switched off for the duration of any sessions.
- Ensure any pre-recorded content uploaded to YouTube is marked as 'made for kids'

Specific Zoom Settings:

Under your settings tab (in your browser, where more options appear, rather than in the app), ensure the following are selected:

- Un-tick 'Allow participants to join the meeting before the host arrives'. You don't want the children to be in the classroom without their teacher.
- Tick 'Mute participants upon entry'. It is much easier to start the session with everyone muted so there isn't a big cacophony of sound at the beginning.
- Un-tick 'Allow meeting participants to send a message visible to all participants' and 'Allow meeting participants to send a private 1:1 message to another participant'. Tick 'Prevent participants from saving chat' – this will help safeguard you against any unnecessary/unhelpful chat between pupils during the session.
- Enable the waiting room. This means you can let everyone join the meeting in one block rather than individually. You may want to enable an audible notification if someone enters the waiting room so you know to let any latecomers in.
- As Zoom only lets you record to your computer or your personal Zoom cloud, it is advisable not to record the meeting for safeguarding reasons.
- Allow participants to rename themselves'. If the participant doesn't have a Zoom account, their Zoom name may appear on the screen as the type of device they are using (e.g. iPhone, Galaxy). If they are on their parent's device, it might show their parent's name. It can be helpful therefore to allow participants to rename themselves, although this might take some managing to ensure they don't abuse it.
- Breakout rooms can be helpful for small group discussions, but they won't be able to play music together in time (due to latency) so this option might not be too useful in practical music sessions.
- Virtual backgrounds can be useful if you want to cover up what is behind you on the video image, or if you need to display an image behind you such as a company logo or a photo relating to the content of the session. If you are using Zoom on a tablet, the green screen function works well against any clear background (it doesn't need to be green). If you are using it on a computer, you will need a green screen behind you.

- Any communication via E-mail with pupils should be for educational purposes only.
- A teacher can be vulnerable to unintended misuse of electronic communication. Email, texting and social media encourage casual dialogue and very often, innocent actions can easily be misconstrued or manipulated. A member of staff should never share information with pupils in any environment that they would not willingly or appropriately share in a school-related setting.
- Unless staff have already established relationships with a pupil(s) through friendships with parents or with their own children, they should not have contact with pupils for the purpose of securing a personal friendship or relationship.
- Staff need to be aware that it is not uncommon for pupils to be attracted to/infatuated by a member of staff. Staff should also be aware that such circumstance can carry a high risk of words or actions being misinterpreted and for allegations to be made.
- Any sexual behaviour with, or towards a child or young person, is both inappropriate and illegal and could constitute a 'Breach of Trust' offence.
- In circumstances where you or a member of staff's relationship with, or feelings towards, a child or young person are at risk of being construed as unprofessional behaviour, you should seek advice and support from the Principal of the NPC/DCPC(s) so that appropriate action can be taken.
- If it seems that a young person is becoming inappropriately attached to you or to another member of staff, you should share your concerns and seek advice from the Principal of the NPC/DCPC(s)

Guidelines to minimising risk when using electronic communication and social networking.

As a teacher you should:

- Always maintain a formal and courteous and professional tone in communicating with pupils and ensure that professional boundaries are maintained.
- Only use official channels of communication e.g. work e-mail addresses and be aware of and comply with employers policies and guidance.
- Do not exchange private text, phone numbers, personal e-mail addresses or photos of a personal nature with pupils.
- Firmly decline student-initiated 'friend' requests from pupils and do not instigate any yourself. Use your own discretion when dealing with friend requests from parents. It is acceptable to decline these invitations and remind parents of more formal channels which they can discuss their child's education.
- Operate online in a way in which would not call into question your position as a professional.
- Realise that pupils will be naturally curious about your personal life outside of work and may try to find out more about you.
- Manage your privacy setting and keep them under review. These are particularly important with regard to photos, and remember that no privacy mechanism is 100% guaranteed.
- Ensure your settings prohibit others from tagging you in any photos or updates without your permission and you can ask others to remove any undesirable content related to you.
- Consider that conversations held online may not be private. Be aware of who may have access to what you post.
- Assume that information you post can be accessed and altered.
- Do not discuss pupils, colleagues, parents or carers online or criticise your employer or others within the National Piping Centre community.
- Respect pupil privacy and confidentiality at all times.

- Use strong passwords and change them regularly. Protect your mobile phone/smart phone/tablet computer with a PIN, especially when at work to protect access to its content and potential misuse.
- If you are the victim of cyberbullying or uncomfortable with comments, photos or posts made by pupils of or about you, bring the matter to the attention of your employer using the proper procedures.

If you understand the content of this policy document, please sign and date below to indicate your intention to follow this practice throughout your work at the NPC:

Name _____

Date _____

Signature _____

APPENDIX C: USEFUL CONTACTS AND RESOURCES

Local Social Work

Social Work Local Offices (Glasgow North East)

Springburn,

400 Petershill Road Glasgow,

G21 4AA

Phone: 0141 276 4710 Fax: 0141 276 4790

Social Work Services – Out of Hours Service

Social Work Stand By Service Centenary House,

100 Morrison Street Glasgow,

G5 8LN

Phone: 0800 811 505

Local Police

Police Scotland Glasgow

50 Stewart Street Glasgow

G4 0HY

Phone: 0141 532 3000 Family Protection Unit Phone: 0141 532 3031

Reporter to the Children's Panel

SCRA

10/20 Bell Street Glasgow

G1 1LG

Phone: 0300 200 1444

Glasgow Child Protection Committee

www.glasgowchildprotection.org.uk/

Scottish Government

<http://www.scotland.gov.uk/Topics/People/Young-People/protecting/child-protection>

This website contains a wealth of information about child protection, including the Scottish Government's Children's Charter, a framework for standards, internet safety, information about local Child Protection Committees and the latest publications by the Scottish Government.

National Society for the Prevention of Cruelty to Children (NSPCC)

www.nspcc.org.uk

The NSPCC is a UK charity campaigning and working in child protection. You can search the site for Child Protection Training and other services in Scotland and use the library service to search for any research publications and press releases.

Children in Scotland

www.childreninscotland.org.uk

Children in Scotland is a national agency for voluntary, statutory and professional organisations and individuals working with children and their families in Scotland.

“Creating Safety: Child Protection Guidelines for Scotland’s Arts, Screen and Creative Industries” October 2011

http://www.creativescotland.co.uk/sites/default/files/editor/creating_safety.pdf

This document provides guidance on child protection for individuals and organisations involved in delivering artistic, cultural and creative projects for children and young people in Scotland.

On the website, you will be able to find information on what to do when concerned about a child, advice on when you might be worried about a child's safety and information on what might happen next. Local and National policies and procedures can be found here as well as local training delivered in Glasgow.

APPENDIX D: REFERRAL TO NAMED PERSON OR SOCIAL WORK

Children and young people from birth to 18, or beyond if still in school, will have a Named Person to help support their wellbeing within the GIRFEC approach. The Named Person is a central point of contact if a child, young person or their parent(s) want information or advice, or if they want to talk about any worries and seek support.

They can also, when appropriate, reach out to different services who can help.

For school aged children attending the National Piping Centre the Named Person will be their head teacher, or guidance teacher or other promoted member of staff.

The Named Person will be a point of contact for the National Piping Centre for any concerns about a child's wellbeing. The Named Person will carefully consider the situation by asking five questions:

What is getting in the way of this child's or young person's wellbeing?

Do I have all the information I need to help this child or young person?

What can I do now to help this child or young person?

What can my agency do to help this child or young person?

What additional help, if any, may be needed from others?

Once they have considered the situation, a Named Person will discuss this with the child's parent(s) and other appropriate professionals if required, to assess what needs to be done to improve the child's or young person's wellbeing. They will then plan what action(s) will be taken with the child or young person and their parent(s) and arrange appropriate review dates for the plan.

Each situation and concern will be unique to the child or young person, and the way they are supported will be tailored to the individual. If a matter is serious enough to be referred to Social Work Services and the child/young person lives in Glasgow, the DCPC will complete the shared referral form, which can be accessed by following the link: <http://www.glasgowchildprotection.org.uk/CHttpHandler.ashx?id=12933&p=0>

This form must only be completed by a DCPC.

Please note that if the child/young person in question lives out-with Glasgow this form might not be accepted. The advice is to contact social work within the area the child lives and ask what their process is.

Contact details for Social Work Services in Scotland can be found at:
<http://withscotland.org/public>

APPENDIX E: CHILD PROTECTION INCIDENT REPORT FORM



This form should be completed by the staff member who has witnessed an incident or has had information of concern disclosed to them by a child/young person. Please speak to the manager working at the time of the incident or an available DCPC if you are unclear about any section of this form.

Name of Staff Member Reporting:		Date:
Name of Child/Young Person at risk:		
Age:	D.O.B.:	Any additional needs (e.g. disability, language spoken, interpreter required):
Name of Parent/Carer:		
Home address of child/young person at risk:		
Department/ Project the child/young person is a participant of (Seasonal School/Degree/NYPBoS/Piping School etc):		
Specific Event/ Class in which an incident occurred:		
Date of incident:	Time of incident:	Location of Incident:
Your name:	Your position:	Your contact details:
Are you reporting your concerns or responding to concerns raised by someone else?		

<ul style="list-style-type: none"> • Responding to my concerns. • Responding to concerns raised by someone else: 	<p>If responding to concerns raised by someone else, please provide their name, role and contact details (if known):</p>
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Please provide details of the concerns you have for the child/young person at risk safety and/or welfare, including times, dates or other relevant information (describe any injuries, whether fact, opinion or hearsay). Please add other relevant information known about the family/child/ren at risk circumstances:

The child/young person at risk's account (e.g. of any incident, injury, disclosure, behaviour – use the child/ young person's words where possible):

Please provide details of the person alleged to have caused the incident/injury if known (e.g. name(s)/address/ relationship to child/young person at risk etc.):

Please provide details (name, role, contact details if known) of any witnesses to the incident/concerns:

State any risk of immediate danger:

If you took immediate action please describe this e.g. contact with Police, Children's Social Care, NSPCC etc.:

Is there anything else of importance the Designated Child Protection Contact (DCPC) should be made aware of:

Is the child/young person at risk, or family/carer aware that a report has been made:

Was a designated child protection contact contacted?
Yes/No

If yes, please specify who:

Was the 'Named Person' contacted?

Reporting Staff Signature: _____ Date: _____

Name of witness/es: _____ Date: _____

Witness Signature 1: _____ Date: _____

Witness Signature 2: _____ Date: _____

This form should be completed and passed on to the DCPC working at the time of the incident who may ask you for more information about the situation if necessary and decide on the next course of action. If a DCPC is not available, the Manager (where identified) should be notified.

The following section about any follow up that takes place will, in most cases, be completed by the DCPC.

The form will then be submitted and stored confidentially by the DCPC.

Date received by DCPC: _____

Signed by DCPC: _____

Date received by SDCPC: _____

Signed by SDCPC: _____

Follow Up

Please use space below to record any follow up to the incident (for example, contact with the participant's parents/guardians, advice from social work services, etc.):

APPENDIX F: SIGNS OF POTENTIAL ABUSE

What is Child Abuse?

The Scottish Government guidance (2014) states that 'child abuse and neglect is the maltreatment of a child'. An individual may abuse or neglect a child or adult at risk of harm directly, or may be responsible for abuse or neglect because they fail to prevent significant harm by another person. 'Significant Harm' is circumstances where "a child or young person's basic needs are not being met in a manner which is appropriate to his or her individual needs and stages of development and the child is, or will be, at risk through avoidable acts of commission or omission on the part of their parent(s), sibling(s) or other relative(s) or a carer (i.e. the person(s) while not a parent who has actual custody of, charge of, or control over a child)."

Abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a child regardless of their age, gender, race, disability or ability, sexual orientation, religion or socio-economic status.

Some of the main types of abuse are: **physical, emotional, sexual and neglect.**

Children/young people and adults at risk of harm may be abused in a family or in residential care or in the community, including artistic and sporting activities by any individual known to them or by a stranger.

Children with disabilities are at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse has occurred.

The lists below are by no means exhaustive and must **not be used as a checklist** but are designed to give employees some guidance on how to recognise child abuse and neglect.

Any information has to be seen in the context of the child or young person's whole situation and circumstances. Different types of abuse may overlap or co-exist.

It may be that a child or young person may tell someone that they are being abused but they show no obvious signs. It is crucial that if a child or young person says that he/she is being abused the matter is taken seriously and passed on as a matter of urgency.

Physical Abuse - is the causing of physical harm to a child or young person.

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after (this is known as fabricated or induces illness).

In a performing arts situation, physical abuse may occur when the nature and intensity of training disregard the capacity of the young person's immature and growing body.

Problems may also be encountered when children or young people are working on set or in an alien environment, when extra care and attention is needed.

Emotional Abuse - is persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve the imposition of age- or developmentally-inappropriate expectations on a child. It may involve causing children to feel frightened or in danger, or exploiting or corrupting children. Some level of emotional abuse is present in all types of ill treatment of a child; it can also occur independently of other forms of abuse.

In the performing arts this may occur when the young person is constantly criticised, given negative feedback or expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of name calling and bullying. All staff and students should be aware of the 'NPC's Safeguarding Policies.

Sexual Abuse - is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or in watching sexual activities, using sexual language towards a child or encouraging children to behave in sexually inappropriate ways. Child sexual exploitation involves a young person under the age of 18 being manipulated, forced, pressurised or coerced into taking part in a sexual act in exchange for something.

In the performing arts, activities which might involve physical contact with students could potentially create situations where sexual abuse may go unnoticed.

Neglect - is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, to protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment. It may also include neglect of, or failure to respond to a child's basic emotional needs. In its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation. This can lead to serious long-term effects such as greater susceptibility to serious childhood illnesses and reduction in potential stature. With young children in particular, the consequences may be life-threatening within a relatively short period of time.

In the performing arts, this could occur when a tutor does not keep a child or young person safe, or when inadequate rest breaks or facilities (such as changing and toilet facilities) are provided.

Other areas to be aware of:

Bullying or Cyber-Bullying - Cyberbullying, is often the same type of behaviour as other bullying, for example name-calling, spreading rumours and leaving people out, but it takes place online, on social networking sites, in chatrooms, and via mobile technologies, gaming and instant messaging platforms. The impact of this is as hurtful and damaging as other forms of bullying behaviour. Advances in technology are simply providing an alternative means of reaching people – where malicious messages were once written on school books or toilet walls, they can now be sent via mobile phone or the internet, making their reach greater, more immediate and much harder to remove or erase.

Some online behaviour is illegal. Children and young people need to be made aware of the far-reaching consequences of posting inappropriate or harmful content on forums, websites, and social networking platforms. Further information can be found at Respectme: <http://www.respectme.org.uk/index.html>

Child Sexual Exploitation - is a form of child sexual abuse, and cannot be considered in isolation. Many of the young people who become victims have been vulnerable and at risk from an early age, and remain vulnerable to other forms of abuse and neglect. Child Sexual Exploitation is a complex issue and involves a young person under the age of 18 being manipulated, forced, pressurised or coerced into taking part in a sexual act in exchange for something. Further information can be found at the Scottish Government website: <http://www.csethesigns.scot/>

Domestic Abuse - takes the form of actions that can result in physical, sexual and psychological harm and suffering. It is widely unreported and it is crucial that staff are aware of the signs of domestic abuse. Further information can be found at Police Scotland: <http://www.scotland.police.uk/keep-safe/advice-for-victims-of-crime/domestic-abuse/>

Forced marriage - is not condoned in Scotland and is considered to be an abuse of human rights. Children who are forced or subjected to emotional, physical or sexual abuse as a result, are protected by the Forced Marriage (Protection and Jurisdiction) (Scotland) Act 2011. Further information can be found by calling the forced marriage Helpline on 0800 027 1234 which is open 24 hours or by

visiting: <http://www.scotland.gov.uk/Topics/Justice/crimes/forced-marriage>

Female Genital Mutilation (FGM) - It is an offence in Scotland to carry out this procedure or carry it out (or arrange to carry it out) abroad, even in countries where it is legal. Further information on FGM can be found at: http://www.nspcc.org.uk/inform/resourcesforprofessionals/minorityethnic/female-genital-mutilation_wda96841.html

A 24 hour FGM advice line is available through the NSPCC by calling: **0800 028 3550**

APPENDIX G: PERMISSION FOR USE OF PHOTOGRAPHS AND RECORDED IMAGES



PHOTO CONSENT FORM

Section A: Parent/ Guardian Consent

Full Name of parent/ guardian: _____

I give permission for the National Piping Centre photographing or video-recording:

Full name of child/young person: _____

under the stated rules and conditions and I confirm that I legally entitled to give this consent.

Signature of Parent/ Guardian: _____ Date: _____

Section B: Participant Consent

Full name of participant: _____

I give permission for The National Piping Centre to use any videos, photographs or recordings I choose to submit during this project. (including recordings of zoom rehearsals) Under data protection regulations you have the right to withdraw this permission to use video/audio featuring your child at any time. Please be aware however that is not practically possible to remove a segment of audio/video from a compilation once it has been produced and distributed. For this reason, please consider carefully whether you are happy to give this permission before you tick 'yes'

Signature of Participant: _____ Date: _____

Notes

Both sections should be completed by the legal guardian (usually parent/ guardian) of a participant under the age of 18, together with the participant.

It provides us with your permission to use images of the participant. Please note that if you have more than one child under the age of 18 involved with The National Piping Centre activities you will need to complete a separate form for each child.

The National Piping Centre recognises the need to ensure the welfare and safety of all participants involved in its activities. As part of our commitment to ensure the safety of participants we will not permit photographs, video or other images of participants to be taken or used without the consent of the parents/guardians (where applicable) and the participant.

The National Piping Centre will follow national guidance for the use of images of children and young people. The National Piping Centre will also take all steps to ensure these images are used solely for the purposes they are intended, which is the promotion and celebration of the activities of the National Piping Centre. If you become aware that these images are being used inappropriately you should inform the The National Piping Centre immediately.

As well as for use in printed publications and for training and archive purposes, the information may be used on our website. If at any time either the parent/guardian or the participant wishes the data to be removed from

the website or from a publication, notice must be given to the The National Piping Centre in writing, after which the data will be removed within appropriate timescales.

APPENDIX H: LINKED POLICIES

The National Piping Centre's Online Safety Policy

Equal Opportunities and Diversity Policy

The National Piping Centre's Grievance Policy

Prevention of Bullying and Harassment Policy

PVG and Disclosures Policy

Public Interest Disclosure ('Whistleblowing') Policy

Social Networking Sites and Blogs Policy

Computers and Electronic Communications Policy