

## **The National Piping Centre Safeguarding and Child Protection Policy**

**This policy applies to: Staff, Freelancers, Students, Visitors & Audiences.**

**This policy was reviewed on: 19/01/2026 by: Callum Stamper (Commercial Director)**

**This policy is due for review by: 31/01/2027**

# **Safeguarding and Child Protection Policy**

## **INTRODUCTION**

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The National Piping Centre (referred to as “NPC”, “we” and “the Company”) is committed to the protection of children & vulnerable adults and regards the safeguarding and promoting of the interests and wellbeing of children & vulnerable adults as of paramount concern.

The NPC considers it the duty of all those employed or involved with the Company to identify, and where possible, 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, trustees, volunteers, freelance workers, agency staff, students and anyone working on behalf of and/or representing the NPC. While those tasked with delivering NPC activity are responsible for ensuring that safeguarding measures are in place for each activity, it is the duty of all to identify and report matters that may be considered a safeguarding concern.

The NPC believes that a child or vulnerable adult should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and vulnerable adults and to keep them safe. We are committed to practise 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, EDI Policy, Protecting Vulnerable Groups and Disciplinary Procedures.

The purpose of this policy is:

- To protect all those with whom we engage in any capacity with particular emphasis on protecting children, young people and vulnerable adults who are enrolled in NPC programmes. This includes children on our premises whilst their parent or carer is engaging with our service.
- To provide staff and volunteers with the overarching principles that guide our approach to the safeguarding of all and the protection of children and vulnerable adults.
- To provide information and guidance to all those representing the NPC of their personal responsibilities and those of the nominated Designated Child Protection Contacts (DCPCs).

## PART ONE: NPC Policy

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### 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, exploitation or another inappropriate behaviour by staff or associated personnel.

The NPC believes that everyone with whom we engage, 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.

The NPC expects all those entrusted with representing the organisation to contribute to the development of an ethos and culture where all people are treated equally, with respect and with dignity. In always putting the care, welfare and safety needs of a young person and/or vulnerable adult first, we will have created an environment which protects all parties. Best and safe working practices require that this policy is enacted and its procedures are followed.

*Getting it Right for Every Child (GIRFEC)*, 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 using legislation 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 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.

#### 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.

#### A Reportable Incident

A Reportable Incident is any concern, observation, disclosure, allegation, behaviour, comment, action, or omission—whether witnessed, suspected, overheard, reported by a third party, or disclosed directly—that relates to the safety, wellbeing, dignity, or protection of a child or vulnerable person, and which causes, or could reasonably be perceived to cause, concern, regardless of intent, severity, or certainty.

This includes incidents that:

- Require immediate intervention by the police or social care
- May indicate harm, abuse, neglect, grooming, exploitation, or inappropriate behaviour
- Fall below formal thresholds for harm but are unusual, uncomfortable, ambiguous, or worthy of note
- Appear minor, accidental, or entirely harmless but are recorded in the interests of transparency, safeguarding culture, and pattern-recognition

#### Trauma Informed

The Scottish Government defines trauma-informed practice as a workforce capable of recognizing the impact of trauma, preventing further harm, supporting recovery, and reducing barriers to services. It shifts the focus from "what is wrong with you?" to "what has happened to you?", emphasizing safety, trust, choice, collaboration, and empowerment.

## **1.4 Principles**

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

- The welfare of children and vulnerable adults must be protected and promoted.
- The needs and wellbeing of children and vulnerable adults are paramount.
- We utilise a combined arms approach to identifying any safeguarding concern that may constitute a Reportable Incident.

- All those entrusted with representing the NPC have a duty to be competent in identifying and escalating any safeguarding concern that may constitute a Reportable Incident.
- We work in partnership with parents/carers to promote the wellbeing, health and development of children and young people.
- Safeguarding is everyone's responsibility.
- All children and vulnerable adults, whatever their age, culture, racial origin, disability, gender, language, sexual orientation, gender reassignment, religion or belief have a right to protection.
- Children and vulnerable adults should be respected, listened to, and where there are concerns, the Incident Reporting Procedure should be followed.
- Children and young people have a right to express views on all matters which affect them should they wish to do so.
- We recognise the need to work in partnership with vulnerable adults, children, their parents, carers and other agencies in promoting wellbeing.
- When required, sharing information about children and vulnerable adults will be relevant, necessary, proportionate and restricted to those who need to know.
- The NPC recognises the fundamentals of Getting it right for every child (*GIRFEC*).
- Those responsible for representing the NPC will receive safeguarding and child protection training appropriate for their role.

## 1.5 NPC Child Protection Policy

All those who represent the NPC accept responsibility for the safeguarding and welfare of the children and vulnerable adults with whom they come into contact while carrying out their NPC duties. They are obliged to report any incident or concern which may constitute a reportable incident as outlined above and will receive the necessary training to do ensure they are equipped to do so.

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

There are three defined roles within our safeguarding procedure.

Responsibility for identifying and reporting concerns or incidents lies with all those entrusted to represent the NPC in any capacity.

Our team of Designated Child Protection Contacts (DCPCs) provide experience, knowledge and representation across all business areas. They are appropriately trained to receive a report from a colleague or participant, complete the Incident Report Form (or review a report filed by a colleague) and make an initial assessment of the safeguarding concern in question. If an emergency 999 call is required, then the DCPC is empowered to act without approval from a Senior DCPC.

Should a DCPC not be available then a Senior DCPC can fulfil this role.

Once the DCPC has made an initial assessment and a course of action is proposed a Senior DCPC

should be informed of the case and proposed outcome before action is taken. The Senior DCPC should be informed of any developments in each case.

It is not the responsibility of any NPC representative, other than a DCPC or Senior DCPC to investigate a concern or decide if abuse or harm has occurred. NPC representatives are required only to ensure that all information is accurate and is passed to a DCPC or Senior DCPC Contact without unnecessary delay. The Incident Reporting Form is available in the Footer of the NPC website and will be submitted automatically to the Safeguarding Team. Once the form is completed the relevant DCPC should be informed, if the DCPC for a given business area cannot be reached then any DCPC can be contacted. All members of the Safeguarding Team can be contacted 24/7 regarding safeguarding concerns and reports.

All those involved with children or young people on behalf of the NPC must adhere to the Code of Practice in relation to children and vulnerable adults.

Information relating to any allegation or disclosure will be clearly recorded via the Incident Reporting Form. All reports made will be stored confidentially and will be accessible only to the Safeguarding Team and relevant authorities.

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 Safeguarding & Child Protection will be referred to and included in recruitment and other appropriate policy materials. The policy will be publicly available.

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).

## 1.6 Designated Child Protection Contacts (DCPC's)

DCPC	Role	Contact Details
Derek Doyle	Head of Learning & Development	Phone: 07533348834 Email: <a href="mailto:ddoyle@thepipingcentre.co.uk">ddoyle@thepipingcentre.co.uk</a>
Laura-Beth MacCrimmon	Head of Youth & Communities / Safeguarding Lead	Phone: 07963931315 Email: <a href="mailto:lmaccrimmon@thepipingcentre.co.uk">lmaccrimmon@thepipingcentre.co.uk</a>
Emily Neilson	Assistant General Manager	Phone: 07807420005 Email: <a href="mailto:trystmanager@thepipingcentre.co.uk">trystmanager@thepipingcentre.co.uk</a>
David Shedden	NYPBS Producer	Phone: 07932531462 Email: <a href="mailto:dshedden@thepipingcentre.co.uk">dshedden@thepipingcentre.co.uk</a>
Emma Hill	NPC Clubs Producer	Phone: 07798927768 Email: <a href="mailto:ehill@thepipingcentre.co.uk">ehill@thepipingcentre.co.uk</a>

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

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 DCPC.

## 1.7 Senior Designated Child Protection Contacts (Senior DCPCs)

Name	Role	Contact Details
Finlay MacDonald	Director of Piping	Phone: 07980652498 Email: <a href="mailto:fmacdonald@thepipingcentre.co.uk">fmacdonald@thepipingcentre.co.uk</a>
Callum Stamper	Commercial Director	Phone: 07791042971 Email: <a href="mailto:cstamper@thepipingcentre.co.uk">cstamper@thepipingcentre.co.uk</a>
Colin MacNeill	Board Trustee with specific overview on safeguarding	Phone: 07788923932 Email: <a href="mailto:colin@themacneills.com">colin@themacneills.com</a>

## 1.8 Prevention

All those entrusted to represent the NPC during the course of our activities are required to:

- recognise and accept their responsibilities in relation to identifying and reporting concerns
- know what constitutes a Reportable Incident
- report any concerns in line with this policy
- complete safeguarding training appropriate for their role within the NPC

The NPC endeavours 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;
- Where appropriate, reporting concerns to the relevant authorities
- Rigorous enforcement of the NPC PVG & Disclosures Policy
- Maintaining and continually improving our programme of training and professional development across safeguarding and child protection
- Making public our safeguarding policy and procedures
- Working in partnership with children, vulnerable adults, their parents, carers and other agencies is essential in promoting young people's welfare
- Appointing Designated Child Protection Contacts, Senior Designated 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 those who represent the NPC are confident and knowledgeable on how to report concerns if required

## **1.9 Roles and Responsibilities**

The NPC will:

- Ensure all representatives have access to, and are aware of, their responsibilities within this policy
- Curate its artistic programme with safeguarding at the core of everything we do
- Ensure all those who represent the NPC in any capacity receive safeguarding training appropriate to their role
- Ensure absolute compliance with the safeguarding procedures outlined in this policy

### **Child safeguarding**

Those representing the NPC in any capacity will never:

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

### **Vulnerable Adult safeguarding**

Those representing the NPC in any capacity will never:

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

### **Protection from sexual exploitation and abuse**

Those representing the NPC in any capacity will never:

- Offer, request, accept, or exchange money, employment, gifts, goods, services, favours, or any other benefit in return for sexual activity.
- Engage in or attempt to initiate sexual activity in exchange for help, support, preferential treatment, tuition, assessment outcomes, or any form of assistance.
- Use their position of trust, authority, or influence to solicit or obtain sexual activity from any pupil, student, colleague, volunteer, or individual 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, those representing the NPC in any capacity will always:

- Constructively work to nurture a culture that mitigates the risk of safeguarding violations and promotes awareness and compliance with the Safeguarding Policy.
- Report any concerns or suspicions regarding safeguarding violations by another NPC representative to an appropriate DCPC or Senior DCPC.
- The NPC Safeguarding Lead, in partnership with the Commercial Director and Director of Piping, has responsibility for training, awareness and all safeguarding systems.

- The Director of Piping and the Commercial Director share the responsibility for appointing and overseeing the DCPCs. They are also responsible for ensuring the policy and procedure remain fit for purpose and that the safeguarding team is operating efficiently and effectively.
- The Board of Trustees is 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 NPC Representatives

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### **2.1 Code of Practice for NPC Representatives**

The National Piping Centre expects all NPC Representatives to be familiar with this Code of Practice and to apply it consistently when working with children and vulnerable persons.

This Code is designed to:

- Promote safe, respectful and professional relationships
- Protect children, vulnerable persons and NPC Representatives
- Support good judgement rather than replace it

Anyone can be vulnerable at different times, particularly in one-to-one or small-group teaching environments.

#### **1. Professional conduct and respect**

NPC Representatives must treat children and vulnerable persons with dignity, respect and fairness, recognising them as individuals. Practice should align with the UN Convention on the Rights of the Child and the GIRFEC framework.

NPC Representatives must always maintain clear professional boundaries.

#### **2. Physical contact**

Physical contact should be avoided unless necessary and must always be appropriate, proportionate and in the best interests of the learner.

Where physical contact is required (for example, adjusting an instrument hold or hand position):

- Explain clearly what you are going to do and why
- Always seek the individual's consent
- Ensure the context is open and observable
- Stop immediately if the individual appears uncomfortable

Unnecessary or intrusive contact must not take place.

#### **3. Language and behaviour**

NPC Representatives must not make suggestive, sexualised, demeaning or otherwise inappropriate comments or jokes to or about a child or vulnerable person. What feels harmless to one person may be misinterpreted by another.

#### **4. Teaching environments (one-to-one and small groups)**

Teaching spaces should be arranged to promote safety, transparency and comfort for all parties. Good practice includes:

- The teacher is responsible for determining the appropriate teaching position for the power dynamics in play.
  - The default position is that the student should be closest to the door. The teacher should exercise their judgement as to whether this is correct for any given teaching scenario.
- Ensuring visibility into the room wherever possible (e.g. uncovered windows or open doors where appropriate)

NPC Representatives should be mindful of how environments may be perceived, not just how they are intended.

#### **5. Changing and personal care**

If an adult's presence is required while children or vulnerable persons are changing clothes or receiving personal care, at least two adults must be present.

#### **6. Transport**

NPC Representatives must not normally travel alone in a car with a child or vulnerable person. Any exception must:

- Be discussed in advance with a Designated Child Protection Contact (DCPC)
- Have a clear rationale
- Have written consent from a parent, carer or responsible adult
- Driver must be insured for business use of the vehicle

#### **7. Images and recordings**

Parental or guardian consent must be obtained for children aged 16 and under before taking photographs, video or audio recordings.

Consent must cover:

- The taking of images or recordings
- How they may be used (e.g. marketing, reports, digital platforms)

NPC consent procedures must be followed before any images are captured or shared.

#### **8. Boundary concerns and emerging issues**

Any NPC Representative who becomes aware of:

- A child or vulnerable person forming an inappropriate attachment to an NPC Representative, or
- An NPC Representative developing inappropriate feelings towards a learner, or
- A professional relationship beginning to deteriorate

Must report this promptly to a Senior DCPC.

Early reporting is a protective measure and does not imply wrongdoing.

## **9. Home visits**

NPC Representatives should not enter a learner's home. If entering a learner's home is deemed critical for any reason:

- Approval from a senior DCPC must be sought
- NPC Representatives must not attend alone
- NPC colleagues must be informed of the location and expected return time
- A clear line of communication must be maintained at all times and updates provided promptly.

## **10. Personal information and online contact**

NPC Representatives must not share personal information about learners, including contact details, without appropriate consent.

NPC Representatives should think carefully before sharing their own personal contact details or connecting/engaging with learners on social media. Use of social networking platforms must comply with the NPC's Social Networking Policy.

Direct communications between NPC Representatives and learners should take place via official means of communication. Where communication does take place via alternative means then the NPC Representative must exercise extreme caution, judgement and report any concerns via the safeguarding procedure.

## **11. Seeking guidance**

All NPC Representatives are expected to keep up to date with NPC safeguarding policies and procedures.

If in doubt at any stage, seek advice promptly from a Designated Child Protection Contact. The NPC expects all who represent it to be aware of this Code of Practice and adhere to its principles in their approach to all children and vulnerable adults.

## 2.2 What to do if a person discloses to You

- Remain outwardly calm and receptive
- Make sure that you have a quiet private space available to talk, which is free from interruptions and distractions. Ask the person making the disclosure whether they would like to leave the room and check that they are comfortable with the room or space provided.
- Give the 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 person. Make a conscious effort not to show any signs of shock, disgust or disbelief as this may inhibit the 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 person that you believe them and think what they say is serious and that it needs to be taken seriously.
- Explain to the person clearly, calmly and supportively that because they have disclosed to you that you need to follow the safeguarding procedure. This will involve sharing details of the disclosure, confidentially, within the safeguarding team.
- If necessary ask the person to repeat what they have said and clarify this with them.
- Show an interest and make it clear that if the person wants to say more, you are willing to listen, make time for them.
- Take all necessary action to protect the person – remember ‘safeguarding is everyone’s job’.
- Record in the person’s **own words** what has been said.
- Complete a Incident Reporting Form, found in the footer of the NPC Website

**Remember, you must refer the matter immediately to a Designated Child Protection Contact if a disclosure is made to you.**

## PART THREE: Designated Child Protection Contacts

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### **3.1 The role of Designated Child Protection Contacts (DCPCs)**

The role of the DCPC is as follows.

1. To receive and assess Safeguarding Incident Reports.
2. To work with the person filing the Incident Report to ensure information provided is sufficient and accurate.
3. To determine whether an emergency 999 call is necessary in the event that someone is in a life-threatening emergency, a serious crime is in progress or there is an immediate danger to life.
4. To manage Safeguarding cases to conclusion, liaising with the wider Safeguarding Team as required.
5. To act as the point of contact between the person named on the safeguarding incident report and the Senior DCPCs.
6. Provide information and advice on the NPC's Safeguarding Policy.
7. To liaise with the Named Person, local Social Work Services and other agencies (e.g. the Police), as appropriate.

**If you feel the Senior DCPCs, the Board Safeguarding Representative or the wider organisation are not acting or responding appropriately to your safeguarding concern advice can be sought through the NSPCC helpline on 0808 800 5000 24 hours a day.**

## PART FOUR: Enabling Reports

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### 1.1 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.

This is currently facilitated via the Incident Reporting Form in the footer of the NPC website.

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**

Safeguarding concerns should be reported to a DCPC as quickly as possible. This should be done via the Incident Reporting Form at the bottom of the NPC Website. Public reports can be made to any NPC Representative who will then follow the Safeguarding procedure of completing an Incident Reporting Form and notifying a DCPC. Contact details for the members of the Safeguarding team are listed below:

<b><u>DCPC</u></b>	<b><u>Role</u></b>	<b><u>Contact Details</u></b>
Derek Doyle	Head of Learning & Development	Phone: 07533348834 Email: <a href="mailto:doyoyle@thepipingcentre.co.uk">doyoyle@thepipingcentre.co.uk</a>
Laura-Beth MacCrimmon	Head of Youth & Communities	Phone: 07963931315 Email: <a href="mailto:lmaccrimmon@thepipingcentre.co.uk">lmaccrimmon@thepipingcentre.co.uk</a>
Emily Neilson	Assistant General Manager	Phone: 07807420005 Email: <a href="mailto:trystmanager@thepipingcentre.co.uk">trystmanager@thepipingcentre.co.uk</a>
David Shedden	NYPBS Producer	Phone: 07932531462 Email: <a href="mailto:dshedden@thepipingcentre.co.uk">dshedden@thepipingcentre.co.uk</a>
Emma Hill	NPC Clubs Producer	Phone: 07798927768 Email: <a href="mailto:ehill@thepipingcentre.co.uk">ehill@thepipingcentre.co.uk</a>
<b><u>Senior DCPC</u></b>	<b><u>Role</u></b>	<b><u>Contact Details</u></b>
Callum Stamper	Commercial Director	Phone: 07791042971 Email: <a href="mailto:cstamper@thepipingcentre.co.uk">cstamper@thepipingcentre.co.uk</a>
Finlay MacDonald	Director of Piping	Phone: 07980652498 Email: <a href="mailto:fmacdonald@thepipingcentre.co.uk">fmacdonald@thepipingcentre.co.uk</a>
Colin MacNeill	Board Safeguarding Representative	Phone: 07788923932 Email: <a href="mailto:colin@themacneills.com">colin@themacneills.com</a>

## **1.2 Response**

All Incident Reports are automatically emailed to DCPC/Senior DCPC team to ensure immediate review. The NPC Representative completing the report must also notify a DCPC or Senior DCPC. All members of the NPC Safeguarding Team can be contacted 24/7 regarding a safeguarding concern. The NPC Safeguarding Team will process a report in a timeframe appropriate to the details of the case.

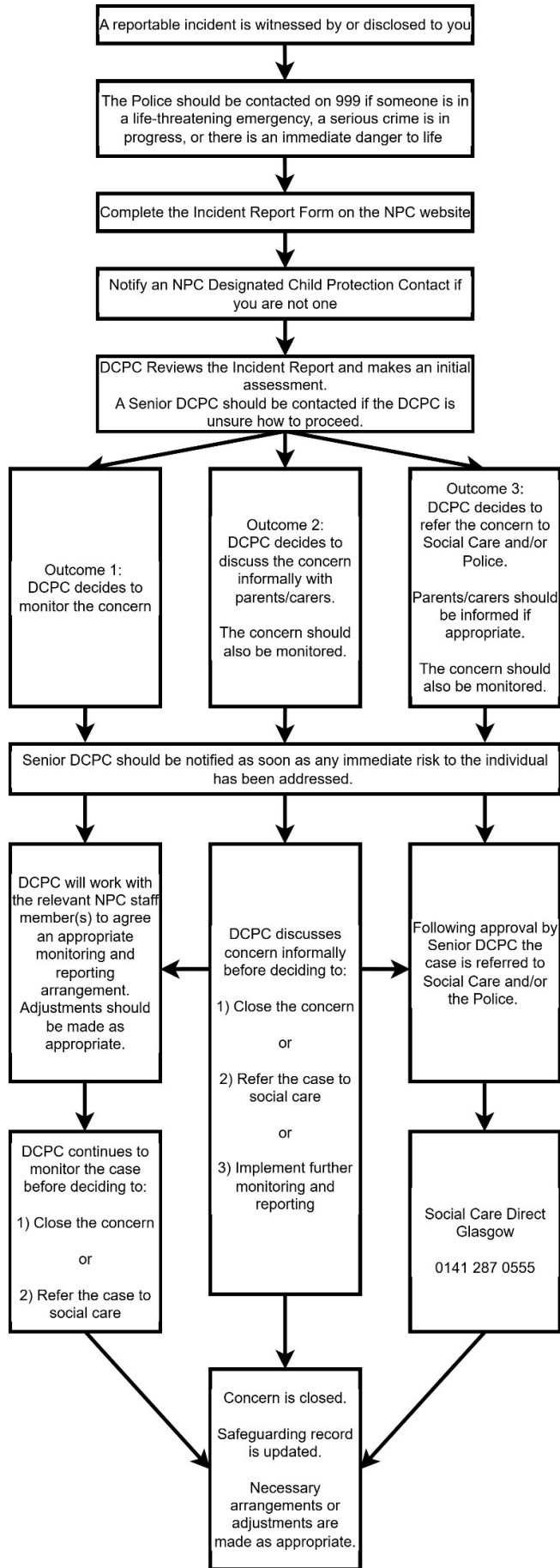
We are committed to ensuring the correct outcome, not the quickest.

NPC Representatives found to have been negligent in their duties relating to safeguarding procedures may be subject to disciplinary action.

## **1.3 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 will be shared only within the Safeguarding Team and all documentation will be stored securely.

# APPENDIX A: PROCEDURE FOR REPORTING CONCERNS



## Decision-Making Flow for Designated Child Protection Contacts

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### Step 1: Witness or receive a safeguarding concern/report

- View the report details, report yourself if required.
- Record what was observed or reported, not opinions
- Include dates, times, locations, and people involved
- Clarify factual details if necessary (without leading questions)

#### Examples

- A tutor reports a comment made during a session
  - A parent notes an uncomfortable interaction they observed
  - A third party raises a concern about behaviour inside or outside NPC activity
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### Step 2: Is the child or vulnerable person at immediate risk of harm?

Ask:

- Is there an allegation or clear evidence of abuse or neglect?
- Has a criminal offence potentially occurred?
- Is the individual unsafe right now?

**If YES → Immediate referral to Social Care and/or Police**

#### Examples

- A disclosure of physical, sexual, emotional or financial abuse
- A staff member witnesses violence or serious intimidation
- Serious neglect is suspected (e.g. lack of supervision, extreme distress)

**If NO → Proceed to Step 3**

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### Step 3: Assess the nature and context of the concern

Consider:

- **Severity:** How serious was the behaviour or comment?
- **Frequency:** One-off incident or emerging pattern?
- **Context:** Age, capacity, environment, power dynamics
- **Impact:** How did the child or vulnerable person appear affected?

#### Examples

- A single inappropriate remark versus repeated boundary-crossing behaviour
  - A misunderstanding versus targeted or coercive behaviour
  - Behaviour that may be unintentional but still causes discomfort or concern
- 

### Step 4: Does the concern meet the threshold for external

referral?

- Does this indicate possible harm, abuse, exploitation, or neglect?
- Would professional guidance support referral?
- Would *not* referring place the child or vulnerable person at risk?
- Are you unsure?

**If YES or UNSURE → Refer to Social Care (and Police if appropriate) following discussion with Senior DCPC.**

#### Examples

- Repeated low-level concerns suggesting grooming or exploitation
- A disclosure that raises safeguarding indicators but lacks clarity
- Behaviour involving fear, secrecy, pressure, or dependence

**If NO → Proceed to Step 5**

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### Step 5: Is informal discussion with a parent, carer or responsible adult appropriate?

Consider:

- Would discussion support the individual's wellbeing?
- Could it clarify or resolve the concern?
- Is there no reason to believe the parent, carer or responsible adult is implicated?
- Would discussion not increase risk or compromise safeguarding?

**If YES → Discuss informally**

Guidance:

- Be calm, factual, and non-accusatory
- Focus on wellbeing and support
- Agree any actions or monitoring steps
- Record the discussion and outcome

#### Examples

- A child or vulnerable person appearing unusually distressed or withdrawn
- Changes in behaviour that may relate to external pressures
- A minor concern that appears situational or temporary

**If NO → Proceed to Step 6**

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### Step 6: Monitor and record the concern

- Record as a low-level or emerging concern
- Monitor over time
- Review if further reports are received
- Escalate if patterns emerge or risk increases

#### Examples

- A single ambiguous comment or interaction
- Behaviour that feels "not quite right" but lacks clear indicators

Concerns noted for transparency and pattern recognition

# APPENDIX B - NPC Professional Conduct and Learner Interaction Policy

## 1. Purpose

This policy sets out the professional standards expected of all NPC staff, teachers, freelancers, volunteers and representatives when interacting with learners. It exists to:

- Protect learners from harm, misunderstanding, boundary violations and abuse.
- Protect staff and representatives from allegations, misinterpretation or professional risk.
- Promote safe, rights-respecting, trauma-informed teaching practice.
- Ensure alignment with current Scottish child protection and safeguarding guidance.

This policy operates alongside — and does not replace — the NPC Safeguarding Policy.

## 2. Core Principles

All professional interactions at NPC must be:

- Learner-centred
- Rights-based (UNCRC compliant)
- Transparent and observable
- Defensible and professionally justifiable
- Boundaried and proportionate
- Trauma-informed
- Respectful of power imbalance

At all times, staff must ask:

“Would this interaction withstand external scrutiny?”

## 3. Professional Environment Expectations

NPC Representatives must:

- Conduct lessons in rooms that are observable or accessible.
- Avoid isolated, unobservable settings wherever possible.
- Position themselves and learners in a way that maintains personal space and professional distance.
- Avoid creating situations that could give rise to misunderstanding.

Where 1:1 teaching is essential:

- Doors should not be locked.
- Visibility panels should not be obscured.
- Other staff should be present within the building.
- The session should be scheduled and documented.

## 4. Physical Contact

### 4.1 General Position

NPC adopts a **minimal contact approach**.

**Physical contact/touching should be avoided wherever reasonably possible in teaching practice.**

Modern safeguarding guidance emphasises that:

- Verbal instruction
- Demonstration
- Modelling

should always be used before considering physical adjustment.

### 4.2 When Physical Contact May Be Justifiable

Physical contact is only acceptable where it is:

- Necessary for safety or harm prevention
- Required for emergency first aid
- Proportionate and brief
- Open and observable
- Consent-based (where capacity allows)
- Explained in advance

Physical contact must never be:

- Routine
- Casual
- Comfort-based (e.g. hugs)
- Used for reassurance
- Used for behaviour management
- Prolonged

If a learner declines physical assistance, this must be respected immediately.

### 4.3 Recording Requirement

Any instance of physical contact that could be considered unusual, misinterpreted, or learner-initiated must be:

- Reported to the Designated Child Protection Contact (DCPC) using the Incident Report Form at the foot of the NPC webpage.
- Recorded factually
- Logged in accordance with safeguarding procedures

## 5. Professional Boundaries

NPC Representatives must:

- Maintain clear teacher–learner boundaries at all times.
- Avoid over-familiarity.
- Avoid sharing personal information unrelated to teaching.
- Avoid favouritism or perceived “special” relationships.
- Avoid meeting learners outside formal NPC activity without authorisation.

Staff must remain alert to:

- Power imbalance
- Dependency risk
- Transference or infatuation
- Blurred relational boundaries

Any concern about boundary drift must be raised immediately

with the DCPC or Principal.

## 6. Practices That Must Never Occur

The following are strictly prohibited:

- Any sexualised behaviour, comment, or innuendo.
- Any form of inappropriate touching.
- Physical “horseplay”.
- Language or behaviour that humiliates, intimidates, or embarrasses a learner.
- Failing to report safeguarding concerns.
- Use of secretive or temporary communication channels. E.g. Snapchat
- Attempting to manage safeguarding concerns independently.

Any breach may result in disciplinary action and referral to statutory authorities.

## 7. Responding to Concerning Situations

The following must be reported and recorded immediately:

- A learner injury occurring during NPC activity.
- A learner misinterpreting physical proximity or instruction.
- A learner attempting inappropriate contact.
- A learner making sexualised comments or advances.
- Any situation where a staff member feels vulnerable or exposed to potential allegation.

Follow the Incident Report Form without delay.

## 8. Transporting Children and Young People

Transporting learners should be avoided unless:

- Explicitly authorised by senior management.
- Parental consent is documented.
- There is no reasonable alternative.

Where transport is unavoidable:

- Avoid single adult–single child arrangements.
- Use group transport where possible.
- Ensure correct insurance cover.
- Maintain professional conversation only.
- Avoid music, content or conversation that could be misinterpreted.

Transport arrangements must be transparent and documented.

## 9. Online and Digital Professional Conduct

Online teaching carries equivalent safeguarding responsibilities.

NPC Representatives must:

- Use approved official platforms only.
- Use professional NPC accounts.
- Avoid personal social media interaction.
- Maintain professional appearance and neutral backgrounds.

- Avoid bedrooms as teaching spaces (for staff or learners where possible).
- Ensure sessions are secure (password protected, waiting room enabled).
- Avoid recording sessions unless formally authorised. E.g. Examinations

Private messaging, informal chat, and non-educational contact are not permitted.

## 10. Electronic Communication and Social Media

### 10.1 When communicating in relation to NPC teaching or activities, staff must:

- Use official NPC communication channels wherever possible.
- Use NPC email accounts or approved platforms for lesson-related communication.
- Keep all communication professional, appropriate, and educational in purpose.
- Ensure parents/carers are included in communication with under-18s where appropriate.
- Avoid using disappearing-message platforms for NPC communication.

### 10.2 Because staff and learners may interact in wider musical or community settings:

- Staff should not initiate social media connections with learners in their capacity as NPC tutors.
- Staff should not use personal social media accounts for direct one-to-one messaging with learners about NPC matters.
- Where a pre-existing community relationship exists (for example, participation in the same pipe band or local music group), staff must:
  - Maintain professional boundaries.
  - Avoid private educational conversations via personal messaging.
  - Redirect NPC-related matters to official channels.
  - Ensure communication with under-18s remains transparent and, where appropriate, visible to parents/carers.
  - If uncertainty arises, staff should seek guidance from the Safeguarding Lead.

### 10.3 Personal Contact Details

- Staff must not exchange personal phone numbers or private contact details with learners for NPC purposes.
- Any necessary contact should take place via official or agreed NPC channels.
- Exceptions (for example, emergency band travel arrangements) must be transparent and, where relevant, copied to parents/carers or group leads.

#### **10.4 Appropriate Content and Conduct, staff must not:**

- Engage in private, non-educational conversations with learners in their NPC role.
- Comment online about learners, families, or NPC matters in a way that could identify individuals.
- Post content that could undermine professional credibility in the context of their teaching role.
- Where staff and learners share community spaces, staff remain responsible for maintaining professional conduct in public online forums.

#### **10.5 Dual Roles in Community Settings. NPC recognises that staff may:**

- Play in the same pipe band as learners.
- Travel to competitions together.
- Engage in shared cultural and musical networks.

In such cases:

- Safeguarding standards still apply.
- Staff must remain conscious of power imbalance.
- Boundaries appropriate to the teaching relationship must be preserved.
- Any concern or blurring of boundaries should be reported to the Safeguarding Lead.

#### **10.6 If a learner attempts to initiate inappropriate or personal digital communication:**

- Staff must not engage.
- The communication should be recorded.
- The Safeguarding Lead should be informed.

### **11. Managing Allegations and Risk**

NPC recognises that:

- False or mistaken allegations can occur.
- Poor boundary management increases professional risk.
- Transparency protects both learners and staff.

Any allegation, concern or boundary ambiguity must be:

- Reported immediately.
- Recorded factually.
- Managed in line with the NPC Safeguarding Policy.

### **12. Duty of Self-Awareness**

All NPC Representatives are responsible for:

- Monitoring their own professional boundaries.
- Seeking advice early.
- Declaring conflicts of interest.
- Withdrawing from situations where objectivity is compromised.

Professional reputation is built on consistency, transparency and restraint.

## APPENDIX C: USEFUL CONTACTS AND RESOURCES

Police Scotland (Emergency) - 999

Police Scotland (Non-Emergency Number) – 101

Health & Social Care Glasgow – 01412870555

NSPCC Glasgow - 0808800500