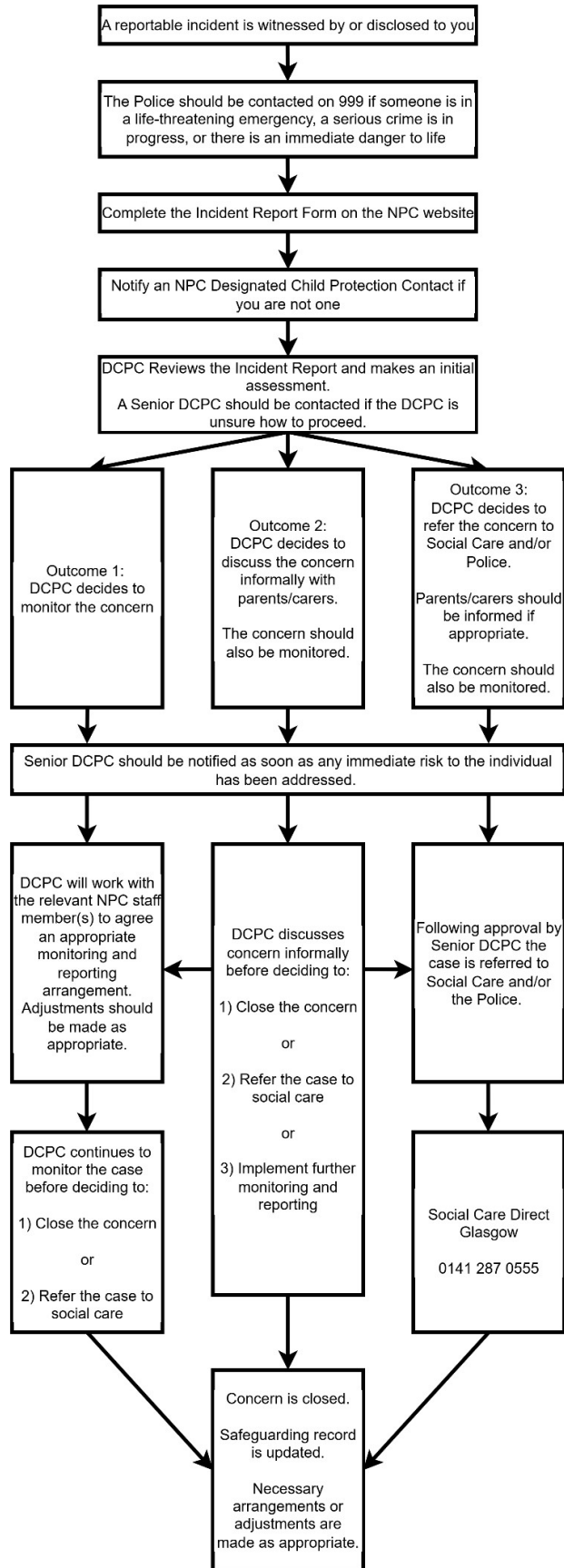


NPC Incident Reporting Procedure



A Reportable Incident (Definition)

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

NPC Child Protection Contacts

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Decision-Making Flow for Designated Child Protection Contacts

(for concerns relating to a child or vulnerable person)

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

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

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?

Ask:

- 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

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

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