

Blackford Fiddle Group

Child Protection Policy



Blackford
Fiddle Group (Est 1996)

Version:	v2
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Author:	Simon Marshall
Approved by:	AGM

Version	Changes/Notes	Date	Author
v2	Policy re-written based on feedback from the committee. Also combining the Referrals Policy.	6 April 2024	Simon Marshall

Purpose

The purpose of this policy is to ensure that the Blackford Fiddle Group provides a safe place for children and young people to learn and play music.

Where an incident occurs that may have child protection implications but is not explicitly covered in this document, the BFG Member/Management Committee/Safeguarding Officer should use their knowledge, skills and experience to resolve the incident in the best interests of the child(ren) concerned. They should, if necessary, contact the NSPCC adult helpline for advice and support.

Changing this Policy

Minor changes to the policy can be made at Management Committee meetings with the agreement of the committee.

Significant changes must be approved at the AGM or Special General Meeting meeting.

Sharing this Policy

The Safeguarding Officer is nominated by the Management Committee following the AGM.

Every year, the Safeguarding office will:

- Discuss and explain this policy to the Management Committee at the first committee meeting after the AGM, to ensure they understand the policy and their responsibilities; and
- Discuss and explain this policy with PVG'd Adults and Other Adult Members; to ensure they understand the policy and their responsibilities.

The Latest agreed version of this document will be published on the BFG website (in a publicly accessible part of the website).

Roles and Responsibilities

Role	Responsibilities	Who
Safeguarding Officer & PVG Lead Signatory	The Safeguarding Officer shall have overall responsibility to ensure that the Child Protection Policy is understood and is being applied by the Group. He/she will have lead responsibility for liaison with Volunteer Scotland.	Nominated annually by the Management Committee. Current Post Holder: Simon Marshall
Management Committee Member	The Management Committee are responsible for supervising child protection arrangements at any BFG meeting. Management Committee members are the first point of contact for any concerns regarding the wellbeing of a child (aged under 13) or young person (aged 13 to 17). The Management Committee may share information with each other (unless it involves one of the Management Committee members directly). If a person wishes to raise a concern about one of the Management Committee, they should either contact one of the other Committee members or phone the NSPCC helpline and seek advice.	All adult members of the Management Committee (expected to be PVG'd).
PVG'd Adults	PVG'd Adults (aged 18 and over) can tutor children and young people, and can offer to transport children and young people to BFG events (with parental consent) All PVG'd Adults are responsible for ensuring that they adhere to this policy.	The list of PVG'd Adults is maintained by the Safeguarding Officer, and shared with the Management Committee.
Adult Members	It is the responsibility of all members to ensure that any concerns about the behaviour of members or others present at BFG Friday Sessions (or other Events) are reported to one of the Management Committee members. All adult members should also read this policy and adhere to it.	All Adult members of BFG.

Training

All Management Committee members will be requested to complete the Child Protection e-Learning course offered by Perth & Kinross Council: "Essential Child Protection E-learning Module (2022)" (<https://www.pkc.gov.uk/article/20447/Child-protection-e-learning-module>) and confirm that they have completed it to the Safeguarding Officer.

All PVG'd Adult and other Adult Members are encouraged to also complete this e-Learning course.

NSPCC Helpline

Anyone can contact the NSPCC helpline to seek advice or raise a concern about the welfare of a child/young person and we would encourage members to do so if they were not comfortable sharing information with one of the Management Committee. The NSPCC phone number is: 0808 800 5000, they can also be contacted by email: help@NSPCC.org.uk (further details are on their website: <https://www.nspcc.org.uk/about-us/contact-us/>).

If there is an immediate threat to a child or young person's safety, the police should be contacted without delay using 999.

Friday Evening Sessions Guidance

To enhance the safety and well-being of everyone attending Friday evening sessions, the following practices will be observed:

1. 2 people (with at least one PVG'd) should open-up the hall, so that they are both there before children/young people start to arrive.
2. Typically, the group should start in the big hall at 7pm.
3. Individual Adult-Child tuition (i.e. 1-2-1 tutoring with one adult and one child/young person), should not take place in a separate room (the large hall should typically be used with other people present).
4. When groups disperse for practice or learning, a Management Committee member will undertake frequent (and at least one per meeting) but discrete monitoring checks.
5. Non-PVG'd adults should not tutor children/young people (individually or as a group) without a PVG'd Adult being in the same room.
6. Children should not be left in the Kitchen without PVG'd adult supervision (due to the risk of boiling water etc.).
7. Children should not use the 'Toy Library' room without PVG'd adult supervision (due to the proximity to the front door).
8. Children and Young People are encouraged to play what they've learnt with the adults, and then have a tea/coffee/hot chocolate break together.
9. Children should be picked-up at 8pm, and PVG'd Adults should supervise the children from when their tuition finishes until they are picked-up.
10. Parents and guardians can satisfy themselves about their children's safety by attending the sessions at any time; and are encouraged to become members themselves and to join their children in learning.
11. When Parents/Guardians attend, they should not be left with Children (other than their own) without a PVG'd Adult being present.

Child Membership Forms

Parents/Guardians will be asked to complete a form for their children/young people (which includes, contact details and allergy information etc.). The folder containing these completed forms will be stored in the locked cupboard in the small hall (so that Management Committee members can access Parent/Guardian contact details in case of emergency).

Children and young people (i.e. under 18) can only be registered as members of BFG by their parent or guardian.

Protection of Vulnerable Groups Scheme (PVG)

It is our policy to register all adults Management Committee members, and all other adult members (or external tutors) who tutor children and young people within the Group, with the PVG scheme.

Other adult members are encouraged to join the PVG scheme. If they do so they will be able to help with teaching and transport to gigs etc.

BFG is registered with Volunteer Scotland Disclosure Services (VSDS). The PVG Lead Signatory (typically the Safeguarding Officer) must be a member of the Management Committee, appointed by the Management Committee within one week of each AGM.

The PVG Lead signatory will help process PVG applications through Volunteer Scotland (note, the cost of PVG applications is covered by the Scottish Government).

The PVG Lead Signatory will maintain a list of PVG members and share this list with the Secretary. The names of those on the PVG scheme will be shared with the Management Committee (other than names, the details of PVG scheme records are not shared unless there are implications for child protection).

During exceptional circumstances (such as Covid Lock-down), BFG may arrange online lessons for under 18s from a qualified tutor who is a member of the PVG scheme. Under these circumstances parents will be asked for permission and will be expected to take responsibility for their child's safety. BFG recommends that an adult is present during these lessons.

Events & Gigs

While BFG encourages members to meet to play music socially, it would remind members that there might be child protection issues. Advice is available from any Management Committee member, but BFG cannot take responsibility for any events or arrangements made by members of the group that are not official BFG activities.

Where transport to a gig or other event is offered/arranged by BFG, there must be a PVG'd Adult in the vehicle. Members may wish to make their own way to gigs or to make their own arrangements with each other in which case BFG is not responsible but would remind members of child protection issues.

Any meeting of BFG must have at least two PVG'd adults present. If fewer than 3 under 18s are expected to be present, their parents should be informed, and where such an event involves children aged 12 and under, it is advised that a parent or guardian is present.

What to do

The following is a guide on what to do in the event of the following circumstance:

- 1) **Raising concern about an Individual**
- 2) **What Happens When You Report a Concern**
- 3) **Receiving a Disclosure from a Young Person**
- 4) **Duty to Refer**
- 5) **Referral to Disclosure Scotland**

Raising concern about an Individual

If you have any concern about an individual or other child protection concern:

- Raise that concern to the Safeguarding Officer or any of the Management Committee members; and/or
- Contact the NSPCC helpline for advice; and/or
- If there is an immediate threat to a child's or young persons safety, the police should be contacted without delay using 999.

What Happens When You Report a Concern

When you inform one of the Management Committee about a disclosure or a concern:

The Management Committee member you have reported it to will discuss the matter with at least one of the other Management Committee members (typically including the Safeguarding Officer) and may contact the NSPCC adult helpline for advice before making a decision about what to do.

The Management Committee members will decide on the appropriate course of action, which could include:

- Verbal/written warnings;
- Exclusion from the group;
- Share the information with PKC Children's Services;
- Referral to Disclosure Scotland (see the Referrals below);
- Share the information with the police; and or
- Other (e.g. monitoring the situation).

A Management Committee member should inform the person who reported the concern of the course of action.

The Safeguarding Officer will keep a record of the reported concern and action taken.

Receiving a Disclosure from a Young Person

This procedure should be followed if a child discloses an event that indicates they may have been harmed or are at risk of harm:

- If a child wishes to tell you something, do not promise to keep it a secret. If you have to break this promise, it can be a major breakdown in trust and the child may be unwilling to share information with other services in the future.
- Listen to the child and make concise notes about the child's details (name, age, address), what the child said or did that gave you cause for concern (if the child made a verbal disclosure, write down their exact words) and any information the child has given you about the alleged abuser.
- Reassure the child that they have done the right thing by telling you.
- If there is an obvious or immediate threat to a child's safety, the police should be contacted using 999.
- Immediately inform one of the Management Committee.

Duty to Refer

It is a criminal offence, punishable by imprisonment and/or a financial penalty, to fail to refer an individual to Disclosure Scotland, when the referral grounds are met.

You must refer if you permanently remove an individual, or would have done if they had not already left, because of the referral grounds being met.

2 conditions must be met before we let Disclosure Scotland know that something has happened.

Condition 1 – A person has been permanently removed/removed themselves from regulated work (i.e. removed from the Group); and

Condition 2 – At least 1 of the following 5 grounds apply:

- Caused harm to a child or protected adult
- Placed someone at risk of harm
- Engaged in inappropriate conduct involving pornography
- Engaged in inappropriate sexual conduct
- Given inappropriate medical treatment

When both of these conditions have been met, it is a legal requirement that we must let Disclosure Scotland know by making a referral within 3 months of the permanent removal of the individual.

Referral to Disclosure Scotland

A referral can be made using the following link: <https://www.mygov.scot/pvg-employer-referral>

The Protection Unit can be contacted on 03000 2000 40 if you need any help. If you're unsure about whether you need to make a referral, please email pvgreferrals@assured.systems.gov.scot before you complete the form.

Making a referral is not optional. It is a legal requirement to report circumstances where both conditions are met.

Where it is necessary to make a referral, this process will be carried out by the PVG Lead Signatory. In their absence, the referral process will be carried out by another Management Committee member