## SAFEGUARDING REPORTING PROCEDURES

This document refers only to activities directly managed by North Berwick Pipe Band (NBPB (hereafter referred to as "the Band")). The document should be considered in conjunction with the following NBPB Documentation:

- Safeguarding Policy
- Guidance on Dealing with Bullying,
- Complaints Procedure

Abuse of children or protected adults can take place within a number of settings. It is crucial that those involved in activities on behalf of the Band are aware that all allegations of abuse are taken seriously and that appropriate action is taken.

It is **not** your responsibility to decide whether or not a child or protected adult is being abused. However, it is your responsibility to inform the appropriate agencies of possible abuse so that they can then make inquiries and take any necessary action to protect the child or protected adult. This applies both to suspicions of abuse occurring within the context of Band activities and to allegations that abuse is taking place elsewhere.

The Band has a duty to report to Disclosure Scotland (immaterial of whether the individuals concerned are PVG members or not) any circumstances where we have concerns about the conduct of a member towards a child or protected adult irrespective of whether the member is current or has left and especially if the organisation has had cause to remove the member from a child or protected adult.

These reporting procedures explain how you should respond to such concerns.

**Receiving evidence of possible abuse.**
You may become aware of possible abuse in various ways. You may see it happening; you may suspect that it is occurring; it may be reported to you by someone else, or it may be reported to you directly by the child or protected adult affected.

In all of these cases, it is particularly important to respond appropriately. If a child or protected adult says or indicates that he or she is being abused, or information is obtained which gives you concern that a child or protected adult is being abused, you should:

- React calmly so as not to frighten the child or protected adult.
- Tell the child or protected adult that he/she is not to blame and that it was right to tell.
- Take what the child or protected adult says seriously, recognising the difficulties inherent in interpreting what is said by a child or protected adult who has a speech disability and/or differences in language.
- Keep questions to the absolute minimum necessary so that there is a clear and accurate understanding of what has been said. Be careful not to ask leading questions.

- Reassure the child or protected adult, but do not promise to keep the matter secret – explain that to resolve the problem it will be necessary to inform other people as appropriate.

**Recording information**
All information arising in relation to safeguarding is highly sensitive and confidential. Accordingly, it should be held under secure conditions and only made available to those who have a definite need for it. You should make a note as soon as possible of whatever information you obtain, both for your own future reference and possibly for passing on to others, and to appropriate agencies such as Local Authorities' Social Services or the Police. You should confine yourself to the facts, and distinguish between what is your own personal knowledge and what you have been told by other people. You should not include your own opinions on the matter, to avoid the possibility of libel.

Information should include the following:

- The nature of the allegation, in as much detail as possible, including times, dates, locations and other relevant information
- Details of the child or protected adult involved, including name, age, address and other contact details, and identifying who has parental responsibility for the child or protected adult
- Details of the person against whom the allegation is made, including name, relationship with the child or protected adult, age and contact details (if known)
- The identity and contact details of any informants or other witnesses
- The child's or protected adult's account, if he or she can give one, of what has happened
- A description of any visible bruising or other injuries
- Details of who else has been informed of the alleged incident
- Any other relevant information
- A copy of the Band's Safeguarding Referral form is attached for your information.

**Reporting Concerns**
If you have concerns about a child or protected adult, you must report these concerns to the Band's Safeguarding Officer and follow the steps laid down in the Band's Reporting Procedures. This will help the well-being of any child concerned and also protect staff and volunteers.

Investigating abuse is a very complex and detailed process. Band personnel must remember that they are not responsible for deciding whether or not abuse has taken place, rather they are responsible for reporting their concerns to the relevant person. The flow diagram outlined below sets out the procedure for the reporting of safeguarding concerns. In the event of the Safeguarding Officer not being available, you should proceed to the next stage of the reporting procedure. The Safeguarding Officer should be advised of such actions as soon as practical.

**Reporting Procedures Flow Diagram**

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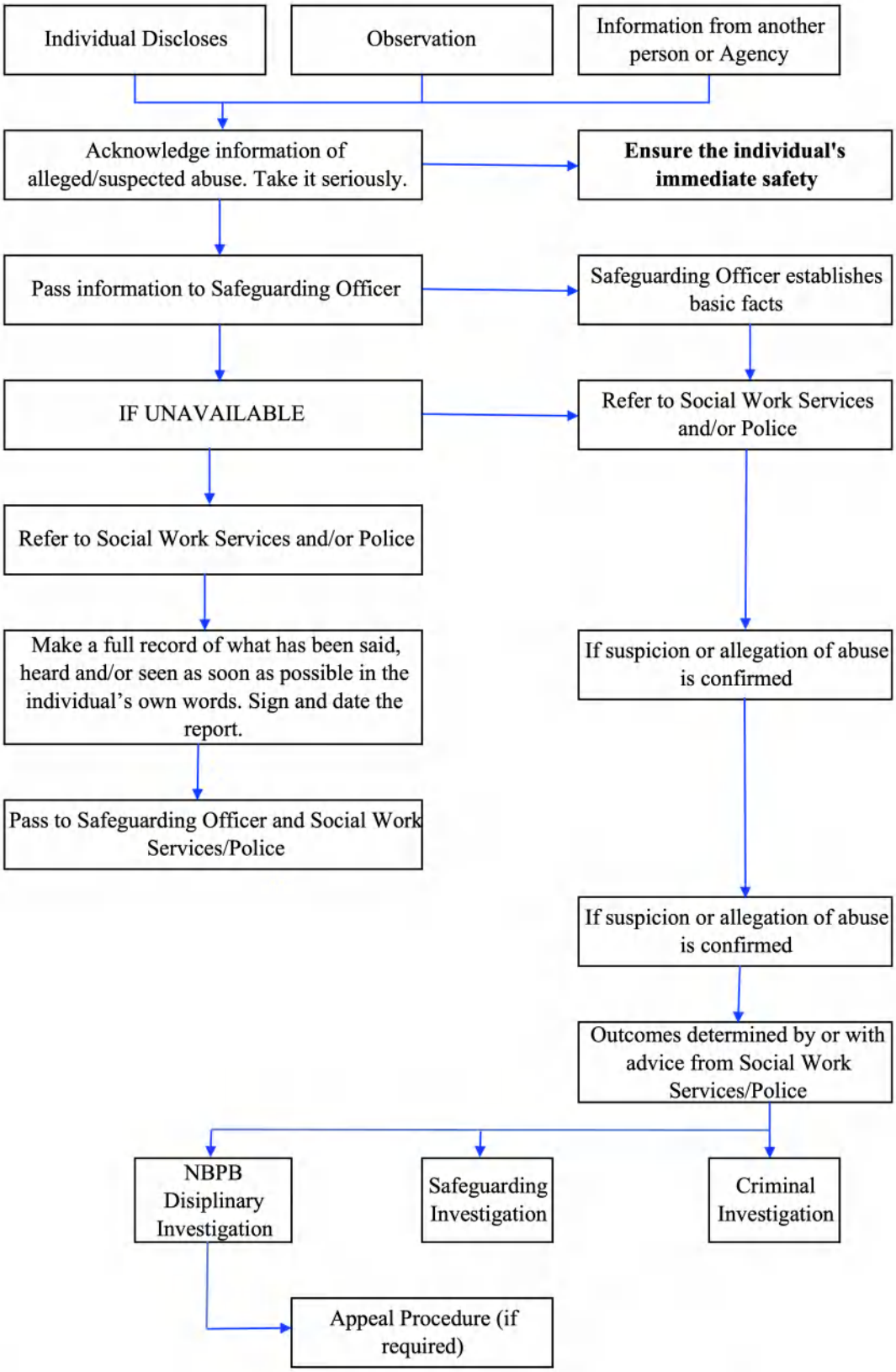
## Reporting Procedures Flow Diagram




The Band expects all personnel to discuss any concern they may have about the welfare of a child or protected adult immediately with the person in charge, and subsequently to check that appropriate action has been taken.

The discovery that an individual may be abusing a child or protected adult will raise feelings and concerns among other personnel and it can be inherently difficult to report such matters. However, it is important that any concerns for the welfare of the child or protected adult arising from abuse or harassment by any individual should be reported immediately.

However, if the abuse is alleged to have occurred within the context of Band activities, it may also require disciplinary action by the Executive. If the matter is being investigated by the police and/or social services, the Executive may decide to await the outcome of these investigations, which may well influence a disciplinary investigation, although not necessarily so. In appropriate cases, the Band will suspend the individual concerned while an investigation is taking place. This is not intended to prejudge the outcome of the investigation, but simply to remove the individual from contact with children or protected adults until the investigation is concluded.

**Confidentiality**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only. This includes the following people:

- The Event Organisers.
- The parents or family of the person who is alleged to have been abused
- The person making the allegation.
- Social Work Services/Police.
- Seek advice from Social Services on who should approach the alleged abuser (or parents if the alleged abuser is a child or protected adult).

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

There is information however, which **must** be passed on to the Designated Person. This includes information that a child or protected adult has been harmed or is at risk of harm. The legal principle states that the "welfare of the child or protected adult is paramount" and this means that considerations of confidentiality can never override the right of a child or protected adult to be safe from harm.

**Conclusion**

The Band is determined to ensure that children and protected adults can participate in all forms of Band activity with their safety being of paramount importance. All members of the Band should be aware of their responsibilities towards the children and protected adults in their care. This approach will help protect not only the welfare of any individual concerned, but also protect Band personnel.

**North Berwick Pipe Band**
**Safeguarding Referral Form**

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|---|---|
| Name of child or protected adult | |
| Age | |
| Address (if known) | |
| Female parent /carer<br><br>Address<br><br>Telephone numbers | <br><br><br><br>Home<br><br>Mobile |
| Male parent /carer<br><br>Address<br><br>Telephone numbers | <br><br><br><br>Home<br><br>Mobile |
| Other relevant information (*i.e. siblings, additional support needs, communication difficulties etc.*) | |
| Referred to (contact details) | Name<br><br>Address<br><br><br>Position<br><br>Date of referral |
| Referred by (contact details) | Name<br><br>Address<br><br><br>Position<br><br>Signed Date |

| | |
|---|---|
| Details of referral<br><br>Location | |
| Please provide reason for referral. (Identify nature of allegation, what your concerns are and why they have arisen, the identity and contact details of any informants or witnesses, details of any person against whom the allegation is made.)<br><br>If the concern has been raised by the child or protected adult or you have spoken to the child or protected adult, please record in the individual's own words what has been said.<br><br>Details of who else has been informed of the alleged incident. | |