



Protection of Vulnerable Groups policy

Inverclyde Juvenile Pipe Band and Lower Clyde Pipes & Drums are committed to creating a safe environment for Children, Young People and Adults. We recognise our moral and legal obligations under the Protection of Vulnerable Groups (Scotland) Act 2007 and will ensure that Band members will take all reasonable steps to promote safe practice and to protect vulnerable groups and individuals from harm, abuse and exploitation.

Definitions

Types of Abuse

The following are the main types of abuse. There are others e.g. Institutional abuse or Human Rights abuse which are unlikely to be encountered within the day to day running of our organisation:

1. **Physical Abuse**
2. **Sexual Abuse**
3. **Psychological Abuse**
4. **Financial or Material Abuse**
5. **Discriminatory Abuse** actions (or omissions) and/or remarks of a prejudicial nature focusing on a person's age, gender, disability, race, colour, sexual or religious orientation.

Who is a Vulnerable Adult?

A person 16 years or over who is, or may be, disadvantaged by physical or emotional frailty, old age, intellectual impairment caused by a disabling condition or illness, mental illness or other mental health problems; **and** who is, or may be, unable to take care of him or herself, or is unable to protect him or herself against significant harm or exploitation.

Who is a Child?

Those aged less than 16 years

An adult aged 16 to 18 may still be legally defined as a child if they are subject to a current supervision requirement issued by a Children's Hearing.

Our policy

The Protection of Vulnerable Groups (Scotland) Act 2007 created the PVG Scheme and places legal obligations on voluntary groups such as our organisation to check adults volunteering / offering to engage in regulated work with children against barred lists.

A person is barred from working with children if they are included on any of following:

- The Children's Barred List established by the Protection of Vulnerable Groups (Scotland) Act 2007
- The Children's Barred List maintained under Section 2 of the Safeguarding Vulnerable Groups Act 2006
- The Children's Barred List maintained under Article 6(1) (a) of The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007
- Subject to an equivalent prohibition or disqualification in any other jurisdiction.

In order to comply, all adults who wish to help in our organisation on a regular basis, as Tutors or other key positions as identified by the committee, will be subject to an enhanced level criminal record check that will require membership of the PVG Scheme unless a previous disclosure exists.

All other adults who are part of the band structure do not require disclosure / PVG, but are subject to the 'Code of Conduct' within this document.

Underpinned by the following principles:

- The welfare of vulnerable groups and individuals is always the primary concern
- All vulnerable groups and individuals have the right to be protected from abuse regardless of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity
- Protecting vulnerable groups and individuals is everyone's responsibility
- All band members have a right to express their views on matters affecting them

We will:

- Treat everyone with respect
- Respect and promote the rights, wishes and feelings of Band members
- Provide time for vulnerable groups and individuals to talk to us and listen to what they say
- Encourage all Band members to respect and care for others
- Keep a register of every Child or individual who is considered to be vulnerable and is involved with the band including relevant medical details and have a contact name and number close to hand in case of emergencies
- Respect confidentiality and only share information/concerns with the people who need to know in order to protect the child or vulnerable adult
- Recruit, train and supervise those who work (paid and unpaid) using the Procedure for Safe Recruitment
- Take action to stop any inappropriate verbal or physical behaviour including bullying
- Encourage parents to become involved in the organisation and, when requested, provide them with copies of all guidelines and procedures

In our band, if we have suspicions about a child's or vulnerable adults physical, sexual or emotional well being, we will take action.

All band members are encouraged to share concerns with the Pipe Major or other nominated band member. If the situation is clearly an urgent case, the child or Adult is too frightened to go home or we have very serious doubts about the persons safety we will contact Social Work Resources or the Police immediately.

If our concerns are of a more general welfare concern, then we will discuss these with the Pipe Major or other nominated band member who will then make a referral to an appropriate professional for assessment of the individuals needs. It is important that all band members communicate concerns accurately. To this end, band members will follow the procedures below:

- 1) Upon receipt of any information from a child/vulnerable adult or suspicions of abuse towards a child/vulnerable adult, it is necessary to make an accurate and detailed written record of what they have seen, heard or know, at the time the event occurs;
- 2) Share their concerns with the Pipe Major other nominated band member and agree what action to take.

- 3) Avoid asking any more questions than are necessary to clarify whether there is a concern. Always REFER to statutory services to undertake in depth INVESTIGATION of any suspicions or allegations of abuse.

If we have concerns we must act – it may be the final piece of the jigsaw that is needed to protect that child/vulnerable adult. We may also prevent further children/vulnerable adults from being hurt.

Code of Conduct

All Band members should:

- Always put the care, welfare and safety needs of a child first
- Respect a child's or vulnerable adult's right to be involved in making choices and decisions which directly affect them
- Respect a child's or vulnerable adult's culture (e.g. faith and religious beliefs) and right to privacy and personal space
- Respond sensitively to children/vulnerable adults who seem anxious about participating in certain activities
- Speak to someone in charge immediately if you are worried about a child/vulnerable adult or any Band member
- Be aware of and sensitive to the vulnerabilities of some children or adults e.g. those with a disability; those from different cultural or religious backgrounds or from other minorities within the community
- Avoid being alone with children and when appropriate with vulnerable adults. Ensure that when working with children or with vulnerable adults you are at least within sight and hearing of other adults
- Listen carefully to any child or other individual who 'tells you' they are being harmed and report immediately to the Pipe Major or other nominated band member.
- Never dismiss what a child or other vulnerable person tells you as 'lies' or exaggeration
- Always give constructive feedback and not negative criticism
- Always ensure that first aid is administered by people who have relevant training and qualifications

You should not:

- Exaggerate or trivialise another band member's concern about a child/vulnerable adult or ignore allegations of suspicion of abuse
- Discuss personal issues about a child/vulnerable adult or their family with others except the Pipe Major or other nominated band member where you are concerned about the individual's well-being
- Make derogatory remarks, gestures or use inappropriate language in front of children/vulnerable adults
- Allow a child/vulnerable adult or other band member to be bullied or harmed by anyone in the organisation
- Allow children or adult band members to swear or use sexualised language unchallenged

You must never:

- Hit, push or grab a child or young person or other band member.
- Engage in sexually provocative games, including horseplay
- Allow others or yourself to engage in touching a child/vulnerable adult in a sexually provocative way
- Make sexually suggestive comments to a child/vulnerable adult, even in fun
- Engage in rough physical contact with a child/vulnerable adult unless it is permitted within the rules of the game or activity
- Form intimate physical or emotional relationships with children/vulnerable adults
- Harass or intimidate a child/vulnerable adult or band member particularly because of their age, 'race', gender, sexual orientation, religious belief, socio-economic class or disability
- Invite or allow children/vulnerable adults to stay with you at your home in the context of your role within the band

In addition:

- Any band member who is charged with or convicted of an offence - against a child/vulnerable adult, the use or supply of illegal drugs, a violent offence or an offence of a sexual nature **must** report this to their Pipe Major or a Committee member. This will be taken to band committee who will decide upon what action is to be taken and will treat such information as confidential. The committee's decision will be communicated to the band member concerned.
- When representing the band, whether in or out of uniform, band members must be mindful that we wish to project a positive image. It is therefore essential that members' behaviour does not bring the band into disrepute e.g. use of inappropriate language, discriminatory behaviour, etc.

Disclosure or PVG Records

For the purpose of this policy, PVG Scheme Records, PVG Scheme Record Updates, Standard and Enhanced disclosures will be referred to as Disclosure Records.

In accordance with the Scottish Government Code of Practice, for registered persons and other recipients of disclosure information, the band will ensure the following practice.

Disclosure records will only be requested when necessary and relevant to a particular position within the pipe band organisation. The information provided on a disclosure record will only be used for screening prior to tutors & administration volunteers taking up positions in the band.

The band will ensure that an individual's consent is given before seeking a disclosure record, and will seek their consent before using disclosure information for any purpose other than recruitment. Furthermore, we will ensure that all sensitive personal information which is collated for the purposes of obtaining a record will be managed confidentially at all times by those involved in the Disclosure process.

Disclosure information will only be shared with those authorised to see it in the course of their duties.

Disclosure information will be destroyed by shredding. No image or photocopy of the disclosure information should be retained. Recipients of disclosure information may, however, keep a record of the following:

- Date of issue of disclosure record
- Name of subject
- Disclosure type
- Position for which the disclosure was requested
- Unique reference number of disclosure
- Recruitment decision taken