



LOMOND AND CLYDE COMMUNITY ORCHESTRA SAFEGUARDING POLICY

March 2022

Introduction

The ethos of Lomond and Clyde Community Orchestra (LoCCO) is to welcome players of all abilities and experience to join us, it generally comprises members who are independent adults; we also welcome children to play and rehearse with us. Parents/guardians are welcome to stay during rehearsals and younger children usually have a parent/grandparent also playing in the orchestra. Some older children come without an adult and their parent/guardian completes the membership form on their behalf and is given information about specific arrangements for children and young people. LoCCO rehearsals are usually held in a group with the whole orchestra playing together. Sectional rehearsals (strings, wind, brass, percussion) are occasionally held during rehearsals, when there will always be a mixture of both adults and children present, along with a tutor. During rehearsals, there is no reason for any individual member, the conductor or a tutor to be alone with a child.

LoCCO is committed to the protection of children and regards the safeguarding and promoting of the interests and wellbeing of children as of paramount concern. We are also committed to the protection of vulnerable children from exploitative relationships.

Lomond and Clyde Community Orchestra consider it the duty of all those involved with the organisation, to prevent the physical, sexual or emotional abuse or neglect of all children with whom they come into contact, including reporting any abuse discovered or suspected.

Who needs protection?

Children and young people under the age of 16 and young people between the ages of 16 and 18 who are affected by disability or are vulnerable.

What is child abuse?

The definition of child abuse adopted in Scottish Government National Guidance for Child Protection in Scotland 2014 states: "Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger. Assessments will need to consider whether abuse has occurred or is likely to occur."

You will find additional information, including descriptions of different types of abuse, in Appendix 1.

What to do if you think a child or young person is at risk of abuse

- Be supportive to the child or young person. Listen with care, but do not ask any unnecessary questions. Take what the child or young person is saying seriously, and advise them you will have to pass the information on;
- Immediately report the grounds of your concern to the lead person **Hilary Fisher** (percussion section) who will take steps to pass the information on to the relevant person or organisation who will investigate the concerns. **Do not delay in reporting your concerns. Where possible, advise Hilary Fisher on the same day the concern arises;** and
- Write down the nature of your concern and anything the child or young person may have told you using, so far as possible, the words used by the child or young person. Remember to sign and date the notes taken;
- If you are unhappy with the response from the named person, you should contact the local Social Work Services Office and outline your concerns and the basis for them. (See important contacts).

The contact details for the child protection lead person(s) for the organisation is appended to this policy.

Confidentiality

If a child or young person may be at risk of harm, this will always override a persons or organisational requirement to keep information confidential. Volunteers or those involved with the organisation have a responsibility to act to make sure that a child whose safety or welfare may be at risk is protected from harm. Children, young people and their parents will always be told this.

Action to be taken by the child protection lead person

All cases of suspected or alleged abuse must be treated seriously. A notification of concern should be made to the Social Work services as soon as a problem, suspicion or concern becomes apparent. Notification of concerns should be made to the duty team or in an emergency to the Police, stating clearly that you want to make a child protection referral/ and then follow up the concern in writing. Outside office hours referrals should be made to the out of hours Social Work services or the Police.

Children and families social services: daytime 01546 605517 or evening & weekends 01631 566491 or 01631 569712

- **Police Scotland at any police office or by calling 101**
- **If you think a child is in immediate danger call Police on 999**

Wherever possible pass on the following information, however it does not matter if you don't have all the information below, do not delay in sharing the concern.

- Your name, contact details and organisation and your involvement with the family.
- The child's full name, age, date of birth and address. The child's current whereabouts and who they are with and what you are concerned about.
- The name, age and address of the child's parents/carers and/or any other adults who have care of the child.
- Who it is thought may have harmed the child or may pose a risk to them, and where and what may have happened.
- Is the child in imminent danger.
- Any other children who may also be at risk Do you have their names, DOB, address etc.
- The name, age and address of any other person known to have information on the alleged or suspected abuse.
- Whether there are any other agencies currently involved with the family (if known) e.g. health visitor, teacher, school nurse or any other health professional involved with the family, including the parents/carers.
- Whether there have been any previous concerns about this child or other children in the household.
- Whether the child has any disabilities or special needs (if so further information regarding the child's diagnosis if any, the main difficulties affecting functioning, any medical conditions, how the child communicates and expresses emotions should be provided).
- Whether there are any cultural or religious factors which need to be taken into account.
- Whether the parents are aware of the concerns and if so what is their reaction.

Record the name of the person you passed the concern to. It is important that you make your notification of concern as soon as you have decided that this is the appropriate course of action.

The Social Worker will send out a written response to the referrer with the agreed action resulting from the referral whether it has resulted in a Child Protection investigation or any other outcome within 10 working days. If the referrer does not receive this they should telephone the agency the referral was made to and request feedback.

When a referral has been received any of the following decisions may be made:

- Child Protection Procedures are invoked;
- Single agency assessment/support;
- Multi-agency assessment;
- No further action required;

- When Compulsory Measures of Supervision might be required a referral will be made to the Children's Reporter.

It is the responsibility of each individual to ensure that their Child Protection concerns are taken seriously and followed through. Each individual is accountable for their own role in the Child Protection process and if they remain concerned about the child he or she should re-refer the child and consider bringing the matter to the immediate attention of the senior social worker with responsibility for the case or duty Senior Social Worker for the area.

If you are unhappy with the response from Social Work Services, you can contact Police Scotland or the Reporter to the Children's Panel and outline your concerns to them.

What happens next?

It is the duty of Social Work Services to investigate matters of concern in relation to the protection of the child or young person. Where it is alleged a crime has been committed against a child, the matter is likely to be investigated jointly with the Police. The investigating Social Worker / Police Officer may require speaking to the person with whom the concerns originated. You should co-operate fully with any future enquiries.

What to do in an emergency

If you are concerned about the immediate safety of a child, for example a child at risk of immediate harm or injury, contact Police Scotland **immediately**. Do not delay, as this could result in serious injury to a child. For telephone numbers see appendix 2 or call 999.

What if it is someone within the organisation that you are concerned about?

If you have observed a member of the organisation acting in a way that has caused you to be concerned, and feel the matter needs to be investigated you should contact **Hilary Fisher** outlining your concerns and the basis for them. The named person will take your concerns seriously and decide on an appropriate course of action. This may involve the use of the organisations disciplinary procedures and / or a referral to Social Work Services / Police.

If the concerns involve the named person, this should be reported to the Chair or Secretary of LoCCO management committee or to Social Work Services / Police.

Supporting the child or young person

The child or young person is likely to continue to be involved with the organisation following the reporting of the concerns. Where relevant links should be maintained with the Social Work Services office involved in any investigation, in order to offer the appropriate support to the child / family.

It is important that those involved with the child or young person act in a supportive manner. You should

- **Continue to listen with care;**
- **Reassure the child or young person he/she was right to tell, if appropriate;**
- **Affirm the child or young person's feelings as expressed by them;**
- **Do not question/interrogate the child or young person;**
- **Do not show disbelief;**
- **Avoid being judgmental;**
- **Do not introduce personal or third party experiences of abuse; and**
- **Avoid displaying strong emotions.**

Historical Abuse

Where a child or adult discloses historical abuse, the organisation's child protection reporting procedure must be followed. A full discussion should take place with the named person within the organisation to agree what action is required to ensure the safety and wellbeing of the individual and others.

What to do if you have general welfare concerns about a child

There are many circumstances that may cause harm to a child, and require a response, but fall short of a concern that a child is being abused. Nevertheless, a build-up of concerns over time may in time become serious enough that the child is considered to be at risk of abuse. Where you have general welfare concerns about a child you should:

- Record your concerns and actions
- Discuss your concerns with the child protection lead person who will:
 - Record your concerns
 - Agree any further action that should be taken with the Chair of LoCCO management committee
 - Liaise with other agencies that are working with the child

The lead person and Chair of LoCCO management committee will Sregularly review general welfare concerns, to see whether the build up of concerns is significant enough to pass on to Social Work Services

Training and awareness

LoCCO members, parents and professionals (conductor, tutors) will be made aware of the existence of the Child Protection Policy, and their responsibilities in relation to the child protection process by:

- Including reference and where to access the policy on the membership form
- Including reference and where to access the policy in the information given to parents when a child joins the orchestra
- Including reference to the policy in information given to professionals attending rehearsals
- Placing the policy on the LoCCO website: LoCCO.org
- The Lead Person can access training via Argyle and Bute Council TSI training for voluntary organisations

The West of Scotland Child Protection procedures outline how all organisations work together to identify, investigate and respond to child protection concerns. They can be accessed at:

<http://www.proceduresonline.com/westofscotland/index.html>

NAMED RESPONSIBLE PERSON

Name Hilary Fisher

Position within Organisation / Title player in percussion section

Address Flat 2, 29 John Street Helensburgh g84 8YL

Tel No (Day) _____

Tel No (Evening) _____

Mobile No 0757 8506996

In absence of responsible person, please contact: The Chair of the Management Committee – Anne Evans tel 07976726822 or via the website locco.org

Important Contacts

AGENCY / ORGANISATION	CONTACT DETAILS
Children and families social services	Daytime: 01546 605517 Evening & weekends: 01631 566491 or 01631 569712
Police Scotland	In an emergency dial 999. Otherwise 101
Children's Reporter	Address: Kilbraneon House, Manse Brae, Lochgilphead PA31 8QX Tel: 0131 244 8200
West of Scotland Child Protection Procedures	http://www.proceduresonline.com/westofscotland/
Argyll & Bute Child Protection Committee Website	https://www.argyll-bute.gov.uk/abcpc

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger. Assessments will need to consider whether abuse has occurred or is likely to occur. Any information has to be seen in the context of the child or young person's whole situation and circumstances.

It is still helpful to consider and understand the different ways in which children can be abused. The National Guidance for Child Protection in Scotland 2014 gives additional information on dealing with specific concerns that may impact adversely on children and young people. Part 4 of the guidance makes reference to areas of risk such as

- Child Sexual Exploitation
- Child Trafficking
- Non Engaging Families
- Children and Young People Placing Themselves At Risk
- Children and Young People Affected By Domestic Abuse

The following definitions show some of the ways in which abuse may be experienced by a child but are not exhaustive, as the individual circumstances of abuse will vary from child to child. Different types of abuse may overlap or co-exist. The following definitions are all taken from the National Guidance for Child Protection in Scotland 2014.

Physical Abuse

Physical abuse is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after.

Signs of possible physical abuse:-

- Unexplained injuries or burns, particularly if they are recurrent;
- Improbable excuses given to explain injuries;
- Refusal to discuss injuries;
- Untreated injuries or delay in reporting them;
- Excessive physical punishment;
- Arms and legs kept covered even in hot weather;
- Fear of returning home;
- Aggression towards others;
- Running away;
- Administration of toxic substances.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, to protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment. It may also include neglect of, or failure to respond to, a child's basic emotional needs. Neglect may also result in the child being diagnosed as suffering from "non-organic failure to thrive", where they have significantly failed to reach normal weight and growth or development milestones and where physical and genetic reasons have been medically eliminated. In its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation. This can lead to serious long-term effects such as greater susceptibility to serious childhood illnesses and reduction in potential stature.

With young children in particular, the consequences may be life-threatening within a relatively short period of time

Signs of possible physical neglect:

- Constant hunger or inappropriate/ erratic eating patterns;
- Poor personal hygiene;
- Constant tiredness;
- Lack of adequate clothing;
- Failure to seek appropriate/necessary medical attention;
- Unhygienic home conditions.

Emotional Abuse

Emotional abuse is persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve the imposition of age- or developmentally-inappropriate expectations on a child. It may involve causing children to feel frightened or in danger, or exploiting or corrupting children. Some level of emotional abuse is present in all types of ill treatment of a child; it can also occur independently of other forms of abuse.

Signs of possible emotional abuse;

- Low self-esteem;
- Continual self-deprecation;
- Sudden speech disorder/refusal to speak;
- Fear of carers;
- Severe hostility/aggression towards other children;
- Significant decline in concentration span;
- Self-harm.

Sexual Abuse

Sexual abuse is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or in watching sexual activities, using sexual language towards a child or encouraging children to behave in sexually inappropriate ways.

Signs of possible sexual abuse

- Sleep disturbances or nightmares;
- Complaints of genital itching or pain;
- Self-harm;
- Eating disorders;
- Unexplained pregnancy;
- Acting in sexually explicit manner;
- Anxiety / depression / withdrawn;
- Fear of undressing e.g. for physical exercise;
- Low self-esteem;
- Inappropriate sexual awareness;
- Running away;
- Developmental regression;
- Lack of trust in adults or over familiarity with adults.