



CHILD AND ADULT PROTECTION POLICY

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Scope, Purpose & Definitions

Scope of the policy

Dunedin Consort is committed to creating a safe environment in which we work with children, young people and adults at risk of harm (referred to as child/young person/adult at risk of harm throughout this policy) by protecting them from abuse and harm. This policy applies to **ALL** staff including employees and non-employee workers, which in this context is taken to mean senior managers and the Board of Directors, as well as freelance musicians, workshop leaders, volunteers and sessional workers, agency staff, students, and anyone else working on behalf of Dunedin Consort. (referred to as 'staff' throughout this policy).

This policy sets out the steps we will take to ensure the safety and wellbeing of children, young people and adults at risk of harm.

This Policy is publicly available on Dunedin Consort's website. Dunedin Consort also acknowledges responsibility for ensuring it is made available to all of its staff, as well as to those who engage with its services in education, care and community settings.

This policy includes:

- Definition of Child, Adult at Risk
- Policy outline and legal framework
- 4R's of Protection
- Details of the Designated Protection Officers
- What is Child/Adult abuse
- Code of practice
- Procedure for reporting concerns
- Incident Report Form
- Permission form for use of photographs and recorded images
- Contact details

Who is a Child/Adult at risk of harm?

CHILD

For the purposes of this policy the definition of a 'child' or 'young person' is anyone aged under 18 years of age as supported by the Children and Young People Act (2014) (Scotland). Where a young person in Scotland aged 16-18 requires protection it must be noted that the Adult Support and Protection (Scotland) Act 2007 legislation may apply.

ADULT AT RISK OF HARM

An adult at risk of harm is a person (aged 16 years or over) who is:

- unable to safeguard their own well-being, property, rights or other interests
- at risk of harm;
- more vulnerable because they are affected by disability, mental disorder, illness or physical or mental infirmity.

Legal framework

This policy has been drawn up with reference to the legislation, policies and guidance that are in place to protect children in Scotland, namely:

Children and Young People

- Children Act (Scotland) 1995.
- Getting it right for Every Child (GIRFEC) 2005
- The Protection of Vulnerable Groups (Scotland) Act 2007
- Child and Young People (Scotland) Act 2014
- National Guidance for Child Protection Scotland (2014)
- UNCRC
- Children's Hearings (Scotland) Act 2011
- Creating Safety - Child Protection Guidelines for Scotland's Arts, Screen and Creative Industries

Adults at Risk of Harm

- The Adult Support and Protection (Scotland) Act 2007
- Adults with Incapacity (Scotland) Act 2000
- Mental Health (Care and Treatment) (Scotland) Act 2002

Other legislation

- Human Rights Act 1998
- The Data Protection Act 2018 (GDPR)
- Disclosure Scotland Act 2020
- Equality Act 2010

Purpose of the policy

- To protect all children, young people and adults at risk of harm who receive or participate in Dunedin Consort's services from harm. This includes the children of adults who use our services;
- To provide staff and volunteers, as well as children and young people and their families, about the overarching principles that guide our approach to child/adult protection.

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Dunedin Consort recognises that:

- The welfare of children and adults at risk of harm is paramount in all the work we do;
- In every decision we take, all children and adults at risk of harm — regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation — have an equal right to protection from all types of harm or abuse;
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues;
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare;
- All Dunedin Consort staff are responsible for making themselves aware of Dunedin Consort's Child and Adult Policy;

This policy should be read in conjunction with our other policies, including:

- Environmental Policy
- Health and Safety Policy *[in process]*
- HR Policy *[in process]*
- Equality, Diversity and Inclusion Policy *[in process]*
- Musicians and Staff Charter *[in process]*

The 4Rs of protection

This policy follows the 4Rs of protection:

- **Recognise** any concerns for a young person/adult at risk that you are working with, this may be welfare/wellbeing or child/adult protection
- **Respond** appropriately to any concerns about a child/young person/adult at risk within organisation policy and procedures
- **Refer** – this will be the responsibility of the DPO following discussion with yourself and others. This may include calling local statutory services or the NSPCC Helpline on 0808 800 5000
- **Record** – once you have discussed any concerns with the DPO you must record this information using your organisational recording form

We will seek to keep children, young people and adults at risk of harm safe by:

- Valuing them, listening to and respecting them;
- Appointing a Designated Protection Officer (DPO) for children, young people and adults at risk of harm, in addition to a deputy and a lead board member for child and adult protection;
- Adopting child/adult protection practices through procedures and a code of conduct for staff and volunteers;
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures, so that all staff and volunteers are familiar with

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and can follow our policies, procedures and behaviour codes confidently and competently;

- Recruiting staff and volunteers safely, ensuring all necessary checks are made;
- Recording and storing information professionally and securely;
- sharing information about child/adult protection and good practice with children, adults at risk of harm, their families, carers, staff and volunteers;
- Using our procedures to share concerns and relevant information with agencies and members of staff who need to know, and involving children, young people, parents, families and carers appropriately;
- Using our procedures to manage any allegations against staff and volunteers appropriately;
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise;
- Ensuring that we have effective complaints and whistleblowing measures in place;
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance;
- Building a culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

Designated Protection Staff

At the time of writing (February 2022), they are:

Designated Protection Officer (DPO):

Lucia Capellaro (Learning & Participation Manager)

Tel: 0131 516 3718

Mobile: 07761 971369

Email: lucia@dunedin-consort.org.uk

Senior Protection Officer (SPO):

Jo Buckley (Chief Executive)

Tel: 0131 516 3718

Mobile: 07967 205292

Email: jo@dunedin-consort.org.uk

Designated Board Member for Child/Adult Protection (DBM):

Cathy Bell

Tel: 0131 516 3718

Email: belcathy5@gmail.com

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The role of the Designated Protection Officer

It is the specific role of the Designated Protection Officer to:

- Be the first point of contact for any allegations and concerns of abuse to be reported;
- Receive information from Dunedin Consort staff, or any children, parents or carers who have concerns and record it;
- Assess any information promptly and seek to obtain more information about the matter as appropriate;
- Know when it is appropriate to contact an external agency in the event of an issue concerning the protection of a child or adult at risk of harm causing concern for Dunedin Consort;
- Make a formal referral to the appropriate body, whether the protection lead for the school/setting or the relevant authorities, and inform Dunedin Consort's Senior Protection Officer and Board of Directors of that referral;
- Act as a source of advice, support and knowledge within Dunedin Consort;
- Ensure that all Dunedin Consort staff, musicians and amateurs are aware of and have access to this policy;
- Ensure that this policy is reviewed annually;
- To regularly participate in up-to-date child and adult protection training days;
- Ensure that accurate and secure written records of any referrals are kept;
- Keep a record of contact details of all necessary authorities so they can be contacted should any suspicion, allegation or referral occur;
- Ensure that Dunedin Consort keeps up-to-date records of Protecting Vulnerable Groups (PVG) scheme memberships for its staff, musicians and amateurs who are involved in Learning & Participation projects.
- Ensure that confidentiality is protected at all times, and that personal data is not shared outwith Dunedin Consort unless specifically and mutually agreed.

Key terminology and definitions

What is child protection?

‘Child Protection’ means protecting a child from abuse or neglect. This need not have taken place but there may be the identification of ‘a likelihood of risk or significant harm from abuse or neglect’. Within a child protection context the risk of significant harm can result from a specific incident or series of incidents over a period of time. There are no absolute criteria for significant harm, but the following definitions may help:

- ‘Harm’ means the ill-treatment or the impairment of health or development of the child which may include seeing or hearing the ill treatment of another;
- Development can mean physical, intellectual, emotional, social or behavioural. Health can mean physical or mental;
- The ‘harm’ suffered or likely to be suffered is ‘significant’ in that the child’s development is not as expected when compared with similar children;

Within your role it is important that you discuss with the DPO any concerns you have that a child or protected adult is being placed at harm.

What is Child Abuse?

Child abuse and neglect is the maltreatment of a child in any form. An individual may abuse or neglect a child or adult at risk of harm directly, or may be responsible for abuse or neglect because they fail to prevent significant harm by another person. ‘Significant Harm’ is circumstances where “a child or young person’s basic needs are not being met in a manner which is appropriate to his or her individual needs and stages of development and the child is. It can occur within a relationship of trust and can happen to a child/adult regardless of their age, gender, race, disability or ability, sexual orientation, religion or socio-economic status.

The main types of abuse are: **physical, emotional, sexual and neglect.**

Children/young people and adults at risk of harm may be abused in a family or in residential care or in the community, including artistic and sporting activities by any individual known to them or by a stranger.

Children with disabilities are at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse has occurred.

The lists below must **not be used as a checklist** but will give some guidance on how to recognise child abuse and neglect. Different types of abuse may overlap or co-exist.

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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 (this is known as fabricated or induces illness).

In a performing arts situation, physical abuse may occur when the nature and intensity of training disregard the capacity of the young person's immature and growing body. Problems may also be encountered when children/young people are working on set or in an alien environment, when extra care and attention is needed.

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.

In the performing arts this may occur when the young person is constantly criticized, given negative feedback or forced to perform at levels that are above their capability, with inappropriate levels of expectation. Other forms of emotional abuse could take the form of name-calling and bullying.

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. Child sexual exploitation involves a young person under the age of 18 being manipulated, forced, pressurised or coerced into taking part in a sexual act in exchange for something.

In the performing arts, activities which might involve physical contact with students could potentially create situations where sexual abuse may go unnoticed.

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. 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.

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In the performing arts, this could occur when a tutor does not keep a child or young person physically safe, or when inadequate rest breaks or facilities (such as changing and toilet facilities) are provided.

Other areas to be aware of:

Bullying and Cyber-Bullying - same type of behaviours including name-calling, spreading rumours and leaving people out, but cyber bullying takes place online. All forms of bullying behaviour is hurtful and damaging. Some online behaviour is illegal. Children and young people need to be made aware of the far-reaching consequences of posting inappropriate or harmful content on forums, websites, and social networking platforms. Further information can be found at Respectme: <http://www.respectme.org.uk/index.html>

Child Sexual Exploitation is a form of child sexual abuse, and cannot be considered in isolation, it is a complex issue and involves a young person under the age of 18 being manipulated, forced, pressurised or coerced into taking part in a sexual act in exchange for something.
<http://www.csethesigns.scot/>

Domestic Abuse Is widely unreported and it is crucial that staff are aware of the signs of domestic abuse. <http://www.scotland.police.uk/keep-safe/advice-for-victims-of-crime/domestic-abuse/>

Forced marriage is considered to be an abuse of human rights under Forced Marriage (Protection and Jurisdiction) (Scotland) Act 2011. Helpline on 0800 027 1234 or visit: <http://www.scotland.gov.uk/Topics/Justice/crimes/forced-marriage>

Female Genital Mutilation (FGM) is an offence in Scotland:
http://www.nspcc.org.uk/inform/resourcesforprofessionals/minorityethnic/female-genital-mutilation_wda96841.html NSPCC helpline: 0800 028 3550

Adult Protection

An adult at risk of harm is a person (aged 16 years or over) who: is unable to safeguard their own well-being, property, rights or other interests. is at risk of harm. is more vulnerable because they are affected by disability, mental disorder, illness or physical or mental infirmity.

What is harm?

Harm includes all harmful conduct and, in particular, includes:

- conduct which causes physical harm
- conduct which causes psychological harm, for example, causing fear, alarm or distress
- unlawful conduct which appropriates or adversely affects property, rights or interests – for example, theft, fraud, embezzlement or extortion
- conduct which causes self-harm

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As with child protection, abuse of adults includes physical, emotional, neglect (and acts of omission) and sexual abuse. Further categories include financial or material.

Code of Practice

Dunedin Consort staff will adhere to this Code of Practice and its principles in their approach to all children, young people and adults at risk of harm. Best practice will help protect children, young people, adults at risk of harm and staff; they take into consideration that both parties can be vulnerable at any time within a one to one or small group teaching situation:

1. Best practice includes valuing and respecting children as individuals, in line with the UN Convention on the Rights of the Child and the Scottish Government's GIRFEC framework.
2. It is important not to have any inappropriate physical contact with children/young people and this must be avoided. Inappropriate physical contact could be defined as unnecessary contact, or contact which could be seen to encroach on an individual's space in a way that could make them feel uncomfortable. Where physical contact/assistance is appropriate (for example, in music when adjusting a bow/instrument hold), it is important to always explain to the individual what is going to happen, to ensure that actions cannot be misinterpreted and to make sure that others in the vicinity are clear as to the actions that are going to take place.
3. It is against Dunedin Consort's policy for a member of staff to travel with children, young people or adults at risk of harm alone in a car, no matter how short the journey. Another staff member should always be present, unless the specific issue has been discussed with a DPO and consent has been obtained from the parent/legal guardian.
4. Never make suggestive or inappropriate remarks to or about a child, young person or adult at risk of harm, even in the spirit of fun, as this could be misinterpreted.
5. When teaching in a one to one or small group situation, staff should take care to observe certain aspects of their teaching environment in respect to the comfort and safety of both students and staff. These should include:
 - I. A clear pathway to the door, (teachers should avoid working between the student(s) and the door).
 - II. Avoidance of coverage under any circumstance of any windows within the room or the door if working in a one-to-one situation.
 - III. If the room does not have a window, then the door should be kept open where possible.
6. When children, young people or adults at risk of harm are changing clothes, if the presence of an adult is necessary, there must be a minimum of two adults in the room at all times.
7. The consent of parents/legal guardians of children and young people under the age of 18 and adults at risk of harm must be sought prior to the taking of any images (photographs or filming) and this consent should cover both the taking/recording of images and any subsequent publication of them either in printed (marketing materials, reports etc.) or electronic (websites, e-newsletters, presentations) format. A consent form is included below, and this, or an electronic version of it or similar, must be completed prior to any images of children or young people being taken.

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8. Any member of staff who is aware that a child, young person or adult at risk of harm may have become inappropriately attracted to a member of staff (including themselves) should report this to the DPO who will be able to provide advice, support and guidance and also monitor or take action as required.
9. Similarly, any member of staff who is aware that a member of staff (including themselves) may have become inappropriately attracted to a child, young person or adult at risk of harm, must bring this to the attention of the DPO who will be able to provide advice, support and guidance and also monitor or take action as required.
10. Where it appears that working relations between a child, young person or adult at risk of harm and a member of staff may be starting to break down, the DPO must be informed and a process put in place to monitor the situation to ensure the relationship does not deteriorate further.
11. A member of staff working on behalf of Dunedin Consort will never enter a student's home.
12. Staff must never give out personal details of anyone, especially those of a child, young person or adult at risk of harm. Similarly, never give your own personal details to a child, young person or adult at risk of harm.
13. It is important that you keep yourself abreast of the Dunedin Consorts policies and procedures on a regular basis.
14. Make time with your colleagues to discuss the topic of keeping children, young people and adults at risk of harm safe.
15. If you are in any doubt or need further guidance, please consult Dunedin Consort's DPO.

What to do if a child, young person or adult at risk of harm discloses to you (including historical abuse)

Adults don't always recognise, understand or react appropriately when a child/young person or adult starts to tell them about experiences of abuse and that this can mean that they don't get the support they need. If a child/adult discloses abuse, remember that this may be the beginning of a legal process, as well as of a process of recovery. Legal action against a perpetrator can be seriously damaged by any suggestion that the child/adult has been led in any way.

The following guidance should be followed as far as possible:

- Show them you care, help them, OPEN UP. Give them your full attention and you're your body language open and encouraging. Be compassionate, be understanding and reassure them their feelings are important. Phrases like "you've shown such courage today" help.
- Take your time, SLOW DOWN. Respect pauses and don't interrupt them – let them go at their own pace. Recognise and respond to their body language. And remember that it may take several conversations for them to share what's happened to them.
- Show you understand, REFLECT BACK. Make it clear you're interested in what they're telling you. Reflect back what they've said to check your understanding – and use their language to show its their experience.

A flowchart of the procedure for reporting concerns can be found at [Appendix A](#) and there is an Incident Report Form at [Appendix B](#).

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Staff should be aware that:

- it is **not their responsibility to investigate** suspected cases of abuse
- they should not take any action beyond that in their organisation's procedures **and**
- they cannot promise a child/adult complete confidentiality – they must explain that they may need to pass information to other professionals to help keep the child or other children safe.

If we have concerns, we MUST ACT – it may be the final piece of the jigsaw that is needed to protect that child, or we may prevent other children from being hurt.

If the child/adult decides to withdraw at this stage, the adult should stress that they can have further discussions in the future – that there will always be someone to listen to them. They should also be given alternative sources of support such as the telephone number of **ChildLine – 0800 11 11**. However, the child/adult should also be told that their current concerns will be passed on.

- **Affirm their feelings** as expressed by them (show empathy).
- **Ask open, non-leading questions – Remember it is not your role to investigate** Keep questions to the absolute minimum necessary to ensure a clear and accurate understanding of what has been said.
- **Re-assure** that they are being courageous in 'telling'.
- **Do not make value judgements** about an alleged abuser/s and what has taken place.
- **Explain that information will be passed on** to another member of staff and explain why this is important.
- **Explain the next step, be open and honest**, reassure that they will be kept informed of what is happening and will be supported as appropriate. Any information subsequently shared with the child/adult should always be appropriate to their age and stage of development and should not breach the confidentiality of any other parties involved.
- **Treat the allegation very seriously** and report it immediately to DPO/Depute DPO/Establishment Head.
- **Write down** exactly what you have been told using the pro-forma shown in this guidance. Always try to record what the child/adult said (if a verbal allegation) and the words they used. If the allegation came to light through other sources (e.g. drama, play etc.), include any original material (if available) with the completed pro-forma. A copy of the record may be required (at a later date) as part of the child/adult protection process or as evidence for future criminal prosecution.
- **Remember that the child's/adult's welfare is paramount** even where the child's parents/carers are considered to the primary client(s) of your service.
- **On no account speak with the parent/carer** about what has happened until the DPO has advised on the next step.

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- **Where the need for urgent medical intervention** is indicated, the DPO must take action to ensure medical treatment. First aid and urgent removal to hospital accompanied by an appropriate staff person will be a priority, followed by immediate notification to Police, as appropriate.
- **Ask for support.** It is recognised that dealing with child/adult protection concerns can have stressful consequences for workers so the provision of support is essential.

The process for the reporting and the subsequent handling of the matter by the DPO is laid out in the flowchart below.

Children and young people from birth to 18, or beyond if still in school, may have Named Person to help support their wellbeing within the GIRFEC approach.

The Named Person will be a point of contact for any concerns about a child's welfare and wellbeing and will carefully consider the situation by asking five questions:

- **What is getting in the way of this child's or young person's wellbeing?**
- **Do I have all the information I need to help this child or young person?**
- **What can I do now to help this child or young person?**
- **What can my agency do to help this child or young person?**
- **What additional help, if any, may be needed from others?**

Once they have considered the situation they may discuss with the child's parent(s) and other appropriate professionals if required, to assess what needs to be done to improve the child's or young person's wellbeing. (please note: if named person is not in place within the local authority area the child lives in you can call your local social work office or NSPCC on 0808 800 5000 to discuss your concerns)

Escalation process – what to do if concerns are not being appropriately acted upon

Escalating is the course of action that should be taken when there are concerns that a child's/adult's safety is compromised and the current action of either Dunedin Consort or other external agencies do not support the protection of a child or adult at risk of harm. This also applies if Dunedin Consort has concerns that an external agency is not acting on concerns appropriately.

If you have concerns about the safety or welfare of a child/adult and feel they are not being acted upon by your manager or DPO you can take further advice from social care yourself, contact the NSPCC Helpline however in the first instance, the aim should be to resolve the disagreement at the lowest level between those involved. If this fails, the matter will be raised with the Designated Board Member for Child/Adult Protection for further discussion and to agree a course of action. A record of all conversations and actions must be kept.

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Dunedin Consort acknowledge that:

- Problem resolution is an integral part of professional co-operation and joint working to protect children/adults.
- Professional disagreement requires resolution in a constructive and timely fashion.
- At no time must professional disagreement distract from ensuring the child/adult is safe.
- The aim must be to resolve a professional disagreement at the earliest possible stage.

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Managing allegations against staff and volunteers

Any concerns about the welfare of a child, young person or adult at risk of harm arising from alleged poor practice, abuse or harassment by an employee of Dunedin Consort must be discussed with the DPO and reported immediately to the Chief Executive and/or Board Member for Child/Adult Protection, as appropriate.

Concerns about a member of staff may fall into any of the following three categories where someone has:

- Behaved in a way that has harmed the child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to as a member of staff s/he is unsuitable to work with children

The procedure for reporting any such concerns is outlined in **Appendix B**.

Supporting employees

- Employers have a duty of care to their employees. They should ensure they provide effective support for anyone facing an allegation and provide the employee with a named contact if they are suspended.
- Suspension should be carefully considered and is not automatic.
- It is essential that any allegation is dealt with very quickly, in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.
- All options to avoid suspension should be considered prior to taking that step.

Where it is clear that an investigation by the police is unnecessary, the DPO should discuss the next steps with the Chief Executive and/or the Board Member for Child/Adult Protection.

- Keep Records on an individual's file until retirement or 10 years if that will be longer.
- Decisions regarding suspension are with the employer.
- If Dunedin Consort removes an individual (paid or unpaid) from work such as looking after children or adults (or would have, had the person not left first) because the person poses a risk of harm to children or adults, the organisation must make a referral to the Disclosure Scotland. It is an offence to fail to make a referral without good reason.

Whistleblowing

Dunedin Consort understand that staff and volunteers will often be the first to know when someone inside or connected with the organisation is doing something illegal, dishonest, or improper, but may feel apprehensive about voicing their concerns. However, it is in the interest

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of everyone, and the organisation that individuals with knowledge of wrongdoing are supported in reporting such behaviour.

Any individual with knowledge of any such activities should inform their DPO/supervisor/manager who will take the matter further as appropriate and necessary or alternatively call NSPCC Whistleblowing advice line on 0808 028 0285.

Social media

It is recognised that Social Media sites have become a significant way of life for many people and that, when used appropriately, are a positive way of keeping in touch with friends and colleagues as well as providing an opportunity to communicate through media.

There are instances, however, where these sites can be used inappropriately in terms of content or substantial use during working hours.

- A staff member should not refer to any confidential information relating to their employment. This includes potentially sensitive or confidential information about Dunedin Consort.
- Any misuse of a Social Networking site including acts committed that may bring Dunedin Consort into disrepute, may result in disciplinary action against the staff member and could constitute gross misconduct.
- Social Networking sites should not be used for accessing or sharing illegal content.
- If a member of staff is concerned by information or content posted on one of Dunedin Consort official sites (i.e. Twitter, Facebook, YouTube, Instagram) they should raise this concern with their DPO/line manager.
- Staff should refrain from using language which could cause offence to others.
- Privacy should be respected always – if a staff member wishes to post a photograph or information on an individual, they should gain prior permission from the individual and must not be posted on personal pages.
- Viewing and updating personal sites is not permitted during working times. Reasonable access of these sites is acceptable during breaks and lunch periods.
- Staff must not friend/follow on their personal sites those that attend Dunedin Consort under any circumstances.

Photography

Permission must be sought to use imagery of participants in any activities of Dunedin Consort. It must be made clear where the photographs are to be used. A model form for seeking permission can be found in **Appendix B**.



Recruitment and employment

Dunedin Consort will take all reasonable steps to prevent unsuitable people from working with children and adults, in line with its Safer Recruitment Policy outlined below.

All staff and volunteers will be interviewed, required to be members of PVG and have two suitable references of their suitability to work with children/young people/adults.

Dunedin Consort will ensure that all employees who come into contact with children and adults will be PVG (Disclosure (Scotland) Act 2020) registered to ensure that the employee is not barred from working with children or adults.

SELECTION

- All applicants, for paid and unpaid positions, will complete an Application Form.
- Shortlisted applicants will be invited to attend an interview.
- Shortlisted applicants will be asked to provide references, and these will always be taken up prior to confirmation of appointment.
- We will follow up each reference with a telephone call or personal contact, during which we will discuss the applicant's suitability to work with children/young people/adults at risk of harm.

TRAINING

- successful applicants will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure.
- Relevant training and support will be provided on an ongoing basis, and will cover information about their role and opportunities for practising skills needed for the work.
- Training on specific areas such as Health & Safety, Identifying and Reporting Abuse, and Confidentiality, will be given as a priority to new staff and volunteers and will be regularly reviewed.

SUPERVISION

- All staff and volunteers will have a designated Supervisor, who will provide regular feedback and support.
- Every member of staff and volunteer will attend an Annual Review, where their performance, skills, motivation and expectations will be discussed. Annual Reviews will be recorded and copies made available to staff member/volunteer.

Contractors and Sub Contractors

- The responsibility for employees of contractors, and sub-contractors remain with the main contractor who must ensure that they are informed about their responsibility to report any concerns directly to them in the first instance and/or to an identified DPO in line with this policy and procedure.
- Recruitment of Ex-offenders

**DUNEDIN CONSORT, 77 MONTGOMERY ST, EDINBURGH, EH7 5HZ, SCOTLAND, UK
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Registered in Scotland No 361385 / Charity SC025336 / VAT GB114609337

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Dunedin Consort will treat any applicant for any position (paid or voluntary) within our organisation fairly, and not discriminate unfairly against the subject of a PVG on the basis of a conviction or other information revealed.

- We will request the appropriate level of PVG only where it is necessary and relevant to the position sought.
- Where a position requires a PVG, we will make this clear on the application form, job advert and any other information provided about the post.
- At interview, we will ensure that open and measured discussions can take place about offences.
- Failure to reveal information at interview, that is directly relevant to the position sought, could lead to the withdrawal of an offer of employment.
- At interview, or when receiving a PVG which indicates a conviction, we will take into consideration the following: -
 - Whether the conviction is relevant to the position being offered
 - The seriousness of the offence revealed
 - The length of time since the offence took place
 - Whether the applicant has a pattern of offending behaviour
 - Whether the applicant's circumstances have changed since offending took place

We will ensure that all our staff members/volunteers involved in the recruitment process are aware of the Policy and have received relevant training and support.

Learning and development

Dunedin Consort has a responsibility to ensure all new staff undertake an induction programme. As part of this induction programme, Dunedin Consort will ensure all staff are made aware of and understand their responsibilities in respect of its Protection Policies.

Other sources for help

NSPCC – 0808 800 5000

Childline www.childline.org.uk 0800 1111

CEOP – Child Exploitation Online Protection www.ceop.police.uk/safety-crime

thinkyouknow - online safety education programme for CEOP www.thinkyouknow.co.uk

Social Work – (insert local office number here)

Police Scotland – 101 or 999 for emergency

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Dunedin Consort
77 Montgomery Street
Edinburgh
EH7 5HZ

We are committed to reviewing our policy and good practice annually. This policy was last reviewed on:

Date: 03.02.2022

Signed:

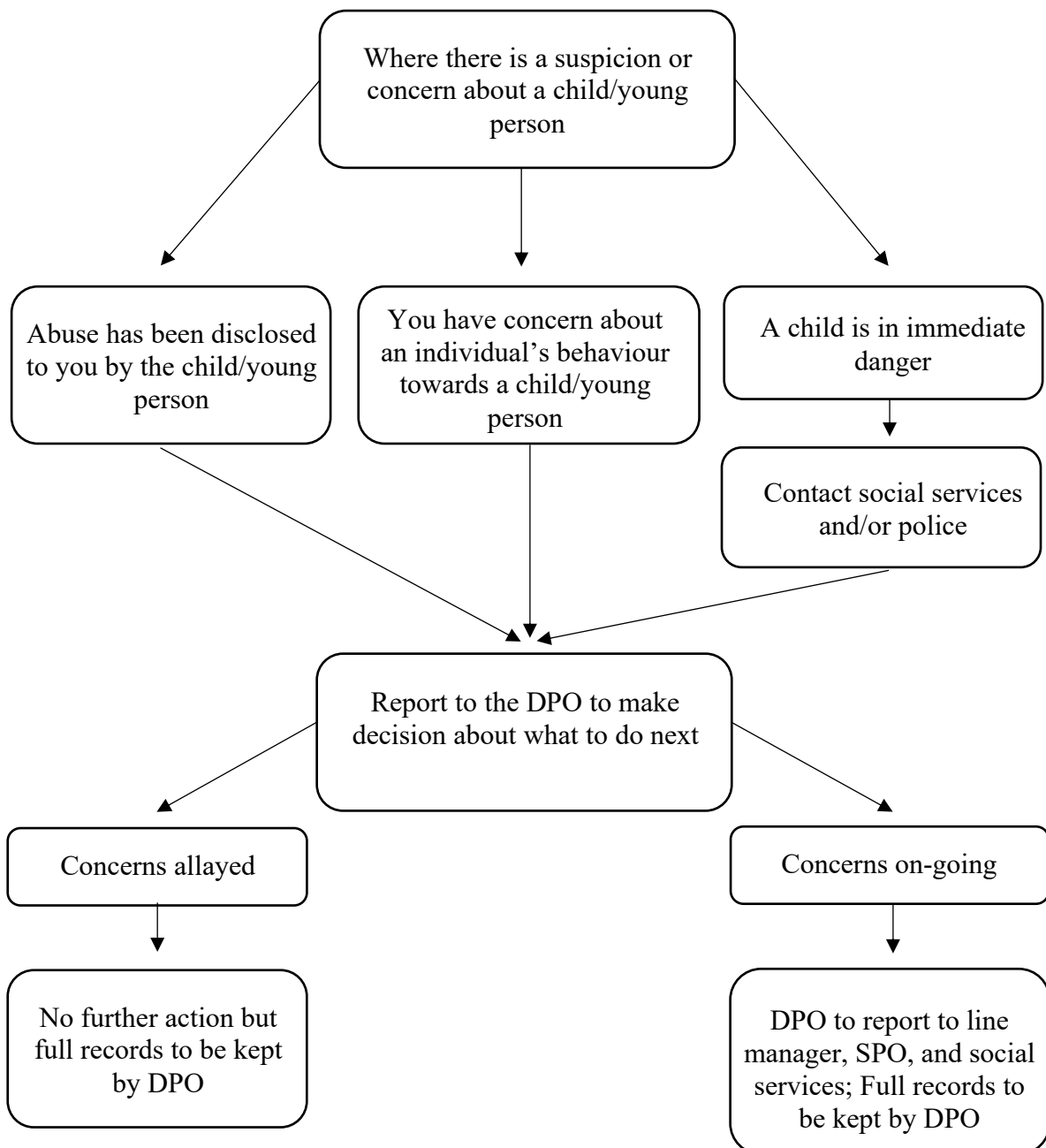
Jo Buckley, Chief Executive

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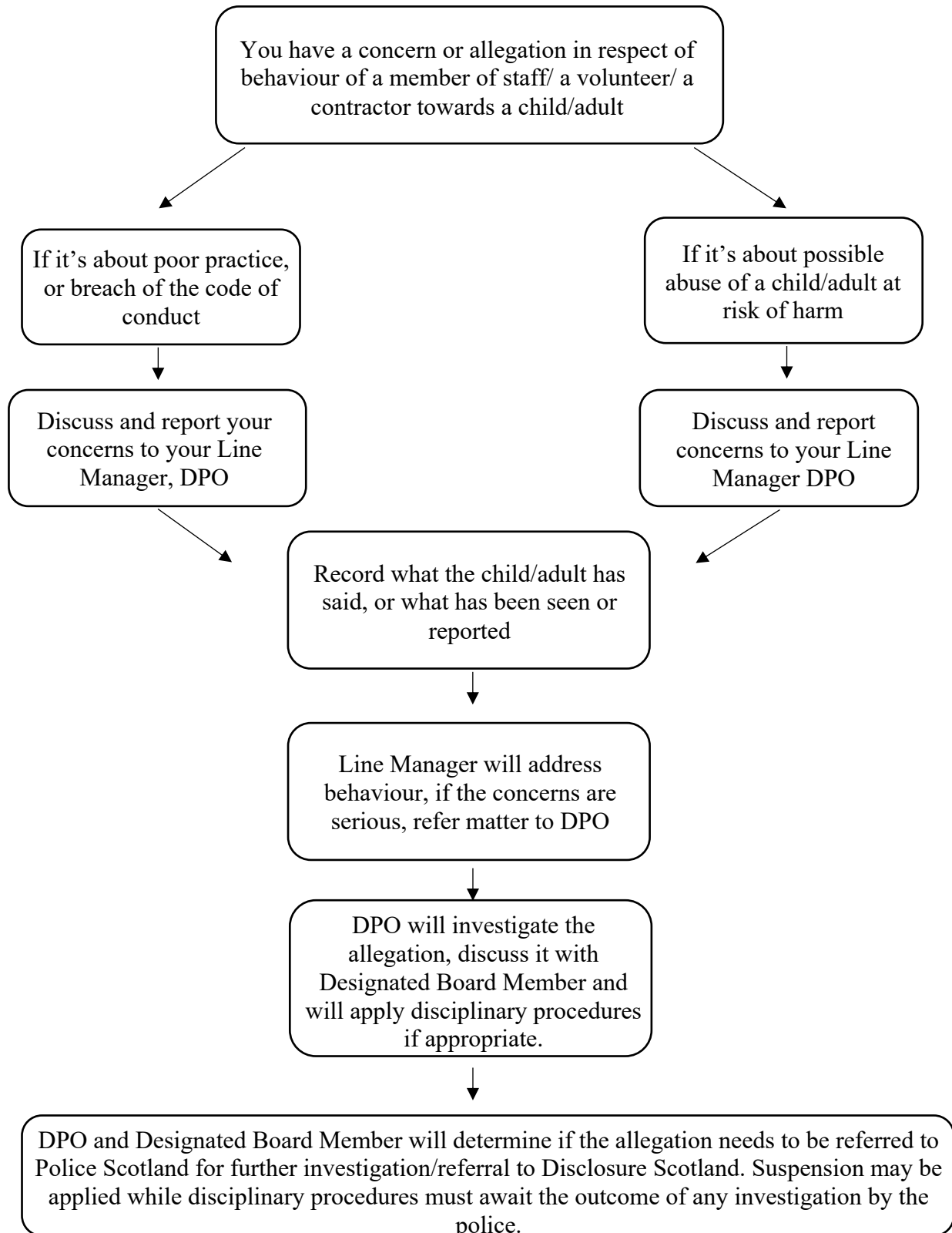
Appendix A: Procedure for reporting concerns

This flow-chart demonstrates the process by which concerns about children/young people will be addressed by Dunedin Consort.



You must immediately refer the matter to a Designated Protection Officer if a disclosure is made to you. It is important to remember that your responsibility is to refer, not to investigate.

Appendix B: Allegations against staff





Appendix C: Incident report form

This form should be completed by any staff member who has witnessed an incident, or has had information of concern disclosed to them by a child/young person. Please speak to the DPO if you are unclear about any section of this form.

Please note:

- Records should be made as soon as possible after the event/concern is raised.
- Discussion should take place between and yourself and the DPO as soon as possible to reduce the chances of something being missed.

General Information

Name of Staff Member Reporting:

Name of Child/Young Person:

Gender of Child/Young Person:

Ethnicity of Child/Young Person:

Project and school (if applicable):

Date of Incident:

Time of Incident:

Location of incident:

Names of any other people associated with Incident:

Details

Is there on-going concern about the safety/wellbeing of a child/young person/adult at risk of harm? Yes No

Was the child/young person/adult at risk of harm considered to be in immediate danger?
Yes
No

Was the DPO contacted? Yes No

Was the Named Person at the school or care setting contacted? Yes No

Were the police contacted? Yes No

Were social work services contacted? Yes No

Please use space below to describe incident in detail:

- Note as much detail as possible about the incident. Try to note what the person disclosing states word to word if possible.
- Do not make any assumptions about the situation.
- Always be clear if something is a professional opinion or a factual observation. Judgemental language should be avoided.
- Note the physical appearance or behaviour of the child as factually and accurately as possible.

Name of reporting staff:

Name of witness:

Signature:

Signature:

Date:

Date:

What to do next

This form should be completed and passed on to the DPO who may ask you for more information about the situation if necessary and decide on the next course of action. The following section about any follow up that takes place will, in most cases, be completed by the DPO. The form will then be submitted and stored confidentially by the DPO.

Follow Up

Please use space below to record any follow up to the incident (for example, contact with the participant's parents/guardians, advice from social work services, etc.):

This form should be sent immediately to the Designated Protection Officer.

DPO Signature of receipt:

Date:



Appendix D: Permission for use of photographs and recorded images

Please note that BOTH sections should be completed by the legal guardian (usually parent/guardian) of a participant under the age of 18, together with the participant. It provides Dunedin Consort with your permission to use images of the participant. Please note that if you have more than one child under the age of 18 involved with Dunedin Consort activities you will need to complete a separate form for each child.

I, _____ (print parent/guardian full name), consent to Dunedin Consort photographing or video-recording _____ (print full name of child/young person) participating in Dunedin Consort activities under the stated rules and conditions and I confirm that I am legally entitled to give this consent. I also confirm that the aforementioned young person is not under a court order.

Parent/guardian name:

Signature:

Date:

I, _____ (print name of participant), consent to Dunedin Consort photographing or video-recording my involvement in Dunedin Consort activities under the stated rules and conditions.

Participant name:

Signature:

Date:

Notes

Dunedin Consort recognises the need to ensure the welfare and safety of all participants involved in its activities. As part of our commitment to ensure the safety of participants we will not permit photographs, video or other images of participants to be taken or used without the consent of the parents/guardians (where applicable) and the participant.

Dunedin Consort will follow national guidance for the use of images of children and young people. Dunedin Consort will also take all steps to ensure these images are used solely for the purposes they are intended, which is the promotion and celebration of the activities of Dunedin Consort. If you become aware that these images are being used inappropriately you should inform the Dunedin Consort immediately. If at any time either the parent/guardian or the participant wishes data to be removed from the website or from a publication, notice must be given to the Dunedin Consort in writing, after which the data will be removed within appropriate timescales.

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