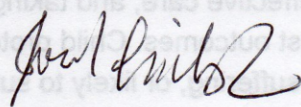
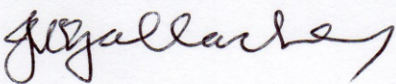


# Doune Ukulele Group (D.U.G)

## Child Protection and Safeguarding Policy



<b>Policy created</b>	August 2023
<b>Policy adopted</b>	October 2023
<b>Policy review date</b>	August 2024
<b>Sign off:</b> <b>Chair (Joe Gilmour)</b>	
<b>Safeguarding Lead (John Gallacher)</b>	



Doune Ukulele Group (D.U.G) provides a safe environment for those of all ages to learn to play and enjoy playing ukulele music together. The Group aim to promote the playing and enjoyment of the ukulele among group members and others.

D.U.G meets weekly in the Rural Hall, North Lea, Doune, FK16 6DH on Wednesday evenings. Throughout the year, group members are involved in playing at a variety of local events.

D.U.G operates with a committee consisting of Chair, Secretary and Treasurer. There is also an appointed Safeguarding Lead.

The Committee and group members are committed to ensuring:

- children and young people's rights to care and protection from harm in any form are firmly upheld.
- the personal interests, dignity and care, protection from harm of protected adults, are safeguarded.
- all legislative duties related to safeguarding, including child protection are ensured, and
- the Safeguarding Lead is suitably trained in how to respond to safeguarding matters.

All Group members should expect to feel safe, nurtured and protected when engaging in D.U.G practice sessions and activities.

The Committee recognise that safeguarding is everyone's responsibility and are committed to ensuring that all responsibilities are fulfilled in this matter.

This policy provides the framework within which group members, individually and collectively, can understand their responsibilities in relation to safeguarding, child protection and promoting the welfare of children (1) and protected adults (2).

(1) Differing legal definitions of the age of a 'child' can be confusing. The priority is to ensure that a vulnerable young person who is or may be at risk of harm is offered support and protection. References within this policy to children are intended to refer to children and young people up to the age of 16 years.

(2) A protected adult is defined as an individual aged 16 or over who is provided with and receives, a type of care, support or welfare service. Protected adult is therefore a service-based definition and avoids labelling adults based on them having a specific condition or disability.

### **What do we mean by Child Protection and Safeguarding?**

**Child Protection** - The processes involved in consideration, assessment and planning of required action, together with the actions themselves, where there are concerns that a child may be at risk of harm from abuse, neglect or exploitation.

**Safeguarding** - This is a much wider concept than child protection and refers to promoting the welfare of children, young people and protected adults. It encompasses protecting from mistreatment, preventing impairment of their health or development, ensuring that they are growing up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children, young people and protected adults to have the best outcomes. Child protection is part of this definition and refers to activities undertaken to prevent children suffering, or likely to suffer, significant harm.



## **Safeguarding responsibilities and practices**

D.U.G recognises its responsibilities in safeguarding all children, young people and protected adults. To meet their responsibilities, they undertake the following:

New members or novice players are given 2:1 training coinciding with group session times. Although training will be led by one volunteer, two volunteers will be present at all times. These initial training sessions take place in a room which can be seen off the main hall.

Planned and risk assessed occasional Group attendance at local events to promote the enjoyment of Ukulele music.

D.U.G is committed to providing an environment that is as safe as possible for its volunteers and members and will adopt ways of working with them that promote their safety and wellbeing.

## **Reporting concerns**

The Safeguarding Lead and Committee are able to confidently recognise, respond, record and report safeguarding concerns or disclosures.

## **What is abuse?**

The following is a working definition for abuse:

Any conduct toward a child or protected adult that you suspect or know is having an adverse affect on them, including the wrongful application of power by a person in authority/ dominant position.

The Committee will understand the following broad range of forms of abuse and the potential signs of them:

**Physical abuse** is when a child is deliberately hurt or injured by another person. Examples can include:

- hitting
- shaking
- throwing
- poisoning
- burning or scalding
- drowning
- suffocating

This can also be caused when a parent or carer feigns symptoms of, or deliberately causes, ill health.

**Emotional abuse** is when a child's confidence and self-esteem is repeatedly damaged.

Examples can include:

- humiliation
- being ignored, made to feel worthless or unloved.
- being exposed to situations that can cause fear and distress.
- demands inappropriate for age repeated silencing, ridiculing or intimidation.
- extreme overprotection
- seeing or hearing abuse of another

**Sexual abuse** is when someone is forced or persuaded into sexual activity in person, online or both.

Sexual abuse happens to people of all ages.

Examples can be:



- Unwanted physical contact, including penetrative or non-penetrative.
- Looking at or the production of indecent images
- Watching sexual activities
- Using sexual language towards a child, young person or vulnerable adult, or encouraging children, young people or vulnerable adults to behave in sexually inappropriate ways.

**Neglect** happens when the basic needs of a person are not being met on a regular basis. Those needs include love, safety, affection, food, warmth and shelter.

Examples can include:

- Failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Failing to protect from physical and emotional harm or danger.
- Failing to seek consistent access to appropriate medical care or treatment.
- Failing to ensure that a child or young person receives education; or to respond to a child's essential emotional needs.

There are other forms of abuse including but not limited to the following:

Financial exploitation, online abuse, criminal exploitation, child trafficking, female genital mutilation, discriminatory abuse and forced marriage.

The policy for Child Protection and Safeguarding will be discussed with the Committee and they will be given a copy of the policy.

All regular volunteers will undertake safeguarding training.



## Reporting Concerns

Training for the Committee will include developing awareness and understanding of the 4 Rs of safeguarding:

1. Recognise
2. Report
3. Record
4. Refer

Alongside the four Rs of Safeguarding, volunteers will understand the importance of active listening; listening attentively, listening to understand, respond and reflect on what is being said and retaining the information for reporting purposes.

Volunteers will understand the responsibility they have to escalate safeguarding concerns and will, through training, be confident in the actions they must take. Practical support with this is given in Appendix 1.

The Committee and safeguarding Lead will ensure that any allegations made against any volunteer will be dealt with swiftly through the Safeguarding process.

## Process

If any volunteer is accused of abuse, DUG will:

- Ensure that the Safeguarding Lead is informed of any accusations.
- Limit the work of the volunteer until a preliminary enquiry is undertaken. This should be completed immediately in case of any criminality which needs to be reported.
- Share safeguarding concerns entirely on a "need to know" basis in order to maintain confidentiality.

Those involved in any disclosure or accusation will record all safeguarding concerns, disclosures or allegations and act in response. All allegations/concerns will be recorded and should be based on factual events and not opinions. There should be a record detailing what the person has disclosed, what has been seen and witnessed if appropriate.

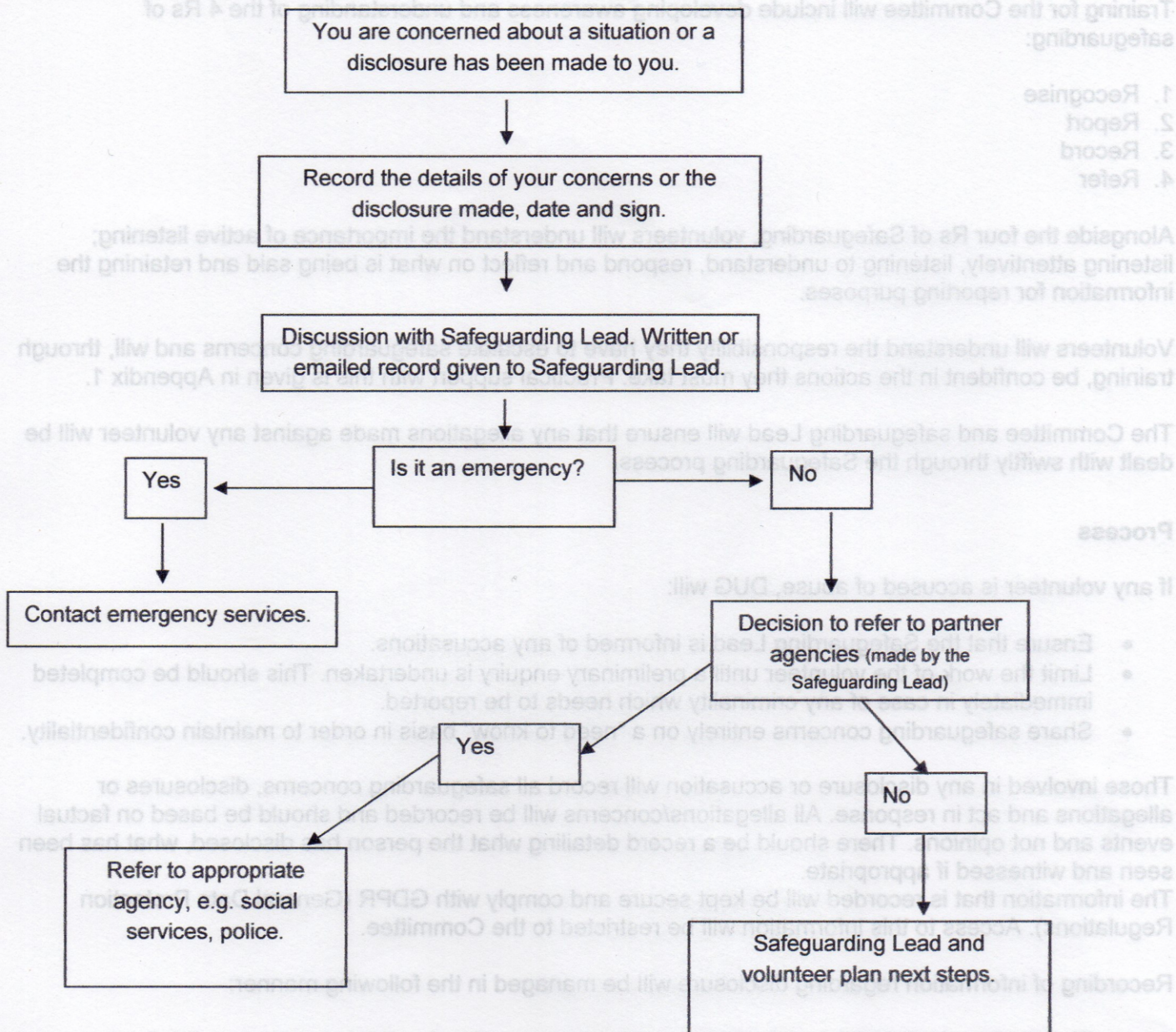
The information that is recorded will be kept secure and comply with GDPR (General Data Protection Regulations). Access to this information will be restricted to the Committee.

Recording of information regarding disclosure will be managed in the following manner:

- The disclosed information should be recorded as soon after the disclosure as possible by the receiving personnel. This should be signed and dated and given to the Safeguarding Lead for storage.
- The Safeguarding Lead will determine if action needs to be taken and will act accordingly.
- The disclosure record will be stored in a password protected file.



## Appendix 1 – Concern Flowchart



In all instances of concerns or disclosures, volunteers must:

- Record details of all conversations with person including dates, times and everything said and witnessed, also any action taken. Pass information onto the Safeguarding Lead.
- Volunteers must never attempt to investigate any safeguarding concern.
- Volunteers should not speak to / contact parents/carers or family members. Where appropriate, this will be done by the Safeguarding Lead.

### Concerns can be passed on to the following agencies:

**Police Scotland** Call on 101 or in an emergency 999

**NSPCC** 08088005000

**Local Authority Social Work Department** – Stirling 01786 471177 Ask for the Emergency or Intake Team