

Northumbrian Pipers' Society

Safeguarding Code of Conduct

Risk assessment

Most of us make quick and sensible risk assessments when we partake in a group activity. Much of this what some would call common sense. It is about taking care of ourselves and each other. However if you are responsible for organising an activity simple risk assessment should be made. This needn't be too complicated but it is good practice to make a record. A suggested format is in the appendices. On some occasions it is possible to rely on any risk assessment of the organisation in charge of the building you use for health and safety considerations.

DBS and Confidential Declaration

Not all adults need to have undergone a DBS check but there must be at least one adult who has the necessary checks and training where a young person or a vulnerable adult is allowed to join the activity without the presence of their parent/carer. This adult would then take responsibility for supervising other volunteers who are present. If you are unsure about how to proceed you should speak to the Society's Safeguarding team.

Training

The Society will offer appropriate training for Volunteers. This will be more detailed for those who take special responsibility for an activity with children and young people. More general training for all members will be available as appropriate. Please get further details from the Safeguarding Officer.

Leading a group organised for Children and Young People

If you are **leading** a Society group which welcomes children, young people or may include vulnerable adults it is important that you follow the advice given about

- Whether you need to obtain DBS clearance (If children, young people or Vulnerable adults will only join the group accompanied by a parent/carer you will not need to get DBS clearance)
- Undertake a simple Risk Assessment - see earlier
- Make sure you and any adult Volunteers who join the group are aware of the simple protocols of good practice provided, and are adhered to.
- Report any concerns to the Society's Safeguarding Officers or the statutory authorities.
- Do not allow Children, young people or potentially Vulnerable Adults and any Volunteer to go into a separate room. If this is necessary ensure that two volunteers are present.
- Do not allow photographs to be taken without consent.

Working with Children and Young People on a one to one basis.

- **The Society does not support** 'one to one sessions with Volunteers and Children or young people. Ensure a Parent/Guardian or other responsible adult is also present.

Simple Protocols on 'Best Practice'.

The following are some hints and tips about conduct in meetings. (Please note it is not meant to be exhaustive.)

- Ensure communication is open and clear.
- Conduct the group in as inclusive a way as is reasonably possible.
- Make sure that there are clear and easily accessed routes in and out of the room.
- Ensure volunteers avoid physical contact with others, unless they have prior consent or for reasons of health and safety,
- Do **Not** touch or adjust the instrument, (or the player) without prior permission from the person
- Volunteers behaviour and language must always be appropriate and respectful.
- Do not make or permit sexually suggestive comments, or tolerate conversation, or actions, that could be considered discriminatory, abusive or bullying.
- In the event of any group member sharing with you that they feel abused, or if you have any concerns about a group member, or there is any incident involving a member of the group that concerns, pass the information to the VASO the same day
- Photographs of participants in sessions should only be taken with the specific knowledge and approval those involved. This is especially important when dealing with Children or Young People. Great care should be taken before publishing photographs of activities or participants on any social media.
- NPS Volunteers and teachers must notify the Safeguarding Officer of any accidents that take place during an event involving a student
- Be careful when sending texts - appropriate time? Appropriate content? appropriate reason for text? - to avoid misunderstanding.

- Adults should not hold personal mobile numbers for any students, all communication should be through the parent/guardian
- Take care when giving/offering lifts to pipers who you do not know well, or who are displaying signs of vulnerability..

Making and dealing with a disclosure

- If anyone, in talking to you suggests they might be being abused, you must take them seriously and take action.
- Do not promise confidentiality. Explain that you might have to speak with others what actions need to be taken to ensure their safety.
- Do not probe or ask questions, let the individual tell you they want, but ask for nothing else.
- **Decide if they or any person they are talking about is in immediate danger. If so you must phone the Police.**
- Explain that you will need to talk with the Safeguarding Officer.
- Make a very simple record of the conversation - do not make any judgements. A simple dated record will suffice.
- Contact the Safeguarding Officer and send Him/her a copy of the record you made. Then destroy the record from your devices or any hard copy that you may have.
- Agree a course of action with the Safeguarding Officer.
- Let the person who made the disclosure know what you are doing with the information they gave you.

Keeping Appropriate records

It is very important to take care when keeping records. If you are dealing with a disclosure then you should make a very simple dated record of what you were told, and by who. You should take care not to make judgements or to add your personal comments or presumptions. Keep to the facts, and where possible the actual words used by the person who has spoken to you.

You should then give this record to the Safeguarding Officer.

You should destroy any copies that you may have, so that it is only the Safeguarding Officer has a copy.

Partnership with Statutory Agencies

NPS undertakes to work with all appropriate Statutory agencies in each of the areas where NPS is organising events and groups.

Important Contact Numbers for Safeguarding Concerns

Safeguarding Officer 07972 259403 Assistant Safeguarding Officer 07538292382

Emergency Services 999

Northumbrian County Council Onecall 01670 536400

Newcastle Council Safeguarding referrals 0191 278 8377 (Monday-Friday, 8am-5pm) 0191 278 7878 (Evenings and Weekends)

North Tyneside Safeguarding for Children 0345 2000 109 or out of hours 0330 333 7475

North Tyneside Safeguarding for Adults 0191 643 2777 or out of hours 0330 333 7475