

# EAST OF SCOTLAND JAZZ EDUCATION SAFEGUARDING POLICY (Revised June 2022)

*East of Scotland Jazz Education is a Scottish Charitable Incorporated Organisation (SCIO), charity number SC045686.*

**AIMS** East of Scotland Jazz Education (ESJE) is committed to the safety and well-being of the children, young people and adults at risk who take part in its activities. It recognises its responsibility to take reasonable steps to ensure best practice. The aim of this policy is to ensure that tutors, committee members, parents and young people are familiar with this policy. The policy has been written with consideration to Volunteer Scotland (VS) and the Office of the Scottish Charity Register (OSCR) guidance.

## KEY PRINCIPLES

The United Nations Convention on the Rights of the Child (UNCRC) underpins Scottish Law which has been used to guide policy on Getting It Right For Every Child (GIRFEC) and Scottish Government National Guidance on Child Protection (2021).

The best interests of the child must always be the primary consideration.

1. All children and young people should be treated fairly and with dignity and respect.
2. All children and young people have the right to protection from all forms of harm, abuse, neglect and exploitation.
3. All children and young people have the right to express their views on matters that affect them.

## DEFINITIONS

**Safeguarding** is the action that an organisation takes to promote the welfare of children and adults at risk to protect them from harm. This includes making sure that the appropriate policies and procedures are put in place. Safeguarding includes child protection but goes further and extends to all vulnerable beneficiaries.

**Child protection** is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

**A child** can be defined differently in different legal contexts, for example:

- In the Children (Scotland) Act 1995, Part 1 defines a child as someone under the age of 18. However, other parts of the same Act define a child as someone who has not yet attained the age of 16 years.
- The United Nations Convention on the Rights of the Child applies to anyone under the age of 18. However, Article 1 states that this is the case unless majority is attained earlier under the law applicable to the child.
- The Children and Young People (Scotland) Act 2014, defines a child as someone who has not attained the age of 18.

For the purposes of this document, a child is defined as being under the age of 18 years.

**An adult at risk** is defined as someone who meets all three of the following criteria, as set out in the Adult Support and Protection (Scotland) Act 2007:

- they are unable to safeguard their own well-being, property, rights or other interests;

- they are at risk of harm; and
- because they are affected by disability, mental disorder, illness or physical or mental infirmity they are more vulnerable to being harmed than adults who are not so affected.

For the purposes of this document, an adult is defined as being 18 years old or above, although the Act defines an adult as 16-plus.

## **TUTORS, HOUSEPARENTS AND ADMINISTRATOR ROLES**

1. All course tutors, houseparents and administrators must provide evidence of their Protecting Vulnerable Groups (PVG) scheme membership.
2. A booking form must be submitted and signed by the parent/carer on behalf of any participant under 18 years of age.
3. A separate register of children, young adults and adults at risk should be kept for every event.
4. Course staff should ensure that all children, young adults and adults at risk are not left without appropriate supervision.
5. Children, young adults and adults at risk attending on a residential basis should be accommodated in single sex accommodation alongside a houseparent of the same gender (on a ratio of no more than 1:10), and separate from adult participants. The houseparent is responsible for supervising and supporting these participants overnight.
6. Children, young adults and adults at risk attending on a non-residential basis should be supervised and supported by appropriate course staff from their arrival until they are picked up at the end of the teaching day.
7. Houseparents and the Safeguarding Officers should make themselves known to all children, young adults and adults at risk, and their parents/carers at the start of each event.
8. Safeguarding Officers should identify any training needs, and the Board of East of Scotland Jazz Education should then find appropriate sources of and funding for the necessary training.

## **PLANNING AND PRACTICE**

East of Scotland Jazz Education will:

1. Plan activities which involve more than one person being present; and ensure that suitably vetted staff adults are within sight or hearing whenever possible
2. Be available to listen to concerns and be able to refer to other sources of help, including ESJE Safeguarding Officers.
3. Try to ensure that staff actions cannot be misunderstood.
4. Be aware that avoidable physical contact with a child, young person or adult at risk is unwise as it can be misinterpreted.
5. Ensure data is protected and secure according to the UK General Data Protection Regulation (2018)
6. Review this policy regularly.

## **PROCEDURES FOR RAISING SAFEGUARDING CONCERNS AND ALLEGED INCIDENTS OF ABUSE**

- **Report:** If any member, staff or volunteer in ESJE witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to one of the named Safeguarding Officers.

If an individual wishes to report an incident of abuse against themselves they should report it to one of the named Safeguarding Officer or an individual they trust.

## **PROCEDURES FOR DEALING WITH CONCERNS, DISCLOSURES AND ALLEGED INCIDENTS OF ABUSE**

The Safeguarding Officer (\*or the person to which the incident was reported in his or her absence) will first make a decision based on the immediacy of the concern and the following two factors:

1. If the vulnerable person is in immediate danger or needs emergency medical attention – call the police and/or ambulance service.
2. If the person at the centre of the allegation is working with vulnerable persons at the current time – remove them, in a sensitive manner, from direct contact with vulnerable people and follow the procedures below.

If none of the above applies the Safeguarding Officer\* will:

- **Record:** Make a clear, concise and accurate contemporaneous note of the concerns raised.
- **Refer:** Immediately advise the ESJE Board of the concerns reported. The Board may decide to escalate the report, by raising concerns with the police (for serious or possible criminal offences) and / or the local authority social care department (if a vulnerable person may be in need of protection).

## **CONTACT DETAILS**

ESJE Safeguarding Officers:

Kenny Irons	07719 985700	<a href="mailto:kennybass@hotmail.co.uk">kennybass@hotmail.co.uk</a>
Ruth Irons	07592 374745	<a href="mailto:admin@eastofscotlandjazzeducation.org">admin@eastofscotlandjazzeducation.org</a>

**If you consider a child, young person or adult at risk to be in IMMEDIATE danger, call Police Scotland on 999. For non-emergency calls you can call Police Scotland on 101 or the Social Work Contact Centre on 03451 551503.**