

**FIFE YOUTH JAZZ ORCHESTRA (FYJO)**  
**CHILD PROTECTION POLICY**

**AIMS**

FYJO is committed to the safety and well-being of the children and young people 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 and will be audited annually against VS and OSCR guidance.

**KEY PRINCIPLES**

The United Nations Convention on the Rights of the Child (UNCRC) underpin Scottish Law which has been used to guide policy on Getting It Right For Every Child (GIRFEC) and Scottish Government Child Protection Policy (2014) :

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

**TUTORS, CHILD PROTECTION OFFICERS and COMMITTEE MEMBERS ROLES**

1. All course tutors and elected committee members must provide evidence of their PVG scheme membership.
2. Visiting tutors and student assistants unable to provide PVG evidence must work under the supervision of a committee member.
3. An enrolment form must be accepted, by the committee from the parent/carer of a child or young adult, prior to joining. This should include (except for those over eighteen) relevant information relating to any rights of access e.g. 'Interdicts' against certain people.
4. A register of children and young adults should be kept for every event and practice session. A member of the committee shall ensure that all children and young adults are not left without supervision, until picked up by an appropriate adult after an event or practice session.
5. Child Protection Officers and Committee members should make themselves known to all children, young adults and parents/carers.
6. Child Protection Officers should identify any training needs.

**CODE of PRACTICE (Tutors, CP Officers and Committee Members)**

You should :

1. Where possible, plan activities which involve more than one person being present; or ensure that 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. This must include FYJO Child Protection Officers.
3. Try to ensure your actions cannot be misunderstood. Be aware that physical contact with a child or young person is unwise as it can be misinterpreted.
4. Ensure data is protected and secure according to Data Protection Act
5. Review this policy annually.

### **ACTIONS TO TAKE IN THE EVENT OF SUSPECTED ABUSE**

1. Identify a confidential and quiet space for interview.
2. Seek support for interview from a Child Protection Officer or Committee member.
3. Allow the child or young person to speak freely but without prompts.
4. If appropriate and possible, find out some basic information about the alleged abuse :
  - a) Where
  - b) When
  - c) What
  - d) Who
5. Write a contemporaneous note.
6. Committee Members or Tutors should inform a Child protection Officer.
7. The Child Protection Officers must discuss together any potential actions or reasons for inaction.
8. The Child Protection Officers should consider taking further advice from Police Scotland and or Social Work.
9. The Child Protection Officers must write a contemporaneous note.
10. If you receive an allegation of abuse against yourself, notify a Child Protection Officer or Committee Member.

**CONTACT DETAILS**

FYJO Child Protection Officers

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07736650242

[childprotection@fyjo.org.uk](mailto:childprotection@fyjo.org.uk)

Fife Child Protection

If you consider a child or young person to be in IMMEDIATE danger then call  
Police Scotland on 999.

For non emergency calls you can call :

Police Scotland on 101 or

Social Work Contact Centre on 03451 551503

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