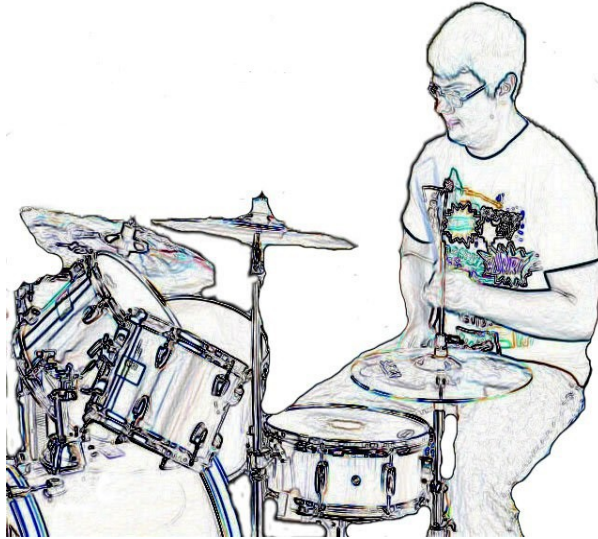


Dundee Drum Academy

# Children and Vulnerable Adults Protection Policy



Information available for the public  
September 2014

# Contents

Page

<b>Introduction</b>	3
<b>Policy Statement</b>	4
<b>Definitions of Abuse</b>	5
<b>Children and Vulnerable Adults Safety and Welfare Guidelines</b>	6
Who these guidelines apply to	
General duties of Dundee Drum Academy	
Admission policy	
Code of behaviour	
<b>Procedure if Abusive Behaviour is Witnessed or Suspected</b>	9
Photographing children and vulnerable adults	
Protecting children from hazards or rash behaviour	
What to do in the event of an accident	
What to do in the event of a parent not arriving to pick up a child	
What to do if someone is being violent to a child	
If an individual associated with Dundee Drum Academy is suspected of abuse	
If abuse is suspected from a parent/guardian	
<b>Use of this Policy</b>	13

## **Introduction**

As children regularly visit Dundee Drum Academy's premises both accompanied and unaccompanied by an adult, a child protection policy should be in place to fully realise Dundee Drum Academy's commitment to the protection of children. While the majority of students at the premises are children, some adults also visit and so this policy also extends to cover vulnerable adults.

Although the business is run primarily by Chris Morris as an individual, there may on occasion be other individuals such as volunteers and students on placement who will be contributing to day to day activities at Dundee Drum Academy. As such, this policy extends to any individual affiliated in any way with Dundee Drum Academy who comes into direct contact with any child or vulnerable adult either at the main premises, or at any event organised by Dundee Drum Academy or where Dundee Drum Academy is actively participating.

This policy will attempt to cover every possible situation which may arise, but it is likely that we may not be prepared for some situations. If you feel anything is not covered in this policy it is encouraged that you contact Chris Morris either by telephone on 07419764874 or via email at [chris.morris@dundeedrummy.co.uk](mailto:chris.morris@dundeedrummy.co.uk)

### **Definition of children and vulnerable adults**

For the purposes of this policy, a child is defined as anyone under the age of 18, and is inclusive of anyone partaking in voluntary roles, or students who are sitting a placement with us. A vulnerable adult is someone who is, or may be in need of community care services because of mental illness or disability, age or illness, or who are, or may be unable to look after themselves, or unable to protect themselves against harm or exploitation.

### **Definition of “Dundee Drum Academy”**

For the purposes of this policy, “Dundee Drum Academy” refers primarily to Chris Morris as an individual, but also extends to any other individual who is carrying out voluntary work with the business, students who are sitting a placement, and any helpers on the premises or at events organised by, or where Dundee Drum Academy is actively participating.

### **Definition of “main premises”**

This refers to Dundee Drum Academy's main premises, located at:

2 Balmore Street  
Dundee  
DD4 6SY

# Policy Statement

Dundee Drum Academy is committed to the protection of children and vulnerable adults. We will endeavour to protect children and vulnerable adults at our premises or at any event in which we participate by:

1. Being a member of the PVG Scheme in line with Disclosure Scotland.
2. Clearly displaying the most recent PVG Scheme Membership certificate at the main premises.
3. Making sure that any volunteers, students, or helpers are not left alone with children or vulnerable adults unless they provide a valid PVG Scheme Membership certificate.
4. Carefully selecting which volunteers, students or helpers are safe to work with children and vulnerable adults.
5. Making sure contact forms are kept up to date which will contain the name and address of all children and vulnerable adults who attend Dundee Drum Academy for lessons.
6. Never allowing a child to be left alone at the premises without having a contact number for the parent/guardian.
7. Ensuring that there is always an adequately charged mobile phone and mobile phone charger available at the premises.
8. Taking all reasonable steps to ensure the health, safety and welfare of any child or vulnerable adult in contact with Dundee Drum Academy.
9. Taking all reasonable steps to prevent anyone associated with Dundee Drum Academy from putting a child or vulnerable adult in a situation where there is an unacceptable risk to their health and safety.
10. Taking all reasonable steps to prevent anyone associated with Dundee Drum Academy from physically, emotionally, or sexually abusing any child or vulnerable adult.
11. Reporting to relevant authorities any evidence or reasonable suspicion that a child or vulnerable adult has been physically, emotionally or sexually abused, either within or outwith Dundee Drum Academy.
12. Implementing this policy in conjunction with health and safety guidelines.
13. Ensuring that this policy is readily available to the public at the main premises and at [www.dundeedrumacademy.co.uk](http://www.dundeedrumacademy.co.uk)

# Definitions of Abuse

## **Neglect:**

The actual or likely persistent or significant neglect of a child or vulnerable adult, or the failure to protect a child or vulnerable adult from exposure to any kind of danger, including cold or starvation, or persistent failure to carry out important aspects of care, resulting in the significant impairment of the child or vulnerable adult's health or development, including non-organic failure to thrive.

## **Physical injury:**

Actual or likely deliberate physical injury to a child or vulnerable adult, or wilful neglectful failure to prevent physical injury or suffering to a child or vulnerable adult.

## **Sexual abuse:**

Actual or likely sexual exploitation of a child or vulnerable adult, the involvement of children in any sexual activity, or the involvement of vulnerable adults in non-consented sexual activities.

## **Emotional abuse:**

Actual or likely persistent or significant emotional ill treatment or rejection resulting in severe adverse effects on the emotional, physical and/or behavioural development of a child or vulnerable adult.

# **Children and Vulnerable Adults Safety and Welfare Guidelines**

## **These guidelines apply to:**

1. Any situation involving vulnerable adults or children up to the age of 18, whether or not accompanied by adults.
2. All Dundee Drum Academy staff, volunteers, students and helpers, working in the main premises, or at an event organised by Dundee Drum Academy, or which Dundee Drum Academy has an active role.

## **General duties of Dundee Drum Academy in regard to the safety and welfare of children and vulnerable adults is to:**

1. Take all reasonable steps to protect children and vulnerable adults from hazards.
2. Take appropriate action if an accident occurs.
3. Strictly observe the code of behaviour given here.
4. Take all reasonable steps to prevent the abuse of children or vulnerable adults in contact with Dundee Drum Academy.
5. Report any incident or suspicion of abuse.

## **Admission Policy**

Because of the nature of the work undertaken by Dundee Drum Academy, children and vulnerable adults are of course, always welcome at the main premises. This means that the premises must be child-friendly and safe at all times. Unaccompanied children are at a greater risk, and so policy for allowing them on the premises is:

1. No child or vulnerable adult should be left alone with someone who does not hold an up to date, valid PVG certificate.
2. No child must be left unaccompanied by an adult without an emergency contact number for a parent/guardian.
3. An adequately charged mobile phone with enough credit/minutes to make a call must be present at the main premises at all times.
4. An emergency mobile phone charger which supports the mobile phone must be available at the main premises at all times.

Children and vulnerable adults should generally be allowed entry to the main premises under the conditions of Dundee Drum Academy's health and safety guidelines. For example, dangerous substances such as bleach in the toilet should be kept out of reach of children, and although there is no reason for a child or vulnerable adult to enter the kitchen, this area should be kept clean and tidy.

### **Code of behaviour for all Dundee Drum Academy staff, volunteers, students and helpers**

Any individual involved with Dundee Drum Academy must always observe the following requirements where children and/or vulnerable adults are concerned.

#### **Children**

- Remember the child comes first.
- Behave professionally.
- Treat everyone with respect.
- Communicate on the child's level.
- Listen to the child.
- Be aware of policy and procedures.
- Report any suspicions within Dundee Drum Academy guidelines.
- Be aware, approachable, and understanding.

#### **Never:**

- Touch inappropriately.
- Use inappropriate language.
- Harm or frighten a child.
- Threaten, shout, or be aggressive in any way.
- Mistreat, make fun, demean, or ignore a child.
- Force a child to do something they don't want to do.
- Let a child expose themselves to any kind of danger.
- Take photos/videos of children without the written consent of a parent/guardian.

#### **Vulnerable Adults**

- Be respectful and professional.
- Listen and communicate.
- Be caring, attentive, and aware.
- Act in an appropriate manner.
- Be sympathetic to their needs.
- Be aware of your responsibility.
- Be aware of policy and procedures.

#### **Never:**

- Treat as children.
- Be aggressive.
- Physically restrain.
- Do anything of a personal nature that they could do themselves.

- Re-enforce negative emotions or behaviours.
- Engage in inappropriate behaviour.
- Place yourself in a vulnerable position.

All individuals associated with Dundee Drum Academy have a strict duty never to subject a child to any form of abuse. This will be treated as gross misconduct. It is unacceptable to:

1. Distress a child by shouting at them or calling them names.
2. Physically harm a child in any way. This includes holding a child in a way which causes pain, or shaking a child.
3. Physically restrain a child except to protect them from harming themselves or others.
4. Allow or engage in inappropriate touching of any kind.
5. Do things of a personal nature for children that they could do themselves, or which an accompanying adult could do for them, such as going to the toilet with a child.
6. Allow or engage in sexually suggestive behaviour within a child's sight or hearing.
7. Give or show a child anything which could be construed as pornographic or violent.
8. Seek or agree to meet children any time beyond normal working hours, or outwith Dundee Drum Academy's main premises without full prior knowledge and agreement of parents/guardians.



# Procedure if abusive behaviour is witnessed or suspected

The following guidelines should be used under your best judgement. If you are unsure of what to do in any situation help and advice will always be available from NSPCC by visiting [www.nspcc.org.uk](http://www.nspcc.org.uk) or by calling their 24 hour helpline on 0808 800 5000

## Photographing Children and Vulnerable Adults

It is strictly against policy to photograph or film a child or vulnerable adult without written consent from parents/guardians. In the case of vulnerable adults, consent must be given by the adult, or in some cases it may be appropriate to obtain permission from a carer.

Permission must be obtained through written consent only. Separate permission is required to post photographs or film material online, or to reproduce such material anywhere else. Consent forms can be requested from Chris Morris, and must be returned to him and approved before any further action is taken.

If photographs or film footage is stored with other personal data then the Data Protection Act will apply and Dundee Drum Academy will have to act accordingly.

## Guidelines: what to do in particular situations

### 1. Protecting children from hazards or rash behaviour

All individuals associated with Dundee Drum Academy must take reasonable steps at all times to protect children from likely risks arising from the nature or condition of the main premises, or particular events organised by Dundee Drum Academy, or where Dundee Drum Academy is actively participating. It is policy for an adequately charged mobile phone with available credit to be available at all times, whether at the main premises, or at an event. Contact details for parents/guardians, and appropriate carers must be obtained and accessible in case of emergencies.

Dundee Drum Academy will reduce hazards by:

- Making sure that hazardous items such as bleach, paint and cleaning materials are placed out of reach of children.
- Regularly cleaning the main premises to reduce risk of spreading disease.
- Making sure to have an adequately charged mobile phone with available credit in case of emergencies.
- Making sure that nothing is left lying around on the floor that could potentially be tripped over.

All individuals associated with Dundee Drum Academy have a duty to prevent children from coming to harm through their own rash actions.

**Restraint:** If physical restraint is required in order to stop a child from potentially harming themselves or others, non-physical approaches such as talking to the child must be attempted first. If the danger to the child is imminent, physical restraint may be required, but this should be the minimum required in order to put a stop to the situation. Whatever the situation, physical restraint

must be gentle, appropriate, and reasonable, otherwise, it may be regarded as assault.

**Alcohol and illegal drugs:** If any individual has been seen drinking alcohol, or it is suspected that an individual is drinking alcohol on Dundee Drum Academy's main premises, this individual must be asked to leave the premises. If the person becomes aggressive then the police should be notified as soon as possible. Alcohol is never permitted at Dundee Drum Academy.

If any individual has been seen taking or exchanging drugs on Dundee Drum Academy's main premises, do not approach them, and notify the police as soon as possible.

Dundee Drum Academy has a zero tolerance approach to anyone who may arrive at the main premises intoxicated. This poses a severe risk to children and vulnerable adults who may be in the premises, and this policy applies to staff, volunteers, students, helpers, parents/guardians, pupils, and members of the public. If anyone is found to be intoxicated they will be asked to leave immediately.

## 2. What to do in the event of an accident

- Depending on your judgement of the situation, go to the scene immediately if possible and/or summon First Aid assistance and/or contact emergency services.
- In line with Dundee Drum Academy's health and safety guidelines, all accidents must be logged in an accident log.

### First Aid

- Unless there is good reason, First Aid must not be administered without the permission of the child's parent/guardian. **A child cannot give consent.**
- If possible, treatment should only be administered by a trained First Aider.
- If possible, try to administer First Aid within sight and sound of other adults.
- Always tell the child exactly what you are doing and why.
- Check contact information forms for any medical conditions such as allergies. This information may not always be given, so it is worth asking the child if they have any medical conditions or allergies.
- If there has been a minor accident and the parent/guardian cannot be contacted, it would be advisable to contact NHS 24 on 111. If there has been a major accident, contact emergency services.

If a child comes to an adult for comfort because of a minor accident or fright, it is perfectly in keeping with the Code of Behaviour to hold their hand or put an arm around them, as long as:

- The adult knows about any injury and does not make it worse.
- Physical contact is what the child wants, and the kind of contact between the adult and child is appropriate to their age and stage of development.
- The adult does their best to stay within sight and sound of other adults.

**If a child needs a doctor, or a visit to a hospital, call emergency services.**

Stay with the child until the ambulance arrives. You should only take the risk of bringing the child yourself if advised by emergency services because of exceptional circumstances.

### **3. What to do in the event of a parent not arriving to pick up a child**

If a parent/guardian has not arrived to pick up a child after a lesson, the most likely explanation will be that the adult is simply running late. If another pupil has already arrived, ask the child to stay in the waiting room until their parent has come to collect them. On most occasions, the parent/guardian will arrive within ten minutes. If this is not the case, follow this procedure:

- Call the parent/guardian to ask if they are on their way. Once they have confirmed they are coming, reassure the child.
- If there has been no answer, send a text message.
- If there is still no answer to either phone calls or text messages, reassure the child that there is nothing to worry about and keep trying.
- If there has been no contact with the parent/guardian within an unreasonable amount of time, contact the police on 101 to report the incident and request assistance in locating the parent/guardian.
- Never leave the child unattended.

### **4. What to do if someone is being violent to a child**

If you come across someone hitting, hurting or violently shouting at a child at Dundee Drum Academy's main premises or at any event in which Dundee Drum Academy is involved, you should try to prevent the abuse without unreasonable risk to yourself or the child.

As long as you feel that your intervention will not put any party at risk, you should try to stop the abuse by:

- Asking the perpetrator to stop.
- Explaining that such behaviour is unacceptable at Dundee Drum Academy.
- Restraining a child from abusing another.
- Informing the perpetrator that you will have to report them.
- Summoning help if possible.
- Notifying the NSPCC or the police.
- Asking the perpetrator to leave the property.

While witnessing any form of abuse to a child can be distressing, it is important to remain calm and reasonable at all times. Never use or threaten physical force as this can make the situation worse.

### **5. If an individual associated with Dundee Drum Academy is suspected of abuse**

While this is unlikely, Dundee Drum Academy recognises that it is impossible to predict the actions of any individual, no matter how well you think you know them. All volunteers, students and helpers are carefully selected, and are required by law to have a valid PVG certificate before they can be allowed to work unattended with children or vulnerable adults.

In the event that an individual is suspected of abuse, nobody at Dundee Drum Academy has the expertise to investigate, and so the matter will be passed on to the NSPCC or the police.

If it has been proven that any individual has abused a child or vulnerable adult in any way, Dundee Drum Academy will report to the police immediately, and that individual will have no further dealings with Dundee Drum Academy.

## **6. If abuse is suspected from a parent/guardian**

If it is suspected that a parent/guardian has been abusing their own child in any way, the following procedure should be used:

- Do not ask the child outright if their parent has been harming them. Instead, if you notice a child for instance has a bruise, make a passing remark about it and see how they react. Do not make an issue out of it.
- If possible, try to ask the child if they are okay while the parent is not within earshot.
- If you have reasonable suspicion, call the NSPCC to report it.

If a child confides in you that they are being abused by a parent/guardian, call the police.

# Use of this Policy

## Individuals associated with Dundee Drum Academy

Any volunteer, student or helper must be aware of this policy before undertaking any work with children or vulnerable adults, whether accompanied or not. Failure to abide by this policy will result in that individual being asked not to work with Dundee Drum Academy again.

## Availability

It is important for parents and guardians to know that their children are safe with Dundee Drum Academy. Therefore, this policy will always be available to the public online at [www.dundeedrummy.co.uk](http://www.dundeedrummy.co.uk). There will also be hard copies available at Dundee Drum Academy's main premises.

Queries or suggestions about this policy should be made to Chris Morris using one of the following methods:

Telephone: 07419764874

Email: [chris.morris@dundeedrummy.co.uk](mailto:chris.morris@dundeedrummy.co.uk)

Post: Chris Morris  
Dundee Drum Academy  
2 Balmore Street  
Dundee  
DD4 6SY