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Scottish Brass Band Association  
Incorporating National Youth Brass Bands of Scotland***Supporting bands in Scotland since 1895  
Registered Charity Number SC033163****Patron Professor John Wallace CBE***

Supported by Creative Scotland  


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Enclosed in this document is everything you should need to make sure that your band is covered with regards to Child Protection as a member band of the Scottish Brass Band Association. These have been updated with all the latest guidance, including the move to online applications for PVG (Protection of Vulnerable Groups) checks.

Contents include:

* A Basic Guide to Child Protection/PVG
* Child Protection Officer Role Outline
* Requesting a PVG Check
* Social Media Policy
* Secure Data handling Policy
* Information Sharing Policy

Our Child Protection Policy Template can be found on the SBBA website, or by contacting the SBBA Child Protection Officer.

If you require any assistance regarding any aspect of Child Protection, including to check if your band is covered or who within your organisation would require to be PVG checked, please contact [sbbacpo@gmail.com](mailto:sbbacpo@gmail.com) in the first instance.

**website www.sbba.org.uk**



**A BASIC GUIDE TO PVG APPLICATIONS **

This guidance has been updated following changes to the PVG application procedures by Disclosure Scotland & Volunteer Scotland. The process is now 100% online. For any questions regarding Child Protection related matters, please contact our SBBA Child Protection Officer at [sbbacpo@gmail.com](mailto:sbbacpo@gmail.com)

**SBBA CHILD PROTECTION REQUIREMENTS:**

Any band, whether senior competitive or youth, with players under the age of 18, should have a *Child Protection Policy* (see note 1) in place, and a *Child Protection Officer* (CPO) appointed (see note 2). Templates for our policy relating to child protection can be found on the SBBA website at the following link: <https://www.sbba.org.uk/administration/sbba-child-protection-information>

When a band appoints for the first time, or changes their CPO, this person should be PVG checked and a *Secondary Organisation Contract* (see note 3) completed and return the [sbbacpo@gmail.com](mailto:sbbacpo@gmail.com).

Anyone who is in regular contact with young and vulnerable people should be PVG checked by their band also. Many members of our brass bands are already PVG checked for their daily occupation, however they are only covered by SBBA if they are registered with the bands they work with as well. For guidance on PVG applications please see note 4.

**STEP 1: *CHILD PROTECTION POLICIES***

There is a template Child Protection Policy available on the SBBA website (follow link above). This should be used by all bands and adapted as necessary to suit what you have available within your organisation. The standards set in our policies are the ideals that we expect our member bands to aim for, but we realise that not all bands have for example, a trained first aider within their ranks. A solution to this would be that you have a First Aid Kit in your hall and on trips that is available and stocked at all times, and members who are confident to deliver the basic first aid required whilst calling for help from the emergency services.

**STEP 2: *CHILD PROTECTION OFFICERS (CPOs)***

Every band should have a nominated CPO who is PVG checked for the band. The CPO will be responsible for ensuring that any CP related policies are maintained and would be the main point of contact for anyone who wished to disclose a CP issue, or raise a concern. The CP should confidentially note down any concerns or disclosures before following up and passing on to the relevant authorative body to deal with the issue. At no point should a band CPO try to resolve or investigate the concern. More guidance on this can be given by contacting SBBA CPO.

CPOs are also responsible for gathering the required information from any personnel who require to be PVG checked and to forward this information on the SBBA CPO. When wishing to complete PVG applications the first point of action should be to contact [sbbacpo@gmail.com](mailto:sbbacpo@gmail.com) who will send all the relevant and necessary documentation. Bands should make known to all members who the CPO is and it is wise to display this within your band hall, with a contact number if possible. For more information please also refer to section 3 of the SBBA Child Protection Policy.

**STEP 3 *: SECONDARY ORGANISATIONS CONTRACT***

This contract is needed as Volunteer Scotland cannot fully process any PVG applications without this being submitted. It should only need to be submitted once, unless the contact for that band (CPO) changes. Please contact SBBA CPO to request this form, which will be emailed to you for completion. Most of the form has been filled in for bands. Bands are requested to fill in the blank sections, the CPO should sign it and then scan and return by email preferably to [sbbacpo@gmail.com](mailto:sbbacpo@gmail.com)

**STEP 4: *PVG APPLICATIONS (for existing and new applications)***

When a new, or update to PVG application is required for someone working on a regular basis with a band, the CPO should download the “Online Application Information” document from sbba.org.uk and ask the applicant to complete. The form should then be submitted to [sbbacpo@gmail.com](mailto:sbbacpo@gmail.com) by the CPO. The SBBA CPO will make contact with the applicant to verify their ID by Zoom call. At this point all of the information will be sent to Disclosure Scotland, and the document immediately destroyed to adhere with GDPR procedures. A link will be sent direct to the applicant to confirm the information following which the application will be processed. SBBA will only contact member bands if there is a problem regarding an application.

If anyone has any queries about the application process, or anything mentioned in this document please feel free to contact our SBBA CPO, Caroline Farren via [sbbacpo@gmail.com](mailto:tom.allan@ntlworld.com)

**Child Protection Officer Role outline **

Child Protection Officers are in place to advise the organising committee on compliance with all the procedures described in the Child Protection Policy, and to act as a focal point for reporting any concerns. This person will have the primary responsibility to check that everyone who has significant access to young people within their band is suitable for that role and has been vetted by PVG Disclosure. The person appointed should be someone who is recognisable and available to the junior members of the band and their parents, but should have a degree of independence from their activities – for example they should not be the main conductor or actively teach within the organisation. The Child Protection Officer could be a member of the management committee and should also be PVG checked.

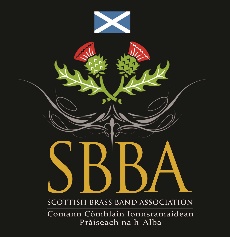
An awareness of good practice around Child Protection is vital for this role, and this may come from personal experience through the individual’s occupation, or in the form of seeking advice and training from SBBA. We have contacted Children in Scotland and the NSPCC to create some new training to be available to our band CPOs, beginning in 2021.

Formal training in child protection will help people to:

* Compare their own practice against what is regarded as good practice in music and check that their practice is likely to protect them & those in their band from false allegations.
* Recognise their responsibilities and report any concerns about suspected poor practice or abuse.
* Deal with the PVG checking procedures along with our SBBA CPO.
* Work & communicate safely and effectively with children and young people.

**REQUESTING A PVG CHECK **

* Identify those within your organisation who require to be PVG checked for their role. This includes those with regular contact working with young and vulnerable people. Each band should have a CPO and all instrumental tutors / conductors should be PVG checked.
* It is important to stress that even if a person has a PVG for their personal work (nurse, teacher, police officer etc) they are still required in this instance to complete an Existing PVG Member form to be added to the list for your band.
* Email SBBA CPO, Caroline Farren at [sbbacpo@gmail.com](mailto:sbbacpo@gmail.com) to request the checks you require. Please also make sure you have your Child Protection Policy up to date at this stage.
* SBBA CPO will forward you the necessary documentation to be completed and ask that each applicant arranges to have their ID checked via a zoom call. This can be done by the band CPO or SBBA CPO. If completed by the Band CPO, a note of the ID seen and date this took place should be returned to SBBA CPO along with the other paperwork.
* The entire process is now online. SBBA CPO will forward the necessary paperwork once completed with our information, to Volunteer Scotland and Disclosure Scotland who will process the applications and return directly to the applicant.
* You will only be contacted by SBBA CPO if there is a problem with the application. The applicant has the responsibility to tell the band CPO that their PVG has been returned and that they can commence their role within the band.

**Use of Social Networking, Photography & Child Protection **

***(2021 Update)***

*This document covers our policy on the above, for SBBA events during the year & to be used be our member bands as necessary.*

**Outline:**

As an organisation working with young people, we acknowledge the impact and involvement that social networking & messenger sites/apps have on the lives of young people as well as their role in the way young people interact with each other. There is huge potential for these tools to be used by our organisers and conductors to communicate activities, encourage development etc.

At the same time, we acknowledge the dangers & potential risks that these sites can pose, to both young people and our organisers. Therefore as an organisation, we will now be following guidelines for social networking and we ask that these are also followed by our young people and parents in order to safeguard everyone involved.

*For any interactions with band members, parental permission should be sought with a signed document. This can be added to a membership form where you note any medical conditions, and emergency contacts. These forms should be updated regularly and ideally annually.*

**Guideline for using Social Networking with Young People:**

**Use of Messages & Communication with individuals**

All social networks allow private messaging to take place between “friends”. We would prefer if any one-to-one messaging does require to occur (particularly between adults and young people) that it be kept to a minimum and done through a platform which keeps a record of these messages (i.e; Facebook Messenger). Ideally however, the parents would also be included in any messages which require to go to individual members.

We recommend the following actions when communicating with young people on social media:

* Keep any communication PUBLIC, or at least logged. Messages both incoming and outgoing should be saved and kept.
* All contact via Facebook etc should be appropriate and minimise the use of abbreviations such as IDK (I don’t Know) and LOL
* Communications between young people and adults in the organisation should be done so with parental consent.
* If at any point either an adult or young person becomes uncomfortable with the conversation, please end the conversation and inform the Child Protection Officer concerned (your band CPO, or SBBA CPO, Caroline Farren – [sbbacpo@gmail.com](mailto:sbbacpo@gmail.com)).

**Specific Site Guidelines**

***Age Limits*** for all sites are *13 years* & above, except ***Whatsapp*** which is officially *16 years* and above.

**Facebook/Band App**

Young people should only be added to Facebook group messenger, Band App or Facebook pages with parental consent. This should be done via a consent form. When using group messaging, it is recommended that more than one adult is part of the message.

It is advisable to avoid the use of abbreviations as these can be misinterpreted.

If you are concerned about a young person from their posts on social media, you should report this to the Child Protection Officers for the band for further guidance/support.

If a young person makes direct contact with you, consider the content of the communication before making contact with the parent and the young person if a reply is required (i.e; asking for references for school/further education/employment) or passing on to the Child Protection Officer if a reply is not required and the communication is informal (general “chat”).

**Twitter**

The public nature of the majority of twitter profiles means that people can freely choose who to ‘follow’. It means you can freely choose to follow them back, so if you do decide to do this, please be aware to keep the content of your profile “appropriate” and only reply to people when absolutely necessary.

**Snapchat**

The nature of snapchat makes it completely inappropriate for use when communicating with young people and we therefore advise you not to use this forum.

**Instagram**

We recommend that this is used for the purpose of sharing photos rather than for use of it’s messaging features.

**Photography/Video Footage**

We will be asking all parents to sign a consent form to allow us to use images and footage of their child/children on our band Facebook, Twitter and Band App accounts. We also intend to at times share these images/footage for purposes of recruitment/advertising and will ask parents to consider this when completing the consent forms issued along with their membership details.

**Use of Zoom or similar platform for online rehearsal/gatherings**

There have been many changes to how we interact with each other in 2020 due to the coronavirus/COVID-19 pandemic. In light of this, many band and other groups have taken to using the platform “Zoom” (or similar) to meet regularly for rehearsals, workshops, or just to keep in touch with each other.

It is vital that at all times, where our young people are involved that we are ensuring their safety from negative online experiences.

There are some simple steps you can take to avoid unwelcome guests for example, as many of you will have heard stories of unwanted visitors managing to access a call. Zoom have now password protection set for meetings by default, and you can use the ‘waiting room’ feature to check participants before you add them to the call. Of course, you still need to make sure that you keep meeting passwords private. You should never post these on social media, and make sure you know exactly who you are sharing the details with so that they don’t fall into the wrong hands.

Always make sure you have parental consent for your young people to participate in Zoom calls, and let them know that if they have any concerns, to speak to you directly. You should also make it clear to participants that use of the chat function on zoom calls will be monitored and that SBBA and it’s member bands take a zero tolerance stance on cyber bullying within the band setting.

**Secure Handling, Use, Storage and Retention of Disclosure Information**

For the purpose of this policy, PVG Scheme Records & PVG Scheme Record Updates will be referred to as PVGs. This policy is for Volunteer Scotland Disclosure Service’s enrolled organisations accessing and submitting PVGs for the purpose of assessing individual’s suitability for paid and/or unpaid work.

In accordance with the Scottish Government Code of Practice, for registered persons and other recipients of PVG related information, we will ensure the following practice.

PVGs will only be requested when necessary and relevant to a particular post and the information provided on a PVG application will only be used for recruitment purposes.

**Scottish Brass Band Association** will ensure that an individual’s consent is given before seeking a PVG record, and will seek their consent before using PVG related information for any purpose other than recruitment. Furthermore, **Scottish Brass Band Association** will ensure that all sensitive personal information that is collated for the purposes of obtaining a record will be managed confidentially at all times by those involved in the PVG application process.

PVG information will only be shared with those authorised to see it in the course of their duties.

PVG information will be stored in a secure, encrypted USB drive and we will not retain such information for longer than it is relevant to their needs. Only those authorised to see this information in the course of their duties will have access to this drive. Any paper based information will be destroyed by shredding. No image or photocopy of the PVG information may be retained. Recipients of PVG related information may, however, keep a record of the following:

* Date of issue of PVG
* Name of subject
* PVG Membership type
* Position for which the PVG was requested
* Unique reference number of PVG

**Scottish Brass Band Association** will ensure that all staff with access to PVG related information are aware of this policy and have received relevant training and support. **Scottish Brass Band Association** undertakes to make a copy of this policy available to any applicant for a post with **SBBA** that requires a PVG.

Due to recent changes to the PVG application process, it should be noted that once the initial information requested has been submitted to SBBA, we will add our own necessary elements, and forward on to Disclosure Scotland. Upon receipt of the PVG outcome, this information will be deleted, and only the necessary items of information (listed above) kept on our secure, encrypted drive.

**INFORMATION SHARING **

**THE RELATIONSHIP BETWEEN SBBA & Bands**

Since the earliest days of Child Protection policies and procedures being introduced to and implemented by Governing Bodies of Sport and their affiliated clubs there has been a level of uncertainty, confusion and anxiety around the handling and sharing of Disclosure information. This also applies to the Brass Band World. The uncertainty centered on the fact that it is illegal to share Disclosure information with a third party, and the need for confidentiality to be respected and protected, yet CPOs in both SBBA and bands needed support.

We are now in a position to address this circumstance in a way which will make the recruitment, selection and Disclosure checking process clearer, more effective and fairer to everyone involved. It will also help ensure more thorough and objective management of any complaints and/or concerns of a child wellbeing/protection nature which might arise. This will include the referral to ministers procedure should it be necessary.

Safeguarding in our field acknowledges the support, co-operation and expertise of Volunteer Scotland Disclosure Services, (formerly CRBS) and the Information Commissioner’s Office in reaching this point.

The solution is straightforward and lies within the Data Protection Policy processes of SBBA and each individual band.

Our focus has been on information sharing as it relates to individuals in regulated work roles (Child Protection Officers and Instrumental tutors). However, by adding an appropriately worded FAIR PROCESSING NOTICE within the Data Protection policy statement of the organisation, every person who is/becomes a member and/or employee (paid or unpaid)of that organisation could, if the criteria are met, have their information shared between the recognised persons in the designated organisations.

It will be everyone’s responsibility to ensure that the FPN process operates within the letter and spirit of the Law, but it does mean that designated and trained persons will, when the criteria are met, be able to discuss cases and circumstances directly which will assist towards fairer and more objective decisions being taken.

**FAIR PROCESSING NOTICE RE CHILD WELLBEING/PROTECTION**

**“*The Data Protection Act 1998 requires that you are informed about how your personal information will be used. For the purposes of child wellbeing/child protection matters, the band may share information about you with the Scottish Brass Band Association where it has been alerted to circumstances that might affect your status as a member of the PVG scheme for regulated work with children and/or protected adults or your suitability to carry out the regulated work role for which you have applied/been appointed or already doing. In the event such sharing is deemed necessary, it will normally only be carried out between the registered Child Protection Officers in the Band and SBBA.”***

This FPN format is focused on those in the PVG scheme. It may be possible to adapt the wording to cover all members/employees to ensure that child wellbeing and child protection policies and procedures apply to everyone within the organisation.

**Points to note**:

* It remains an offence to share disclosure information with a third party or for purposes for which it is not intended.
* Confidentiality remains something which must be respected and protected.
* The Disclosure Scotland regarding the holding and storing of Disclosure Information remains in place.
* The efficacy of the FPN is dependent on:
  + The SBBA being registered with Volunteer Scotland as an Intermediary Organisation working on behalf of its bands.
  + A formal relationship between SBBA and its bands as Secondary organisations, i.e. SBBA and Volunteer/Disclosure Scotland will have a full list of the named contacts in each band who are able to receive Disclosure information.
  + those in CPO (or equivalent)positions for SBBA being appropriately trained
    - Volunteer Scotland Signatory training
    - Safeguarding and Protecting Children

**Finally **

If you have any questions regarding Child Protection, PVG checks or any of the information above, please make contact with either the SBBA CPO, or SBBA secretary using the contact details on page 1 of this document.