



## **Child and vulnerable adults protection policy**

### **Our child protection policy**

This policy applies to all Trustees of, and anyone working on behalf of, Langtoun Jazz.

### **The purpose of this policy**

Langtoun Jazz does not provide any direct services to children, young people or vulnerable adults. Consequently, its Trustees and volunteers do not carry out any regulated roles as defined by the various legislation and guidance listed below. It does from time to time include youth groups in its programme of events, as well as adult community groups, although the large majority of its programmes feature adult professional performers. When a youth or community group is performing, they will be led by their own tutors, directors and parent supporters. The purpose of this policy and accompanying procedures is to ensure that our Trustees and volunteers know how to identify potential protection issues, raise these with representatives of performing groups, and record actions taken.

It is also possible, though infrequent, that children or vulnerable adults will be present as audience members. Our Trustees and volunteers should also be aware through this policy of potential protection issues.

This policy therefore aims:

- To protect children, young people and vulnerable groups taking part in or attending our activities
- To provide our Trustees and volunteers with the principles that guide our approach to the protection of vulnerable groups.

Langtoun Jazz believes that children, young people and vulnerable adults should not experience abuse of any kind. We have a responsibility to promote and safeguard the

welfare of all vulnerable groups and we are committed to practicing in a way that protects them from harm.

### **Legal framework:**

The key legislation and guidance on protection and equality are:

- *United Nations Convention on the Rights of the Child (UNCRC)*
- *National Guidelines for Child Protection in Scotland 2021 (updated 2023)*
- *Children and Young People (Scotland) Act (2014)*
- *Protection of Vulnerable Groups (Scotland) Act (2007) [NB: soon to be Disclosure (Scotland) Act 2020]*
- *Data Protection Act 2018 & UK GDPR*
- *Equality Act (2010)*
- *Getting it right for every child (GIRFEC)*

### **This policy links to:**

- Our Code of Behaviour as appended to this policy
- Our recording and reporting procedure

### **We recognise that:**

- We have a responsibility for safeguarding during our events, albeit the primary responsibility lies with those leading, supervising or managing young performers, or those accompanying children or vulnerable adults as audience members

### **We will keep children, young people and vulnerable adults safe by:**

- Contacting leaders of young performers or community groups in advance to identify their lead staff responsible for protection issues
- Identifying on an event-by-event basis one or more of our Trustees who will be in attendance at the event as principal point of contact with group leaders
- Ensuring that all Trustees and volunteers working at an event know who to report to within Langtoun Jazz
- Ensuring that all Trustees and volunteers are familiar with this policy, our reporting procedures, and the key requirements of Legislation and Guidance

### **Contact details:**

E-mail [info@langtounjazz.co.uk](mailto:info@langtounjazz.co.uk)

**Signed and dated:**

This policy was written in February 2026 and approved by a meeting of the Langtoun Jazz Trustees on 11 March 2026.

Signed (meeting Chair) G Black

**Review**

This Policy will be reviewed at least annually, or sooner if required by any significant change in activities which require amended protection policies/procedures.

## **Code of behaviour**

### **Our code of behaviour**

This code outlines what is expected of all Trustees and volunteers working for Langtoun Jazz as well as anyone working in partnership with us or on our behalf.

#### **The purpose of this code:**

- To protect children, young people and vulnerable adults from harm
- Help Trustees and volunteers maintain the standard of behaviour we expect.

#### **The role of Trustees and volunteers:**

All Trustees and volunteers working for Langtoun Jazz are acting in a position of trust and are expected to behave in an appropriate manner at all times.

#### **Trustees and volunteers should:**

- Operate within Langtoun Jazz' policies and procedures including the child protection guidelines
- Treat everyone fairly, with respect, dignity and as an individual
- Engage with children and young people in a meaningful way, valuing their contribution
- Ensure that contact with children, young people and vulnerable adults is appropriate and relevant to Langtoun Jazz' work and conforms to the practices of partner organisations at our events
- Ensure that language used is appropriate and not offensive or discriminatory
- Be aware of any additional vulnerabilities that some children, young people or communities may face
- Respect children and young people's right to privacy
- Ensure that activities are run as safely as possible with risks minimised
- Know who has lead responsibility within Langtoun Jazz during events, take instruction from them and raise any concerns through them
- Understand when physical contact is appropriate and be aware that physical contact can be misinterpreted
- Challenge unacceptable behaviour and report any concerns or allegations
- If concerns have been raised, record these as soon as possible in consultation with the lead Trustee

**Trustees and volunteers should not:**

- Ignore or trivialise any concerns
- Promise confidentiality to a child or young person
- Develop inappropriate relationships with children, young people, vulnerable adults or their families, such as contact outside of events
- Provide personal contact details or engage on online activity outside of the requirements of organised events
- Make sarcastic, offensive or sexually suggestive remarks or gestures directly to, or in front of, children and young people
- Conduct a sexual relationship with a young person
- Act in a way that could be perceived as threatening or intrusive
- Allow bullying to take place without challenge
- Take unnecessary risks when assessment or policy suggest a different approach
- Make independent decisions or take independent action when a lead Trustee has been identified for an event