



SAFEGUARDING YOUNG CHILDREN & PEOPLE

Music House Education provides young children and those with additional needs and their families with a wide range of music provision including lessons, vocational activities, projects, workshops and shows. Our programmes include events, workshops, lessons and training for (and by) toddlers, children and young people, and specific groups including vulnerable adults such as young people with additional needs at our centre, and on designated sites including nursery and specialist sites.

Legal Framework

As a key provider of music and multi-arts activities, Music House Education will take all reasonable steps to ensure that babies, toddlers, young children, children and young people are kept safe when engaging in activities arranged by the organisation. This policy has been drawn up on the basis of the law and guidance that seeks to protect young children namely: The United Convention of the Rights of the Child 1989, Data Protection Act 1998, Human Rights Act 1998, Sexual Offences Act 2003, Children's Act 2004, Safeguarding Vulnerable Groups Act 2006, Protection of Freedoms Act 2012, Children and Families Act 2014, Special educational needs and disability (SEND) code of practice: 0 - 25 years, Statutory guidance of organisations which work with and support children and young people who have special education needs (SEN) or disabilities, HM Government 2014 and Working Together to Safeguard Young Children Policy 2013. The key points include:

- Protecting children from maltreatment
- Preventing impairment of children's health and development
- Ensure the delivery of all activities including online are appropriate to the safety, care and learning of all children
- Ensure that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

In the context of Music House Education's provision we will:

1. Use safe recruitment procedures including enhanced DBS checks for all freelance and full-time staff.
2. Ensure that the artists and workshop leaders we work with have current DBS checks.
3. Maintain our DBS monitoring system with up-to-date information.
4. Provide appropriate training for staff in child protection and safeguarding
5. Take all reasonable steps to ensure the health, safety and welfare of any young child, child or young person in conjunction with our Health and Safety policy
6. Take all reasonable steps to prevent any staff member, persons or member of the public from putting any young child, child or young person in a situation in which there is a risk to their health and safety
7. Ensure all video, film or live documentation has the full consent of families and children, and are appropriately monitored, edited and stored in secure files to protect, respect
8. Ensure the confidentiality of all children is respected during online and live activities.
9. Report to the Safeguarding Officer/duty staff if there is reasonable suspicion that a child, young person or vulnerable adult shows evidence of physical, emotional or sexual abuse.
10. Ensure that the policy is part of the induction process, is displayed on notice boards, and is available to view
11. Undertake an annual audit on one aspect of safeguarding and report to the Board and relevant stakeholders to ensure a programme of supervision is in place

Definitions of abuse evidenced during Music House Education's provision

Physical abuse

Evidence of actual or likely deliberate physical injury to a young child, child or young person.

Sexual abuse

Evidence of likely or actual sexual exploitation of a young child, child or young person.

Emotional abuse

Evidence of actual or likely emotional ill treatment or rejection, resulting in severe adverse effects on the emotional, physical and/or behaviour of a young child, child or young person.

Bullying

Evidence of actual or likely bullying by one child to another. This can include

- physical (e.g. hitting, kicking)
- verbal (e.g. name calling, racist remarks)
- indirect (e.g. spreading rumours, exclusion)
- electronic – known as ‘cyberbullying’; for example, via mobile phones (text messages, calls) and computers (emails, website, chatroom).

Action to take on disclosure of potential or actual abuse by a pupil

Listen carefully and sensitively, stay calm, and offer understanding and reassure them that it is good that they are talking to you. Record what you have been told using the actual words spoken to you as far as you can recall.

Alert Music House Education’s Safeguarding Officer at the earliest opportunity, submitting all evidence or written records. Accept your own feelings and consider getting support for yourself if necessary. Try not to

- Probe in an investigative way or ask leading questions.
- Make a child repeat the story unnecessarily.
- Promise confidentiality.

Confidentiality

Any information about alleged or actual abuse will only be disclosed in the best interests of the child or group. Music House Education has a responsibility towards confidentiality. No disclosure will be made without consideration at senior management level.

Code of behaviour

Be open and friendly, but demonstrate professional conduct and insist on respectful behaviour at all times

Avoid being in a situation where trust or mis-understanding may be compromised. Ensure there is a lead person (teacher, carer, parent) on the premises at all times. If a young child, child or young person is hurt or distressed, where appropriate, make this known to the lead person, parent or carer, and without causing further distress to the child.

Avoid any physical contact or behaviour that could be unwelcome or misconstrued. Physical touch or comfort should be in response to need, teaching requirements (for example, assisting with posture) Where possible explain what you have in mind stating the reasons, in a professional manner. Always treat the welfare of the young child, child or young person as paramount.

It is unacceptable at any time to

- To potentially distress a young child, child or young person by raising your voice or using any kind of physical force.

- To physically restrain a young child, child or young person unless protecting from self-harm or from others
- To take part in horseplay or rough games
- To allow or engage in inappropriate touching of any kind
- To do things involving a personal nature that a child or an accompanying adult can do for them
- To give or show a young child, child or young person anything which could be mis-construed
- To seek or agree to meet a young child, child or young person anywhere beyond normal teaching times
- To engage in any online activities that could compromise children's welfare, privacy or safety

What to do

If you have cause for concern please inform the lead adult, parent or duty staff as soon as possible, in confidence, and away from the child. The Safeguarding Officer and/or Lead for the school will act as advised by the local social services and/or family support services. In exceptional cases the police may be involved.

Protecting freelance teachers

You are entitled to the moral and practical support of The Safeguarding Officer if an unwarranted allegation of misconduct is made against you. Any allegation will be scrupulously investigated, with due regard for confidentiality. If your behaviour contravenes this policy and guidelines, it will be addressed through Music House Education's disciplinary procedure. A copy of this procedure is available in the Staff Handbook or from the Business Manager.

Photographs, filming and live footage

Footage and photographs are normally available for the purpose of research, study and training. Teachers, workshop leaders and visitors are not allowed to undertake any filming or photography of any sessions at Music House Education without written consent from the Safeguarding Officer. This includes photographic content of any online learning or presentation.

Parents wishing to take photographs of their child during sessions or workshops must obtain the permission of the Safeguarding Officer prior to classes. Our classes and events are occasionally filmed for the purpose of promotion of musical activities at Music House Education. Notices and consent forms are clearly displayed to inform parents who do not wish their child to be filmed. In accordance with our Safeguarding policy visitors, teachers and workshop leaders are forbidden to take any footage for personal use at any time.

ONLINE LEARNING

Music House Education has a duty of care to provide babies, children and their families with a wide range of music provision including lessons, workshops and shows. This may include online learning if access becomes untenable as we make every effort to retain continuity of our children's musical learning.

Teaching premises

The screen must be appropriately situated to maximise teacher and pupil vision during lessons

There should be no interruptions by other people, visitors or phones during lessons

The room should be clear of any obstructions

The screen space should face a blank wall with no pictures, or illustrative content that may distract.

Teachers must retain the normal professional conduct expected in face to face lessons

Log-in should be established ten minutes before the scheduled start time.

Communication

Keep communication clear and concise

Play instruments a little distance from the computer so children can be heard

Avoid cluttering the screen with too many resources

Allow children time to respond to any questions or songs

Allow time for questions and conclusion before the lesson ends

Equipment

Freelance teachers are expected to have their own instrument and accessories as is expected of normal lessons. All equipment should be ready for use during lessons with any unmoveable items such as pianos well positioned for screen visibility.

Footage

During online lesson times you should make any friends and colleagues aware of the need to respect lessons taking place. Under no circumstances should filming or photography take place during lessons. Remote lesson footage must not be saved unless by written permission from the pupil's family, and for the purpose of monitoring or feedback only.

Insurance

Teachers and freelancers are expected to have their own insurance policy for all equipment used during remote lessons. Music House Education is not responsible or accountable for any damage or breakage of equipment, accessories or music items during remote or actual lessons taking place.

Visitors to Music House Education

Visitors wishing to observe any classes, workshops or training events must obtain direct permission from the Safeguarding Officer and must be supervised at all times.

The Role of the Safeguarding Advisor

The role of the Safeguarding Officer falls within the remit of Music House Education's Business Manager. She will ensure that they are knowledgeable about the protection of children, young people and vulnerable adults and will undertake any training considered necessary to keep updated on new developments. She will be able to advise on best practice with regard to this policy. The Business Manager is the link between the members of the public, staff and statutory agencies. As the Safeguarding Officer she will take responsibility for monitoring and reviewing the policy annually and will also keep and maintain records of incidents and reports, together with any other relevant information. She will report incidents to the Director and then, where appropriate, to the Statutory Authorities. The Safeguarding Officer does not have the responsibility of investigating or validating protection concerns within Music House Education and has no counselling or therapeutic role.

Contact details

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