

ELGAR

School of Music

Safeguarding Children and Young People Policy

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INTRODUCTION

The Elgar School of Music (the Music School) is committed to creating and encouraging a safe environment for the protection of all children and young people associated with its activities, both onsite and elsewhere. This includes those engaged on work experience programmes with us.

These guidelines shall also apply to all visiting organisations and individuals, whether contracted to the Music School or hiring the venue. Organisations and individuals that wish to hire our venue and whose activities involve children, are required to have their own policy and procedures for safeguarding children in place.

These guidelines are intended to protect not only the young people, but also all adults working at the Music School who come into contact with them.

This policy contains the following sections:

- Guidelines for Safeguarding Children and Young People.
- General Guidelines for all adults working with Children and Young People for the Music School or at the Music School.
- Group Activities Policy.
- Code of Conduct for Children and Young People studying at The Elgar School of Music

A Child or Young Person is anyone under the age of 18

as defined by the Children Act 1989.

This document shall be distributed to all teachers and other adults working at the Music School and included as part of the induction pack for new starters.

The Designated Safeguarding Officer at Elgar School of Music is currently Janine Parsons – Head of School.

The *Health & Safety Policy* and associated documentation can be found within the Elgar School of Music's Staff Handbook.

GUIDELINES FOR THE SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE

All teachers and other adults working at Elgar School of Music (referred to as members of staff) must be carefully selected and accept responsibility for safeguarding children who use the Music School.

If a member of staff has reason to suspect a child is experiencing physical, sexual or emotional harm or neglect, this must be reported in the first instance to the *Child Protection Officer (CPO)* currently **Janine Parsons**.

If a member of staff has reason to suspect a colleague of causing physical, sexual or emotional harm or neglect, this must be reported immediately to the CPO.

If a member of staff feels uncomfortable about approaches made to him or her by a young person, without delay, he or she should discreetly make the young person aware of their discomfort. If the situation persists, the staff member should inform the CPO.

It is unacceptable for a member of staff and a young person working together to enter into a relationship of a personal or sexual nature. A young person is classified as anyone under 18 years of age. The law states that it is an offence for a person aged 18 or over to have sexual intercourse or engage in any other sexual activity with a person under that age if the older person is in a 'position of trust' in relation to the younger person.

Members of staff should not enter into agreements with a child or young person to keep disclosed information secret but should inform the young person that they will inform an appropriate employee and/or body. (i.e. Police, Children's Services or NSPCC)

All staff at Elgar School of Music (paid or volunteer) who are engaged to work with or are responsible for children or young people as part of their job should be checked for any previous convictions using the Disclosure and Barring Service Checking System.

Elgar School of Music will administer the DBS Checks but will require all potential and new members of staff to pay for the checks that maybe required.

The obtaining of DBS checks should always occur prior to any person starting work at the Music School and all DBS checks should be renewed in accordance with current guidelines.

GENERAL GUIDELINES FOR ALL TEACHERS AND OTHER ADULTS WORKING WITH CHILDREN AND YOUNG PEOPLE AT THE ELGAR SCHOOL OF MUSIC

The well being and safety of each child or young person is the primary concern.

Children and young people should be treated with respect and dignity at all times. They should be treated equally and sensitively regardless of gender, ethnic origin, cultural background, sexual orientation or religion.

In particular all members of staff should:

- Communicate clearly with all young people and children working within the Music School.
- When assigning a task to a child or young person, make sure that he/she has fully understood the instruction and that completing the task is within his/her capabilities.
- Encourage participation but not force any child or young person to do something that he/she may feel uncomfortable with in lessons, workshops, rehearsals or performance.
- Respect the physical and emotional health of the children and young people they are working with.
- Be punctual for every session. Any variations in the timings of these sessions should be advised to the Principal or the School Administrator.
- Not smoke, drink alcohol or take illegal drugs whilst working with children or young people.
- Avoid being left alone in the school building with a child or young person – if this is likely to be unavoidable make sure you have the written agreement of the parent or guardian
- Not do anything of a personal nature for a child if they can do it themselves.
- Avoid taking children alone on car journeys, however short.
- If it is essential to transport any child or children, it must be done with the parents'/carers' consent and the correct insurance must be carried (standard insurance policies do not include cover for work activities such as this).
- Not have any unnecessary physical contact with children. If it is unavoidable or indeed desirable (for example if a child is distressed about something) the purpose of the contact must be made clear and it should only take place with the child's consent. Remember that someone else might misinterpret your actions, however well intentioned.

PHYSICAL CONTACT WITH CHILDREN AND YOUNG PEOPLE

As a part of your teaching is sometimes necessary to touch a student, for example to correct a position or guide a movement. There are some basic guidelines about touching children that you should always follow when working with children:

1. Think about whether the correction you are making or the point you are trying to explain could be made in another way, for example by you or another student demonstrating. If possible, it is preferable to use the alternative approach instead of physical contact.
2. Children and young people must always be treated with respect and dignity. If it is necessary to touch a child it is important that there is an understanding and agreement to this taking place.
3. A touch can be misconstrued, so it is important that the child understands the intention behind your action. You should make sure that you touch in a firm, unambiguous manner – it is important that you are neither too rough nor too delicate, both of which can be misunderstood.
4. Be sensitive to a young person's feelings – if a child or young person says they do not want you to touch them, or if you sense that this is the case, respect that young person's feelings and find different approaches to teaching them. There could be many reasons for such a reaction – a young child may have been bullied or abused for example, and young people going through adolescence can be very embarrassed by touching.

Occasionally, the Music School employs young people in the office. The Music School's relationship with any employee is governed by employment law, however where an employee is under the age of 18, we are mindful of the fact that they are still defined as children in law. As far as is practically possible within their job role, the principals behind the Safeguarding Policy should be followed.

GROUP ACTIVITIES POLICY

Rules & Regulations

All groups shall only meet when a member of the Elgar School of Music staff is present.

All teachers shall have DBS Certificates.

Where teacher / pupil ratio is likely to be exceeded, an assistant or other approved person should be present. All such individuals shall have Enhanced CRB Disclosure and be contracted to the Music School.

The duration and child/adult ratios must adhere to the following:

- 2 ½ to 4 year olds, 1 ½ hours. An adult must accompany each child in this age group unless the activity is advertised and labelled as a crèche; in which case there must be at least one adult for every 3 children present
- 5 to 7 year olds, under 2 hours. There must be 1 adult to every 8 children.
- In groups and workshops for 8 year olds and above, there must be one adult to every 12 children.

There should be a First Aid trained person at the Music School whenever activities are in progress. This may be the teacher or other member of staff.

A DBS checked member of staff must wait with children at the end of an activity until they have all been collected. The only exception being those for whom express permission has been obtained for the child to leave unaccompanied. For the purposes of this responsibility, a child is defined as any young person under the age of 16.

If a concert, rehearsal or workshop is being held at an alternative venue, then it is the teacher's (or the Music School representative's) responsibility to:

- Outline the fire procedures
- Carry a First Aid kit
- Check the room before and after the event
- Carry a mobile phone.

The Teacher or the Music School representative must collect consent forms signed by parent or carer for each child.

CODE OF CONDUCT FOR CHILDREN AND YOUNG PEOPLE ATTENDING THE ELGAR SCHOOL OF MUSIC

- 1) Children and young people should respect the building and its contents at all times.
- 2) Parents, carers or young people should give adequate notice to appropriate staff if a child or young person is unable to attend a lesson, will be late for a lesson or has to leave a lesson early.
- 3) Parents and carers must give express permission for children to attend the school unaccompanied and to leave unaccompanied.
- 4) Children and young people attending the Music School should not give their personal mobile phone numbers or email addresses to individual members of staff.
- 5) These contact details may be given to the School Office for essential communication purposes but only with the express permission of parents/carers.
- 6) Children and young people must not smoke, take illegal drugs or drink alcohol anywhere in the school building, or at any other venues whilst working in conjunction with the Music School.
- 7) Children and young people should always show due consideration for the staff working at the Music School and at other venues in which workshops and performances may take place.
- 8) Children and young people should treat all staff and other users of the venues with respect at all times. Instructions given by Music School staff should be respected.
- 9) Children and young people should treat others as they wish to be treated themselves.

ELGAR SCHOOL OF MUSIC COMMUNICATION POLICY (INCLUDING THE USE OF TECHNOLOGY)

All communication between children, young people and adults working at the Music School, by whatever method, should take place within clear and explicit professional boundaries. Whenever possible it should take place through the School Office.

This includes the wider use of technology such as mobile phones, text messaging, emails, digital cameras, videos, webcams, websites, social networks and blogs.

Members of staff should not share any personal information with a child or young person.

Members of staff should not request, or respond to, any personal information from the child/young person other than that which might be appropriate as part of their professional role.

All communications should be transparent and open to scrutiny.

In practice:

Members of staff should not give their personal contact details to children or young people including mobile phone numbers, email and details of any blogs or personal websites, unless the need to do so has been agreed with parents/carers and the School Principal.

Text messaging should only be used when other forms of communication are not possible.

Members of staff should ensure that if a social networking site (e.g. Facebook) is used, details are not shared with children or young persons and privacy settings are set at maximum. No private or direct messaging may be used.

NB

In order to assist with essential direct communication with students under the age of 18, the Music School has obtained a mobile phone and direct communication via the office is possible.

Mobile Number - 07584 563 106

VERSIONS OF THIS POLICY

The appropriate personnel on an annual basis will review this policy document. This will be in consultation with current legislation and will be updated as necessary. Should the document's content be update, the ESM will re-issue it to all relevant personnel.

Previous versions of this document have been created and issued on the following dates.

SEPTEMBER 2008

SEPTEMBER 2012

SEPTEMBER 2014

JANUARY 2016