



Wandsworth Music

Appendix 1 – Casual Music Tutor Policies and Procedures

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1. Equality, Diversity and Inclusion Policy

Wandsworth Music is committed to promoting equality, diversity and inclusion among our workforce and eliminating unlawful discrimination. You and any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (**Protected Characteristics**).

Wandsworth Music commits to:

- Promoting an environment that is inclusive and free from all forms of unlawful discrimination and that values the diversity of its people;
- Seek to ensure that our workforce reflects the diverse communities we serve and that every colleague is treated fairly;
- Take action to eradicate discrimination and inequality when delivering services;
- Adopt legal, national and local guidelines, legislation, codes of practice and strategies that seek to ensure equality of opportunity;
- Consider the needs of all communities in our communications and provision of our services.

Having a diverse and inclusive workforce strengthens Wandsworth Music's position not only as an attractive employer for the very best talented people but also helping us to be more in tune with our local communities and better aligned with service users. A diverse workforce with clear collective goals is generally associated with innovation and better framed strategies and decisions that are more robust.

About this policy

This policy sets out our approach to equal opportunities and the avoidance of discrimination at work. It applies to all aspects of employment with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.

This policy applies to all who work for Wandsworth Music, including employees, consultants, volunteers, casual workers and agency workers.

This policy does not form part of any contract of employment and we may amend it at any time.

Discrimination

You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts or when wearing any branded clothing identifying you as our employee), and on work-related trips or events including social events.

The following forms of discrimination are prohibited under this policy and are unlawful:

Direct discrimination: treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.

Indirect discrimination: a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.

Harassment: this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

Victimisation: retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.

Disability discrimination: this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

Recruitment and selection

Wandsworth Music's approach to recruiting and selecting talent focuses on encouraging candidates of the highest calibre with the appropriate attitudes and personal qualities to apply for any relevant vacancy. Throughout the hiring process, each applicant will be treated fairly and with respect.

Recruitment, promotion and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person if possible.

Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying. They should include a short policy statement on equal opportunities and a copy of this policy will be made available on request.

Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.

Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability. Where necessary, job offers can be made conditional on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.

Disabilities

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate.

Part-time and fixed-term work

Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

Breaches of this policy

We take a strict approach to breaches of this policy, which will be dealt with in accordance with our disciplinary policy. Unlawful discrimination will be zero-tolerated and may amount to gross misconduct resulting in dismissal.

If you believe that you have suffered discrimination you can raise the matter through our grievance policy. Complaints will be treated in confidence and investigated as appropriate.

You must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our disciplinary policy.

2. Whistleblowing policy

About this policy

Wandsworth Music is committed to conducting our charitable operations with honesty and integrity and we expect all staff to maintain high standards. Any suspected wrongdoing should be reported as soon as possible.

This policy covers all employees, officers, consultants, contractors, volunteers, casual workers and agency workers.

This policy does not form part of any contract of employment and we may amend it at any time.

What is whistleblowing?

Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities. This includes bribery, fraud or other criminal activity, miscarriages of justice, health and safety risks, sexual harassment occurring or likely to occur, damage to the environment and any breach of legal or professional obligations.

If you have a personal concern or complaint which is not in the wider public interest, such as the way you have been treated at work, this should be raised with the relevant line manager. If the concern or complaint concerns your line manager then you should contact the CEO.

If you are uncertain whether something is within the scope of this policy you should seek advice from the whistleblowing officer whose contact details are at the end of this policy.

How to raise a concern

We hope that in many cases you will be able to raise any concerns with your line manager. However, where you prefer not to raise it with your manager for any reason, you should contact the whistleblowing officer.

We will arrange a meeting with you as soon as possible to discuss your concern. You may bring a colleague or union representative to any meetings under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

Confidentiality

We hope that staff will feel able to voice whistleblowing concerns openly under this policy. Completely anonymous disclosures are difficult to investigate. If you want to raise your concern confidentially, we will make every effort to keep your identity secret and only reveal it where necessary to those involved in investigating your concern.

Investigation

Once you have raised a concern, we will carry out an initial assessment to determine the scope of any investigation. We will inform you of the outcome of our assessment. You may be required to attend additional meetings in order to provide further information.

In some cases we may appoint an investigator or team of investigators including staff with relevant experience of investigations or specialist knowledge of the subject matter. The investigator(s) may make recommendations for change to enable us to minimise the risk of future wrongdoing.

We will aim to keep you informed of the progress of the investigation and its likely timescale. However, sometimes the need for confidentiality may prevent us giving you specific details of the investigation or any disciplinary action taken as a result. You should treat any information about the investigation as confidential.

External disclosures

The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases you should not find it necessary to alert anyone externally.

The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. We strongly encourage you to seek advice before reporting a concern to anyone external. Public Concern at Work operates a confidential helpline. Their contact details are at the end of this policy.

Protection and support for whistleblowers

We aim to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

Whistleblowers must not suffer any detrimental treatment as a result of raising a genuine concern. If you believe that you have suffered any such treatment, you should inform the whistleblowing officer immediately.

You must not threaten or retaliate against whistleblowers in any way. If an employee is involved in such conduct then the matter will be dealt with under the Disciplinary Policy as a case of possible misconduct or gross misconduct. If a worker or third party is involved in such conduct then we will consider the appropriate actions to deal with the problem, including dismissal. In some cases the whistleblower could have a right to sue you personally for compensation in an employment tribunal.

However, if we conclude that a whistleblower has made false allegations maliciously or with a view to personal gain, then the whistleblower may be subject to disciplinary action.

Public Concern at Work operates a confidential helpline. Their contact details are at the end of this policy.

Contacts

Whistleblowing officer	dwhite@wandsworthmusic.co.uk
Public Concern at Work (Independent whistleblowing charity)	Helpline: (020) 7404 6609 E-mail: whistle@pcaw.co.uk Website: www.pcaw.co.uk

3. Anti-harassment and bullying policy

About this policy

Wandsworth Music is committed to providing a working environment free from harassment and bullying, which includes sexual harassment, and ensuring all staff are treated, and treat others, with dignity and respect.

This policy covers harassment or bullying which occurs at work and out of the workplace, such as on trips or at work-related events or social functions. It covers bullying and harassment by staff (which may include consultants, contractors and agency workers) and also by third parties such as customers, suppliers or visitors to our premises.

This policy does not form part of any contract of employment, and we may amend it at any time.

Wandsworth Music has carried out an assessment to assess the risk of sexual harassment (and other different forms of harassment) occurring in our workforce, the steps we could take to reduce those risks and which of those possible steps are reasonable. This risk assessment will be reviewed regularly.

What is harassment?

Harassment is any unwanted physical, verbal or non-verbal **conduct** that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment. Harassment can occur whether or not it is intended to be offensive, as it is the effect on the victim, which is important, not whether or not the perpetrator intended to harass them. Harassment or bullying is unacceptable even if it is unintentional.

Unlawful harassment may involve **conduct**:

- **related to a protected characteristic** of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation;
- of a sexual nature (**sexual harassment**); or
- of **treating someone less favourably because they have submitted, or refused to submit to, sexual harassment or harassment related to sex or gender reassignment** e.g. where a manager gives a junior employee a poor performance review because they rejected the manager's sexual advances.

Harassment is unacceptable even if it does not fall within any of these categories.

Harassment may include (this is a non-exhaustive list), for example:

- a. racist, sexist, homophobic or ageist jokes, or derogatory or stereotypical remarks about a particular ethnic or religious group, religion or belief, or gender;
- b. disclosing or threatening to disclose someone's sexual orientation or gender identity against their wishes;
- c. offensive e-mails, text messages or social media content; or
- d. mocking, mimicking or belittling a person's disability.

Sexual harassment does not need to be sexually motivated; it only needs to be sexual in nature and may include (this is a non-exhaustive list), for example:

- a. unwanted physical conduct or "horseplay", including touching, pinching, pushing and grabbing;
- b. continued suggestions for sexual activity after it has been made clear that such suggestions are unwelcome;
- c. sending or displaying material that is pornographic or that some people may find offensive (including emails, text messages, video clips and images sent by mobile phone or posted on the internet);
- d. unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless);
- e. intrusive questions about a person's private or sex life or a person discussing their own sex life; or
- f. sending sexually explicit e-mails or text messages or sexual posts/contact on social media.

A person may be harassed even if they were not the intended "target". For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment; or sexually harassed by pornographic images displayed on a colleague's computer in the workplace.

What is victimisation?

Victimisation includes subjecting a person to a detriment because they have done, or are suspected of doing or intending to do, any of the following protected acts:

- a. Bringing proceedings under the Equality Act 2010.
- b. Giving evidence or information in connection with proceedings under the Equality Act 2010.
- c. Doing any other thing for the purposes of or in connection with the Equality Act 2010.

- d. Alleging that a person has contravened the Equality Act 2010.

Victimisation may include (this is a non-exhaustive list), for example:

- a. Denying someone an opportunity because it is suspected that they intend to make a complaint about harassment/sexual harassment.
- b. Excluding someone because they have raised a grievance about harassment/sexual harassment.
- c. Failing to promote someone because they accompanied another staff member to a grievance meeting.
- d. Dismissing someone because they gave evidence on behalf of another staff member at an employment tribunal hearing.

Harassment/sexual harassment and victimisation are unlawful and will not be tolerated. The law requires employers to take reasonable steps to prevent sexual harassment of workers in the course of their employment. All staff are encouraged to report any harassment/sexual harassment or victimisation they are a victim of, or witness, in accordance with this policy. Workers are also entitled to raise concerns about sexual harassment through the whistleblowing procedure instead if they reasonably believe the matter is in the public interest. Harassment/sexual harassment or victimisation may lead to disciplinary action up to and including dismissal without notice if they are committed:

- a. In a work situation.
- b. During any situation related to work, such as at a social event with colleagues.
- c. Against a colleague or other person connected to us outside of a work situation, including on social media.
- d. Against anyone outside of a work situation where the incident is relevant to your suitability to carry out your role.

We will take into account any aggravating factors, such as abuse of power over a more junior colleague, when deciding the appropriate disciplinary action to take.

If any harassment/sexual harassment or victimisation of staff occurs, we will take steps to remedy any complaints and to prevent it happening again. Action may include updating relevant policies, providing further staff training and taking disciplinary action against the perpetrator.

What is third-party harassment?

Third-party harassment occurs where a person is harassed/sexually harassed by someone who does not work for, and who is not an agent of, the same employer, but with whom they have come into contact during the course of their employment. Third-party harassment could include, for example, derogatory comments about a person's age, disability, pregnancy, colour, religion or belief, sex or sexual orientation, or unwelcome sexual advances, from a client, customer, supplier or visitor visiting the employer's premises, or where a person is visiting a client, customer or supplier's premises or other location in the course of their employment.

While an individual cannot bring a claim for third-party harassment alone, it can still result in legal liability when raised in other types of claim and will not be tolerated. The law requires employers to take reasonable steps to prevent sexual harassment by third parties. All staff are encouraged to report any third-party harassment they are a victim of, or witness, in accordance with this policy. Any harassment by a member of staff against a third-party may lead to disciplinary action up to and including dismissal.

We will take active steps to try to prevent third-party harassment of staff. Action may include: warning notices to customers/third parties on our website; information in terms and conditions; providing regular training for staff to raise awareness of rights related to sexual harassment and of this policy; provide specific training for managers to support them in dealing with complaints; carry out a risk assessment when planning events attended by third parties.

If any third-party harassment of staff occurs, we will take steps to remedy any complaints and to prevent it happening again. Action may include warning the harasser about their behaviour, banning them from our premises, reporting any criminal acts to the police, and sharing information with other relevant parties.

What is bullying?

Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority, but can include both personal strength and the power to coerce through fear or intimidation.

Bullying can take the form of physical, verbal and non-verbal conduct. Bullying may include, by way of example:

- physical or psychological threats;
- overbearing and intimidating levels of supervision;
- inappropriate derogatory remarks about someone's performance;

Legitimate, reasonable and constructive criticism of a worker's performance or behaviour, or reasonable instructions given to workers in the course of their employment, will not amount to bullying on their own.

If you are being harassed or bullied

If you are being harassed or bullied, consider whether you feel able to raise the problem informally with the person responsible. You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. If this is too difficult or embarrassing, you should speak to your line manager, who can provide confidential advice and assistance in resolving the issue formally or informally.

If informal steps are not appropriate, or have not been successful, you should raise the matter formally with the CEO.

We will investigate complaints in a timely and confidential manner. The investigation will be conducted by someone with appropriate experience and no prior involvement in the complaint, where possible. Details of the investigation and the names of the person making the complaint and the person accused must only be disclosed on a "need to know" basis. We will consider whether any steps are necessary to manage any ongoing relationship between you and the person accused during the investigation.

Once the investigation is complete, we will inform you of our decision. If we consider you have been harassed or bullied by an employee, the matter will be dealt with under the Disciplinary Policy as a case of possible misconduct or gross misconduct. If the harasser or bully is a worker or third party such as a customer or other visitor, we will consider what action would be appropriate to deal with the problem. Whether or not your complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned.

Protection and support for those involved

Staff who make complaints, report that they have witnessed wrongdoing, or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. If an employee is found to have retaliated against or victimised someone in this way, then the matter will be dealt with under the Disciplinary Policy as a case of possible misconduct or gross misconduct. If a worker or third party such as a customer or other visitor is found to have retaliated against or victimised someone in this way, we will consider what course of action would be appropriate to deal with the problem.

Any disclosure that sexual harassment has occurred, is occurring, or is likely to occur may amount to a protected disclosure under the rules on whistleblowing if you reasonably believe the matter is in the public interest. Workers may raise concerns about sexual harassment under this policy or under our Whistleblowing Policy.

Support and guidance can also be obtained from the following external services:

- a. The Equality Advisory and Support Service (www.equalityadvisoryservice.com).
- b. Protect (www.protect-advice.org.uk).

- c. Victim support (www.victimsupport.org.uk).
- d. Rights of women (England and Wales) (www.rightsofwomen.org.uk)

Record-keeping

Information about a complaint by or about a staff member may be placed on their personnel file, along with a record of the outcome and of any notes or other documents compiled during the process. These will be processed in accordance with our data protection obligations.

4. Health and Safety Policy

About this policy

This policy sets out our arrangements for ensuring we meet our health and safety obligations to staff, and anyone visiting our premises or affected by our work.

This policy covers all employees, officers, consultants, contractors, volunteers, casual workers and agency workers.

This policy does not form part of any contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

Your responsibilities

All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

You should report any health and safety concerns immediately to your line manager.

You must co-operate with managers on health and safety matters, including the investigation of any incident.

Failure to comply with this policy may be treated as misconduct.

Training

Where necessary we will ensure that you are given adequate training and supervision to perform your work competently and safely.

Equipment

You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to your line manager. Do not attempt to repair equipment unless trained to do so.

Accidents and first aid

All WM staff are required to ensure they are aware of the First Aid procedures in each place of work.

Details of first aid facilities and the names of trained first aiders can be obtained from the school office.

All accidents and injuries occurring in schools, however minor, should be reported to the relevant staff member in the school and recorded in the accident book which is kept in Office.

All accidents and injuries occurring at Wandsworth Music events and the Wandsworth Music Academy, however minor, should be reported to the primary first aider and recorded in the accident book.

Fire safety

All staff should familiarise themselves with the fire safety instructions in each location they are working. These are usually displayed on notice boards and near fire exits in the workplace.

Should there be an emergency, please supervise your pupil(s) and evacuate by the most direct and safest route and then liaise with any representative of the venue present. In the case of large groups, a register should be taken when you reach the fire assembly point.

Please do not put your own safety, or that of your pupils, at risk to save property. Do not attempt to fight the fire unless there is no other way to escape. Each venue will have its own procedure regarding fire emergency. Please observe this, and contact your manager if you have an uncertainty about any venue that you use.

Fire drills must be taken seriously.

All staff working at the Wandsworth Music Academy should follow the specific Fire safety instructions circulated in the tutor welcome pack.

Risk assessments and measures to control risk

We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.

Risk assessments (and thus the procedure) will always be reviewed following an accident, change of personnel, building works or other incidents that could point out that procedures are not working. The following methodology will be used to assess risk:

- Hazards identified through inspections, discussions, reviewing of accident statistics, review of any H&S concerns reported by staff.
- Categories of individuals potentially at risk – some hazards may present a special or high risk to certain individuals such as pregnant women, new employees, individuals with disabilities or medical conditions, lone workers or children.
- Scale of the risk assessed taking account the number of people who might be affected in one incident, individuals particularly at risk, concentration of substances, heights, weights and details of previous incidents.
- Potential severity of harm – i.e. parts of the body likely to be affected, nature of the harm (ranging from slight to extremely harmful).
- Potential likelihood of staff/visitors/pupils carrying out unsafe acts through lack of knowledge, underestimation of the practicality and usefulness of safe working methods, short cuts being taken to complete tasks.
- Control recommendations identified to eliminate risk altogether or to reduce levels of risk through adaptation of working practices, introduction of planned maintenance, setting up of emergency arrangements, purchase of protective equipment or use of new technologies.

Good housekeeping – Slips, Trips & Spills

Slips, trips and falls are the largest cause of accidents. Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Ensure shelves are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.
- Ensure cables are positioned carefully and do not cross pedestrian routes.
- Ensure spillages are cleaned up immediately.
- Ensure coats/ bags & instruments cases are stored appropriately so as not to cause a potential tripping hazard (which could prove fatal in the event of a fire).
- Good housekeeping is essential. All staff in all settings have a responsibility to help keep the working environment clean and tidy with floors and access routes kept clear of obstacles, boxes and files.

Electrical equipment

All WM electrical equipment is tested annually (PAT - Portable Appliance Testing) by an approved contractor as per the statutory guidelines. Any items failing the test are disposed of immediately.

Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.

Electrical equipment that is known to be or suspected of being faulty must not be used.

If electrical equipment becomes faulty whilst in use, it is to be isolated from the source of supply and secured so that it cannot be used until repair has been completed.

All staff have a responsibility to ensure portable electrical appliances are used correctly that they are positioned securely and appropriately and there are no trailing wires which could cause a hazard.

Pupils should be encouraged to use WM's or school mains-operated electrical equipment. If there are sound reasons for them to use their own, it can only be utilised at their own risk. It should not be shared with other pupils.

Any member of staff who has concerns about a piece of electrical equipment has a responsibility to take the equipment out of use and bring it to the notice of their line manager.

Smoking

WM operates a no smoking policy. Smoking is not permitted in any school or during any WM activities.

Visitors

Visitors to Wandsworth Music Academy and other out of school programmes and projects must always sign in and wear a WM visitor badge .

Visitors must sign out when they leave and hand back their badge so this information can be cross referenced by WM staff in the event of a fire. It is the duty of all WM personnel within the premises to ensure the health and safety of all visitors.

Lone working

Ideally this should be avoided but it may happen from time to time, especially during evenings and weekends. At the very least you should make certain that you have access to means of calling for help in the event of emergencies. Make sure you tell people where you are going, when you will be back, and let them know if you change your plans.

Whilst most teaching does not involve lone working it is impossible to imagine every set of circumstances and you may find yourself alone from time to time. In all cases, please use your own common sense to keep yourself safe and contact your line manager if you are concerned about any aspect of lone working in your teaching.

Staff should ensure when working late as a lone worker that all entry doors are secure. In the event of an incident at hired premises, lone workers should ensure they know the emergency contact number of the premises officer on duty in the building.

Lone workers should always carry a charged mobile phone. If attacked for Wandsworth Music money (i.e. on route to the bank) which the attacker knows about, the money should be handed over.

Lone workers should use his/her expertise, experience and common sense when undertaking maintenance tasks as a lone worker during holidays/weekends and ensure high-risk & hazardous activities (such as working at height) should not be undertaken when there is no-one else on the premises.

Manual Handling

Some manual handling will be necessary in all jobs – whether it be moving equipment, stacking materials or taking delivery of goods and stationery. However, WM staff must not be placed in situations where the task overreaches individual limits and should not be asked to move excessively heavy equipment. If the load to be moved requires unusual strength or height, puts people at risk who are pregnant or have health problems or requires specialist knowledge or equipment, every effort should be made to redesign the task.

Wherever possible, manual handling should be undertaken by a member of staff who has received specialist training. However, whilst training helps to identify hazardous manual handling and instructs in good handling technique, it cannot compensate for a lack of mechanical aids, unsuitable loads, bad working conditions or poor working environment.

Care should be taken with bulky or heavy instruments or equipment. Lifts should be used and assistance sought wherever possible particularly if instruments and equipment need to be taken to alternative premises.

When undertaking a heavy lifting task:

- Stop & think – is there another way to move the load or can any trolleys or other equipment be utilized to reduce the potential risk?
- Plan the lift – where is the load to be placed? Is help required with the load? Are there any obstacles that need to be removed? Does the load need to be rested on route?
- Position the feet to give a balanced and stable base
- Adopt a good posture – bend the knees if lifting from a low level, keep the back straight, keep the shoulders level and facing in the same direction as the hips
- Get a firm grip – a hook grip is less tiring than keeping the fingers straight
- Keep the load close to the body, do not move suddenly, move your feet not your body
- Lift smoothly
- Do not twist the body when turning – move your feet instead
- Put the load down, rest and then adjust as necessary

Use of vehicles

Only those persons authorised and in possession of the appropriate licence are authorised to drive vehicles on Wandsworth Music business.

Under no circumstances should pupils be taken in staff cars unless permission has been received in writing from parents and approved by the Chief Executive. When permission has been given, it is vital that guidance as set out in WM's Safeguarding Policy is followed.

Teaching noise levels

Teaching loud instruments regularly in confined spaces can potentially damage your hearing. Generally, you should not be subject to sound levels greater than 90 dBA SPL (sound pressure levels) for an extended period of time.

- Sensible precautions should be taken, for example;
- Ensuring instruments are played at an appropriate volume and distance (especially electronic instruments)
- Use of hearing protection during rehearsals and concerts if required
- Frequent breaks

Please let us know if you feel you are working at or above this level of noise and we will work with you either to reduce the noise level or provide suitable ear protection.

5. Social Media Policy

About this policy

This policy is in place to minimise the risks to our business through use of social media.

This policy deals with the use of all forms of social media, including Facebook, LinkedIn, X, Instagram and all other social networking sites, internet postings and blogs. It applies to use of social media for business purposes as well as personal use that may affect our business in any way.

This policy covers all employees, officers, consultants, contractors, volunteers, casual workers and agency workers.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

Personal use of social media

Occasional personal use of social media during working hours is permitted so long as it does not involve unprofessional or inappropriate content, does not interfere with your employment responsibilities or proactivity and complies with this policy.

Prohibited use

You must avoid making any social media communications that could damage our business interests or reputation, even indirectly.

You must not use social media to defame or disparage us, our staff or any third party; to harass, bully or unlawfully discriminate against staff or third parties; to make false or misleading statements; or to impersonate colleagues or third parties.

You must not express opinions on our behalf via social media, unless expressly authorised to do so by your manager. You may be required to undergo training in order to obtain such authorisation.

You must not post comments about sensitive business-related topics, such as our performance, or do anything to jeopardise our trade secrets, confidential information and intellectual property. You must not include our logos or other trademarks in any social media posting or in your profile on any social media.

Any misuse of social media should be reported to the appropriate Line Manager.

Guidelines for responsible use of social media

While we recognise that a number of staff regularly make use of social networking sites as a legitimate and valuable means of keeping in touch with family, friends and colleagues, there are potential implications when using the sites in a professional or personal capacity when working with children, young people and vulnerable adults.

There will be NO contact between staff and pupils on any social networking sites. Any invitations from students to be 'friends' must be rejected.

There will be NO contact between staff and pupils through personal or private messaging sites.

Staff should refrain from mentioning any pupil or school that you work at in any status update. Derogatory comments either explicit or implied regarding any pupil or school will be treated as a disciplinary matter.

You should make it clear in social media postings, or in your personal profile, that you are speaking on your own behalf. Write in the first person and use a personal e-mail address.

Be respectful to others when making any statement on social media and be aware that you are personally responsible for all communications which will be published on the internet for anyone to see.

If you disclose your affiliation with us on your profile or in any social media postings, you must state that your views do not represent those of Wandsworth Music (unless you are authorised to speak on our behalf). You should also ensure that your profile and any content you post are consistent with the professional image you present to clients and colleagues.

If you are uncertain or concerned about the appropriateness of any statement or posting, refrain from posting it until you have discussed it with your manager.

If you see social media content that disparages or reflects poorly on us, you should contact your manager.

Breach of this policy

Breach of this policy may result in dismissal. Any member of staff suspected of committing a breach of this policy will be required to co-operate with our investigation, which may involve handing over relevant passwords and login details.

You may be required to remove any social media content that we consider to constitute a breach of this policy.