



Wandsworth Music

Child Protection Code of Practice and Procedures

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Wandsworth Music

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**ARTS COUNCIL
ENGLAND**

Introduction

Wandsworth Music (WM) recognises a responsibility for the safety of children in its care. It also recognises that good child protection policies and procedures are of benefit to everyone involved with the service, including staff, as they help protect them from erroneous or malicious allegations. For the purpose of this policy, WM staff includes all staff tutors and volunteers who come into contact with children whether it be instrumental, vocal, musicianship tutors, pastoral staff, administrative staff or senior managers.

This policy should be read in conjunction with the **WM SAFEGUARDING & CHILD PROTECTION POLICY** and **KEEPING CHILDREN SAFE IN EDUCATION**. It is applicable to all Wandsworth Music activities.

All staff that have unsupervised access to or contact with children are required to:

- recognise and accept their responsibilities;
- develop awareness of the issues which cause children harm;
- report concerns to senior managers.

WM will endeavour to safeguard children by:

- adopting child protection procedures and a code of practice for all staff;
- reporting concerns to the appropriate authorities;
- ensuring all staff have been police checked through the enhanced DBS;
- ensuring that all staff have read and are willing to implement this policy.

A culture of mutual respect between children and WM staff is encouraged, with adults modelling good practice in this context. It is part of WM's responsibility in the duty of care towards children that anybody who encounters child protection concerns will be supported when they report their concerns in good faith. WM recognises that the teaching of pupils on a one-to-one or small group basis places huge trust on tutors, and requires equal trust from parents and carers. We also recognise that tutors are vulnerable to malicious and erroneous allegations. This policy is designed to help protect all who teach, learn, administer and manage music through Wandsworth Music.

Code of Practice

Below is a set of guidelines that all WM staff should take on board, especially when dealing with individual / small groups of students. It is important to be mindful at all times of your behaviour and of the potential risk of an allegation. Staff should take necessary precautions in order to minimise the opportunity for an allegation to be made against them.

Duty of care

Your duty of care extends to all pupils in the schools where you work, even if you do not teach them yourself.

If you become aware of any concerns relating to any pupil either directly, or from a third party, or witness an incident, you have a duty to inform an appropriate person in the school at the earliest opportunity, before you leave that day. If the concern is a Safeguarding matter you must, as outlined in the Safeguarding policy, also report this to the Designated Safeguarding Lead at WM.

WM undertake regular safeguarding walks at the Wandsworth Music Academy. We would encourage schools to adopt a similar practice to help protect all who learn and teach music in their schools.

Physical Contact

It is important not to have physical contact with children therefore the basic rule is **DO NOT TOUCH**.

Technique can normally be taught by explanation and by the tutor modelling good practice.

Where explanation and modelling of a technical remedy has proved fruitless, a tutor's professional judgement may be that a minimum of physical contact may be desirable. Typical examples may be related to the position of a bowing arm, of the correction of wrist or finger positions. In such circumstances, the following procedures must apply:

- i) that modelling and explanation has proved fruitless;
- ii) that the permission of the child has been requested and given, ie. "do you mind if I just move your arm a little...." (and accept that the answer could be "yes" as well as "no");
- iii) explain your intention and the purpose of it very clearly and involve the other pupils so they can see exactly what is happening.

Staff should **NEVER** touch the chest, waist, diaphragm or ribs of pupils in order to teach breathing. Further, it is not acceptable for tutors to ask pupils to touch them, nor is it acceptable to ask them to touch each other.

Teaching space

Group or one-to-one lessons should normally be taught in rooms that have windows in the doors. Where practical tutors are strongly advised to keep the door slightly open and to expect and welcome colleagues who may routinely come in to indicate a discreet check on the safety and welfare not only of the child/ren but also the tutor.

- In any room, teachers should ensure that the exit for children is unobstructed either by people or objects and particularly by themselves;
- In the unfortunate situation of lessons being given in a room into which other people cannot see, tutors should:
 - leave the door open when possible and practical to do so;
 - positively invite the music teacher/Head Teacher/other staff members to visit at any time;
 - establish a 'knock and walk in' rule rather than having pupils waiting outside.

Staff who have concerns over the suitability of a teaching space should in the first instance request a more suitable space. Apart from matters relating to professional conduct, the quality of the teaching space will probably affect the quality of learning.

- Let the Head Teacher and/or the appropriate member of school staff know in writing.
- Staff teaching in an isolated location are strongly urged to move to a room where other people are nearby.

If this issue is not resolved it should be raised with the appropriate WM manager and the Designated Safeguarding Lead.

Cars & lifts

Pupils must not be given lifts by WM staff in private cars. This means that impromptu lifts to avoid the rain, or dropping a child off on the way home, are not acceptable.

Only in exceptional circumstances and with prior written permission from the parent/carer and the agreement of the CEO (subject to relevant Motor Insurance Policy) will requests be considered.

Contact with Students

Under no circumstances should WM staff share personal telephone numbers, email addresses or other contact details with students. Parents and pupils should be directed to contact the music service directly to raise any queries.

WM will never give your personal contact information to a parent or carer without your prior approval.

Social Media

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

- WM staff should not have contact with pupils on any social networking sites. Any invitations from pupils to be 'friends' must be rejected.
- There will be NO contact between staff and pupils through personal or private messaging sites.
- WM Staff should refrain from mentioning any pupil, ensemble, event or school that they work at in any status update. Derogatory comments either explicit or implied regarding any pupil or school will be treated as a disciplinary matter.

Photos and Film

Wandsworth Music occasionally use photographs and/ or film footage of events, concerts and lessons. These images may be used to celebrate our musical activities and student achievements; to promote the music service via our website and social media; for publicity or funding purposes related to music education; and for other publicity such as newsletters, promotional videos & press releases.

However, in this digital age, photographs can pose a growing danger to the safety of children, young people and their families and must be used with caution. Photos can fall into the wrong hands and can be easily manipulated once they are downloaded electronically.

Photos should only be taken by staff or volunteers who have been given specific permission and instruction by the CEO or Designated Safeguarding Lead.

Although we will carefully use images based on the basis of our 'legitimate interests' we understand there may be occasions where music service users provide good reason why we should withdraw certain images.

Images that might cause embarrassment or distress will not be used. WM will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

When using photos or film DO NOT:

- include full names or personal contact details (of the subject);
- create or use images of a looked after child without prior consent;

- use images of children in swimming costumes or other revealing dress – this reduces the risk of inappropriate use.

Do:

- be aware that children and families fleeing domestic abuse may be recognised via photos/images and their whereabouts revealed to an abusive partner;
- be sensitive to what photography/video might mean to any individual person, who has experienced imagery being used to abuse/harass or exploit them previously;

Language and communication

WM staff should ensure that language is professional and appropriate at all times.

- Staff should not make suggestive or inappropriate remarks to, or about a child, even in fun, as this could be misinterpreted.
- Staff should never use swear words, expletives or other profanities, however mild you might judge them to be, in front of students, staff or parents.
- Similarly, always insist that students use suitable language in your presence.
- Keep boundaries very clear between you and pupils, particularly if the conversation involves relationships, emotions, and sexual content.
- Be aware of conversations that you have with pupils and the need to avoid sexual innuendo at all times. Older pupils are particularly conscious of staff making sexual inferences and this can place you in a very vulnerable position.
- End any inappropriate conversations, and make sure that the student understands the subject is inappropriate. This should then be immediately reported to the Designated Safeguarding Lead.
- Do not engage in conversations about your personal life with pupils.
- Be aware of pupils forming attachments to you as a teacher and maintain professional boundaries if they appear particularly needy of your attention. It is imperative that you do not appear to be encouraging the relationship, as this can often lead to misunderstandings.
- If a pupil wishes to disclose personal information to you, ensure that they understand that you cannot guarantee confidentiality. Do not probe a pupil about their personal life unless they approach you. Avoid giving advice to pupils about their relationships.
- Good practice includes valuing and respecting children as individuals, and the adult modelling of appropriate conduct – which will always exclude bullying, shouting, racism, sexism or sectarianism.

Procedures for Reporting Concerns

Be aware

Staff should remember that those who abuse children can be of any age, gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.

The Pastoral Leaders at Wandsworth Music events, courses and out of school activities are not designated officers but should be initially informed by tutor staff of the fact that an issue has arisen and will have the duty of informing

the Chief Executive or Assistant Head of Music. They should not deal with the content of any situation or issue unless, for example they are themselves the initial recipient of disclosures, complaints, etc.

Reporting an issue

It is important not to deter children from making a disclosure of abuse for fear of not being believed, and to listen to what they have to say. Staff should never attempt to investigate a disclosure that gives rise to a child protection issue, but should report the matter to the Designated Safeguarding Lead.

Staff could have their suspicion or concern raised in a number of ways, the most likely of which are:

- the conduct of a member of staff;
- a child disclosing abuse (physical, emotional, sexual or neglect);
- bruising or evidence of physical hurt, which may or may not be accompanied by...
- ...unusual behaviour by a child.

If a member of staff has such concerns, they should be reported immediately (within 24 hours) to the designated officers as outlined below. Delay could prejudice the welfare of a child. If the concerns relate to the conduct of a member of staff, these should be reported by phone to the designated officers at the earliest opportunity.

The designated officer will consider such a report and either refer this to the authorities or, after taking appropriate advice, decide instead not to refer the matter on but to keep a full written record of the concerns.

In either case, the member of staff concerned will be invited to a meeting with the designated officers at the first available opportunity, so that they are made aware of the concerns that have been raised and are further aware of the action to be taken.

Who to report to

For WM activity taking place out of school (Music Academy, Concerts, Events, Courses, Tours etc)

Designated officer: Dan White

Chief Executive: dwhite@wandsworthmusic.co.uk

0208 333 3895

Deputy Designated officer: Debbie Huie

Assistant Head of Music: dhueie@wandsworthmusic.co.uk

0208 333 3891

Deputy Designated officer: Aurelie Sciamma

Pastoral Leader: asciamma@wandsworthmusic.co.uk

0208 333 3899

Multi Agency Safeguarding Hub (MASH)

mash@wandsworth.gov.uk

020 8871 6622

For WM activity in schools during school hours.

If the concern relates to a child or member of school staff in a school during the working week you should **in the first instance** ask to speak to the school's own **Designated Officer**. You should then also inform the WM designated officer.

General Advice

How to respond when a child makes an allegation of abuse

1. Stay calm.
2. Listen to what is said and send other children away if necessary.
3. Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
4. Tell the child that the matter will only be disclosed to those who need to know about it.
5. Allow the child to continue at his/her own pace.
6. Ask questions for clarification only, and at all times, avoid asking questions that suggest a particular answer.
7. Reassure the child that they have done the right thing in telling you.
8. Tell the child what you will do next, and with whom the information will be shared.
9. Record in writing what was said, using the child's own words as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure the record is signed and dated. (please keep a copy for your own records)
10. It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from the designated officer.

Remember

Listen	don't brush aside what may be a serious issue
Think	don't advise, judge or promise confidentiality
Report	straight away – don't forget to write it all down.
Be accurate	don't edit the child's language – use the same words.
Keep to this policy	don't express personal opinions or thoughts