

# Charlotte Mendly School of Music

## Safeguarding Policy

### The purpose and scope of this policy statement

Charlotte Mendly School of Music works with children and families as part of its activities. These include: private music tuition, group lessons and workshops in musical theatre and drama, weekly choir rehearsals and frequent public performances within the local community.

The purpose of this policy statement is:

- to protect children and young people who receive [name of group/organisation]'s services. This includes the children of adults who use our services
- to provide parents, staff and volunteers with the overarching principles that guide our approach to child protection.
- This policy statement applies to anyone working on behalf of Charlotte Mendly School of Music, including, paid staff, volunteers, sessional workers, agency staff and students.

### Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of the child is paramount
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- appointing a nominated child protection/safeguarding lead, a deputy child protection/safeguarding lead and a lead trustee/board member for safeguarding
- developing child protection and safeguarding policies and procedures which reflect best practice
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- developing and implementing an effective online safety policy and related procedures
- sharing information about child protection and safeguarding best practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- implementing a code of conduct for staff and volunteers
- using our procedures to manage any allegations against staff and volunteers appropriately
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- recording and storing information professionally and securely

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### Photography and image sharing guidance

If parents or other members of the audience are intending to photograph or video an event they should be made aware of the organisation's policy. The use of cameras or mobile phones and camera or filming capability in dressing rooms and other inappropriate environments should be expressly forbidden.

If the organisation permits the use of personal photograph taking, parents/carers must be advised that this is for personal use only and photos of other children must not be put on social media without the permission of the child's parent(s).

All photographs and videos taken by Charlotte Mendly School of Music will be deleted from sources after use.

### E-Safety

- All staff/ volunteers must not communicate with children via their phone or on social media. Communication should just be with the parent/carer.
- Staff should not be 'friends' on social media with any pupil under 18 years of age.
- Cyber bullying by children via texts and e-mail will be treated as seriously as any other type of bullying.

### Safer Recruitment

All staff and volunteers must go through a recruitment process which takes into account safeguarding issues as follows:

- A DBS check for the Child Workforce that is enhanced with barring.
- Two references, at least one of which must be a professional reference. If the second reference is personal it must not be from a family member
- The interview process must include questions about safeguarding and sharing the questions the organisations safeguarding policy and expectations
- Relevant qualifications and experience in order to practice safely

### Parents

- The organisation believes it to be important that there is a partnership between parents and the organisation. Parents are encouraged to be involved in the activities of the organisation and to share responsibility for the care and safeguarding of the children.
- All parents will have access to the organisation's Child Protection/safeguarding policy and procedures via the website ([www.charlottemendly.com](http://www.charlottemendly.com))
- All parents have the responsibility to collect (or arrange collection of) their children after classes, rehearsals or performances. The organisation has a responsibility to ensure suitable arrangements are in place to take children home.

### Unsupervised Contact

- The organisation will ensure that no unauthorised adult has contact with the children.
- If possible there should be two adults in the room when working with larger groups of children.

### Behaviour

- It is expected that all staff and pupils respect each other
- If there are incidents of unacceptable verbal or physical behaviour relating to pupils these will be challenged by staff and where appropriate brought to the attention of the parent.

### Staff Behaviour

- Adults will only touch children when it is absolutely necessary in relation to the particular activity

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- Adults will seek the consent of the child prior to any physical contact and the purpose of the contact shall be made clear

## Contact details

Nominated child protection lead  
Charlotte Mendly: 07581 020 959/cmendly@outlook.com

NSPCC Helpline  
0808 800 5000

We are committed to reviewing our policy and good practice annually.  
This policy was last reviewed on: 25/02/2019  
Signed: CMendly  
Date: 25/02/2019