



Safeguarding & Child Protection Policy

Ealing Music Service (EMS) adopted this policy on 1 September 2014

1 Guidelines for EMS Staff & Volunteers

Ealing Music Service (EMS) fully recognises its responsibility for child protection. The guidelines below are practical guidelines and procedures which all staff and volunteers working with young people (henceforth referred to as EMS staff) are required to adopt in relation to Child Protection.

1.1 Physical contact

- a) Direct physical contact with a pupil should be avoided. This will remove all risks relating to EMS staff being accused of misconduct or placing a pupil in an uncomfortable situation.
- b) In occasional circumstances, **and as a last resort**, where it is necessary for the tutor to touch a pupil's arms or hands, verbal permission must first be sought from the pupil - and the reason why this is necessary explained - before contact is made.
- c) Never lean over or stand behind a pupil (this may be intimidating for the pupil).
- d) Physical restraint must not be used except in exceptional circumstances where reasonable restraint may be used to avoid a pupil causing harm to you, themselves, or other pupils. Please familiarise yourself with each school's policy on handling disruptive pupils.

1.2 Professionalism

- a) EMS staff should maintain a professional relationship with pupils at all times.
- b) Avoid developing 'special' relationships or 'over familiarity'.
- c) Never initiate social contact with pupils outside the teaching situation.
- d) Never give out personal contact details to pupils or befriend them on social networking sites. Any necessary contact should be made via the parents.

1.3 Teaching venue

The teaching room should be viewable from the outside, especially when teaching individual pupils. If a window is not part of the structure of the room, it is recommended that a door is left open. If even this is not possible EMS staff must raise this matter with a senior member of school staff and the Head of Ealing Music Service.

1.4 Transport

Lifts should not be given to pupils in EMS staff cars except in exceptional circumstances with the express permission of a senior member of school staff and the child's parent(s) or guardian(s). Insurance cover must be in place for business use.

1.5 Communication

- a) Calls to pupils should be avoided other than in an emergency.
- b) When making contact by phone or text, EMS staff should always ask to speak to the parent/carer and never the pupil.
- c) Contact by email is discouraged. Where this is necessary, permission must always be obtained from the parent(s) or guardian(s). If a pupil is sent an email, the parent/carer/EMS office must be copied in. We would advise teachers to keep copies of any emails sent to pupils in case any complaint is made.

Members of the public can report Accidents & Incidents, including any safeguarding concerns through this portal: <https://ealingmusicservice.com/accident-report>

d) Use appropriate language at all times. Do not use pet names or include kisses in emails.

1.6 What to do if abuse is suspected

EMS staff have a legal duty to report any suspicion of abuse.

a) Whilst working in a school, for the school:

In the first instance staff should inform the Designated Child Protection Officer (DCPO) of the school. If the DCPO is unavailable for whatever reason, inform the headteacher. Staff **must** then report that there has been a child protection issue to the Head of Ealing Music Service by phone on the same day.

b) Whilst leading an EMS ensemble or workshop:

In the first instance staff should inform someone using the Social Care emergency number (020 8825 5000) and or the Police on 999 who will redirect you to the right person. Staff must then report the issue to the Head of EMS by phone on the same day, or the next day at the very latest. In the absence of the Head of EMS, contact the EMS office and ask for the Head of Service to contact them as a matter of urgency.

Any incident or concern, however minor it may seem, should be reported.

1.7 What to do if a pupil confides in you about abuse

a) Reassure the pupil that you will take what is said seriously.

b) Keep calm and listen to the allegations. Make notes including any names, dates and times, as soon as possible.

c) Do not prejudice anything by asking leading questions.

d) Tell the pupil that you will need to pass his/her comments to someone else. Do not promise confidentiality.

e) Be aware that the pupil may have been threatened, intimidated or made to promise secrecy. You can refer the child to Childline (0800 1111) if you feel he or she needs further confidential advice but you must also report the incident to the school or music service.

f) Never encourage the pupil to disclose more information than has been freely given.

g) Refer the case to the correct person immediately - see point 1.6

h) Do not discuss the case with anyone else apart from the Designated Child Protection Officer in the school and the Head of Ealing Music Service.

2 EMS Events

Child Protection must remain of paramount importance at EMS events.

- All staff involved in the event must have read, understood and signed up to this policy and especially the guidelines in section 1.

Risk Assessments

It is the responsibility of the lead SLT member to have all risk assessments approved by the Head of Service at least 4 weeks before each event.

3 EMS-led School Events

Child Protection must remain of paramount importance at EMS-led school events.

- All EMS staff involved in the event must have read, understood and signed up to this policy and especially the guidelines in section 1.

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4 EMP Partner Events

Child Protection at partner organised events, such as Acts 29 Boot Camp and UFOS steel pan ensemble classes, remain the responsibility of the organiser. However EMS reserve the right to do the following to ensure safeguarding standards:

- check risk child protection assessments in place for each event
- undertake spot checks to ensure Risk Assessment measures in place are followed

5 Staff Consent

All EMS teaching staff must sign and send a copy of this policy to the EMS office by fax or post and keep one copy for future reference. EMS staff will NOT be allowed to undertake any tuition on its behalf without receiving a signed copy of this document.

Consent

I have read, understood and agree to implement this policy for the protection of pupils placed under my care.

Teacher name: _____

Signed: _____ Date: _____

Downloads:

A current list of Ealing School Designated Child Protection Officers can be found here:
<http://ealingmusicservice.com/download/ealing-designated-teachers-for-child-protection/>

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