

Workbox Music

Child Protection & Safeguarding Policy

1. Introduction

Workbox Music represents a group of self-employed, private music teachers, working together as part of an organisation with one collective identity. We deliver private music lessons at students' homes, in studio spaces in London, at teachers' homes (where appropriate) and online. In the course of their work with Workbox Music, teachers may have periods of unsupervised contact with children and vulnerable adults. Workbox Music takes the safeguarding of children and vulnerable adults very seriously and we are committed to ensuring that our lessons are conducted safely and professionally.

At Workbox Music, we believe that music lessons should be a safe haven for all. We expect our teachers to uphold the values outlined in this document, and to conduct themselves in a professional, responsible, and respectful manner at all times during their work with us.

This policy does not constitute a contract between Workbox Music and any individual. However, the Workbox Music teacher contract and Terms and Conditions for students both include clauses referring to this document. In signing the teacher contract or booking a lesson with Workbox Music, individuals agree to adhere to the policies and standard of behaviour outlined in this document.

2. Scope of this policy

This policy applies to any individual who comes in contact with children and/or vulnerable adults during work undertaken with Workbox Music. This includes any directors, employees, and self-employed teachers. Hereafter referred to as 'the teacher' or 'teachers.'

A "child" is anyone under the age of 18.

A Vulnerable Adult is

"Parents" is anyone in the role of parent, who has legal custody of a child. This includes adoptive parents, grandparents, carers, guardians etc.

The "Designated safe-guarding lead" or "DSL" at Workbox Music is Shakira Tsindos (Director).

3. Aims and intent

This policy aims to create and maintain a safe environment for students, parents and teachers during all Workbox Music lessons. Using the guidance set out in this

document, Workbox Music intends to foster and maintain a workplace culture which places safety, respect, and professionalism at its' heart. Workbox Music will take all reasonable steps to protect students, parents and teachers from harm.

4. Context

In the UK, there is a large body of legislation relating to the safeguarding of children and vulnerable adults. The most relevant acts for the work undertaken by Workbox Music are:

- Keeping Children Safe in Education 2019
- The Protection of Freedoms Act 2012
- Safeguarding Vulnerable Groups Act 2006
- Conduct of Employment Agencies and Employment Business Regulations 2003
- Protection of Children Act 1999/Criminal Justice and Court Services Act 2000
- Care Standards Act 2000
- Equality Act 2010
- The Police Act 1997
- The Children (Protection from Offenders) (Miscellaneous Amendments) Regulations 1997
- The United Nations Convention on the Rights of the Child
- The Rehabilitation of Offenders Act 1974
- The Health and Safety at Work Act 1974

Workbox Music will review, maintain, and update this policy regularly to reflect changes in legislation and statutory guidance. This will be undertaken at least once every academic year.

5. Criminal records

To comply with statutory safeguarding guidance, all prospective employees, self-employed contractors, and other staff must declare any criminal convictions before undertaking unsupervised work with children or vulnerable adults. No-one will be permitted to undertake any work with Workbox Music which involves regular contact with children without providing:

- Evidence of suitable qualifications for the role they are undertaking
- An up-to-date Enhanced DBS check

A criminal record may not prevent a person from working for Workbox Music in another capacity than teaching: if that person is then asked to undertake tasks which will bring them into unsupervised contact with children, any record must be declared to the Designated Safeguarding Lead, who will take appropriate advice where necessary and will decide whether this task should be allocated to another person.

6. Planning and supervision

Any activity involving children and/or vulnerable adults should be planned in advance to ensure that it is safe and appropriate for all participants. When required, a thorough risk assessment should be undertaken and documented clearly.

Any teacher supervising children and/or vulnerable adults should be competent and confident to do so. All teachers should have read and agreed to the Workbox Music Behaviour Code before supervising activities for children and/or vulnerable adults.

Teachers should avoid working alone in a property with a child and/or vulnerable adult; a student's parent or suitable guardian should be present in the house or studio space at all times during the lesson. Where possible, the lesson should take place within the sight and hearing of the student's parent or guardian and the door to the teaching room should be left open.

Teachers must not offer to transport a child to and from any activity unless accompanied by a parent or guardian or as part of a formal arrangement.

If a teacher should find themselves in an uncomfortable or compromising situation at any time during their work with Workbox Music, they must report their concerns to the Designated Safeguarding Lead as soon as it is practical to do so.

7. Physical contact

It is never necessary to use physical contact with a child or vulnerable adult to demonstrate how to sing or play an instrument.

Physical contact between children and/or vulnerable adults and teachers can easily be misconstrued and should be avoided where possible to maintain professional boundaries and to ensure that children and/or vulnerable adults are not made to feel uncomfortable.

There are some situations where physical contact may be necessary. It is necessary for teachers to report any such occurrences to the DSL as soon as is practical.

Such occurrences may include:

- Proportionate response to prevent accident or injury to a child or anyone else (e.g. to prevent a fall)
- Proportionate response to prevent serious damage to property.

- To provide medical assistance (e.g. to administer First Aid)

If a child and/or vulnerable adult is hurt or distressed, the teacher should do their best to comfort or reassure them whilst maintaining professional boundaries.

All adults working with children and/or vulnerable adults should be aware that physical contact may be distressing for individuals for a range of reasons e.g. sensory perception issues or a history of abuse.

Workbox Music teachers may work with very young children during Toybox Music lessons. These lessons are multisensory and may include elements of touch. Any physical contact as part of Toybox Music lessons should be instigated by the child. Specialist early years training will be given to Toybox Music teachers to ensure that these lessons are conducted appropriately and that there are appropriate professional boundaries in place.

8. Communication

Electronic Communication

Any electronic communication between Workbox Music, teachers and children and/or vulnerable adults should be conducted either through a parent or guardian or with their direct supervision (e.g. copying into emails). No direct contact with a child or vulnerable adult should be instigated by a teacher without the express consent and supervision of a parent or guardian.

As scheduling is undertaken by Workbox Music on behalf of the teacher, there should be no cause for Workbox Music teachers to message students outside of their lessons. Workbox Music is always happy to facilitate any communication between teachers, students, and parents/guardians (including sending practice notes and resources.) This is the easiest way to monitor electronic communication and to protect both students and teachers.

Under no circumstances should teachers engage with a child and/or vulnerable adult student on any form of social media or instant messaging service.

Communication in Lessons

Effective and appropriate communication between teachers and children and/or vulnerable adults is vital for delivering safe and effective music lessons. Workbox Music expects all teachers to listen to their students respectfully and ensure that their verbal and written communication is appropriate at all times. Similarly, it is important to make clear to students and parents/guardians that they are expected to treat teachers respectfully and behave appropriately in lessons.

Workbox Music teachers should ensure that their behaviour and language remain appropriate and professional at all times. They should refrain from making comments or jokes that could be perceived to be unsuitable, inappropriate or unprofessional.

9. Using technology in lessons

Teachers should be mindful of how they use technology during a lesson and should refrain from using their phone or other electronic device for personal reasons whilst teaching.

Technology can be a powerful tool to enrich a student's learning. If a teacher wants to show online content to a student as part of their lesson, it is vital for the teacher to ascertain that the material is suitable for the student and that it will not cause harm.

10. Photography and recording

No photos will be taken or published of any child or vulnerable adult attending an event, activity, or lesson without prior written permission from a parent or guardian. If any person has any concerns regarding any person taking photos at an event, activity, or lesson, that person should contact the DSL immediately.

Sometimes, a child or vulnerable adult may wish to record achievements or monitor progress in lessons by taking photos, voice notes or videos.

In any case where a teacher wishes to take a photo or record part of a lesson, these steps should be followed:

- Obtain written consent from a parent or guardian.
- Ask for permission from the child or vulnerable adult to take a photo, video or voice note on your device.
- Send a copy of the material to the DSL Shakira Tsindos.
- Delete the copy of the material from your device straight away.
- Shakira Tsindos will send the material to the parent/guardian for the student to view and use.
- If Workbox Music intends to share the photo or recorded material. Shakira Tsindos will double to check that that the student and/or their parent/ guardian is happy for the material to be used in accordance with the Workbox Music photo and video agreement.

II. Bullying

Workbox Music has a zero-tolerance policy on Bullying. If any incidence of bullying (by children or adults) should arise during Workbox Music lessons or activities, action will be taken immediately to stop such behaviour.

In the case of a child or vulnerable adult engaging in bullying behaviour, their parents or guardian will be notified and asked to take steps to prevent such behaviour in the future. Workbox Music reserves the right to ban students from future lessons, events, and activities if this is deemed necessary to protect other individuals from bullying. The DSL will review any incidences of bullying by children or vulnerable adults and assess if there is any likely future risk to other children or vulnerable adults.

Allegations of adults bullying children or vulnerable adults during Workbox Music lessons will be treated extremely seriously and we will take all reasonable steps to protect children or vulnerable adults from such behaviour.

12. Teachers' Behaviour Code

This behaviour code outlines the conduct that Workbox Music expects from all our staff, Directors and Self-Employed Teachers. This includes anyone who is undertaking duties for the organisation, whether paid or unpaid.

The behaviour code is there to help us protect children, young people and vulnerable adults from abuse.

Workbox Music is responsible for making sure everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

In your role as a teacher with Workbox Music you are acting in a position of trust and authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model by young people and are expected to act appropriately.

We expect people who take part in our services to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

Responsibility of individuals working with Workbox Music

You are responsible for:

- prioritising the welfare of children and young people
- providing a safe environment for children and young people
- ensuring equipment is used safely and for its intended purpose
- having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.

- following our principles, policies and procedures
- including our policies and procedures for safeguarding and child protection, whistleblowing and online safety
- staying within the law at all times
- modelling good behaviour for children and young people to follow
- challenging all inappropriate behaviour and reporting any breaches of the behaviour code to Shakira Tsindos (DSL, Workbox Music)
- reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures (this includes inappropriate behaviour displayed by an adult or child and directed at anybody of any age)

Respecting children, young people and vulnerable adults

You should:

- listen to and respect children at all times
- value and take children's contributions seriously, actively involving them in planning activities wherever possible
- respect a young person's right to personal privacy as far as possible
- if you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity.

Diversity and inclusion

You should:

- treat children, young people and vulnerable adults fairly and without prejudice or discrimination
- understand that children, young people and vulnerable adults are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation
- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

Appropriate relationships

You should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid showing favouritism
- be patient with others
- exercise caution when you are discussing sensitive issues with children or young people
- ensure your contact with children, young people and vulnerable adults is appropriate and relevant to the nature of the activity you are involved in
- ensure that whenever possible, there is more than one adult present during activities with children, young people and vulnerable adults.

if a situation arises where you are alone with a child, young person or vulnerable adult, ensure that you are within sight or can be heard by other adults

if a child, young person or vulnerable adult specifically asks for or needs some individual time with you, ensure that their parent or guardian knows where you are at all times.

- only provide personal care in an emergency and make sure there is more than one adult present if possible

- unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

Inappropriate behaviour

When working with children, young people and vulnerable adults, you must not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- smoke, consume alcohol or use illegal substances
- develop inappropriate relationships with children and young people
- make inappropriate promises to children and young people
- engage in behaviour that is in any way abusive

including having any form of sexual contact with a child or young person

- let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and young people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.
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Upholding this code of behaviour

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you.

If you have behaved inappropriately, you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you might be asked to leave Workbox Music. We might also make a report to statutory agencies such as the police and/or the local authority child protection services.

If you become aware of any breaches of this code, you must report them to Shakira Tsindos (DSL, Workbox Music) If necessary, you should follow our whistleblowing procedure and safeguarding and child protection procedures.

13. Suspicions of abuse

For teachers suspecting abuse of a child

Any teacher who witnesses or suspects abusive behaviour towards a child or vulnerable adult should record the details and report it as soon as possible to the DSL of Workbox Music.

If a child or vulnerable adult makes disclosure of any abusive behaviour to a teacher during one of their lessons. The teacher should take the following steps:

- Listen to what the child or vulnerable adult is saying. Refrain from interrupting and don't ask any leading questions
- Reassure the child or vulnerable adult that they have done the right thing in sharing the information.
- Do not promise to keep any allegations secret but do respect that the child or vulnerable adult has a right to privacy.
- Explain to the child or vulnerable adult that in order to keep them safe from harm the information that you must pass on the information that they have shared with you.
- Report what has been disclosed to the DSL, where possible explain it using the words of the child or vulnerable adult.
- Teachers should ensure that they maintain an appropriate level of confidentiality and respect the child or vulnerable adult's right to privacy whilst at the same time liaising with relevant professionals such as the DSL and children's social care.

For parents/guardians suspecting the abuse of a child/vulnerable adult by a teacher

Any allegations of abuse made against anyone working for or on behalf of Workbox Music will be investigated thoroughly and if anyone is found to have acted in a way that is contradictory to the policies and standards of behaviour set out in this document, we will act appropriately in accordance with our disciplinary procedures. Serious breaches may lead to dismissal (for employees) or termination of any agreement (for self-employed teachers or consultants).

The Designated Safeguarding Lead will appropriately record any allegations or reported incidents. She will refer serious incidents to the relevant child protection agency such as the Local Safeguarding Children Board or the police if necessary.

For allegations against the Designated Safeguarding Lead

If any teacher has concerns about the behaviour of the Designated Safeguarding Lead, they should contact Lambeth Safeguarding Children Partnership or Lambeth Adult Social Care.

Website: <https://www.lambethsaferchildren.org.uk/>

Email: helpandprotection@lambeth.gov.uk

Phone: 020 7926 5555

14. Safety

The safety of everyone we work with is of vital importance to Workbox Music. We aim to conduct all our lessons in a safe environment. Teachers working with children should ensure all appropriate risk assessments and security checks have been carried out prior to any assignment.

Any equipment used must be regularly checked to ensure that it is safe to use. Equipment should only be used for the purpose for which it is intended.

Appropriate insurance should be up to date and adequate to cover any activity undertaken by Workbox Music. We recommend that self-employed teachers purchase adequate insurance for their teaching activities. This can be obtained privately or by joining a union or professional body which offers insurance to its' members (e.g. MU, ISM or Equity)

15. Privacy

All personal information regarding children and their families is highly confidential and should only be shared with appropriate people on a need-to-know basis. Data will be stored with appropriate levels of encryption, with access limited to teachers who are required to access it to fulfil their duties, and will only be kept for as long as it is needed. We work hard to ensure that Workbox Music is compliant with the legislation of the General Data Protection Regulation (GDPR) and associated acts.

Anyone who is likely to have access to confidential material regarding children or their families may be required to sign a non-disclosure agreement.

Teachers should not share personal information relating to any of their students on social media.

16. Contact outside of work

Under no circumstances should a Teacher contact any child or vulnerable adult with whom they are working for any reason unrelated to the particular work.

Should a child or vulnerable adult student instigate direct contact with a teacher through personal channels, the teacher should report this to the DSL as soon as possible. The DSL can make the student's parents aware or take further action if the content of the messages is concerning.

17. Gifts

Adults working with children or vulnerable adults should never give a child or vulnerable adult a gift (including refreshments etc.) as a bribe or inducement to enter an inappropriate relationship with the adult.

This does not preclude selfless and appropriate acts of kindness, such as giving a birthday card or stickers to put into a workbook. If a teacher wants to give a gift to a child or vulnerable adult, they should notify their parent or carer and the DSL at Workbox Music. The teacher should take all reasonable steps to ensure that their behaviour could not give rise to allegations of improper conduct.

Teachers are permitted to receive gifts from students, but only with the knowledge of the child's parents.

18. Communicating this policy and concerns

All Workbox Music Teachers sign an agreement which states that they have read and agree to this document and the standards and policies set out within it.

A copy will be published on the Workbox Music website for teachers, students and their parents/guardians to refer to at any time.

Any safeguarding concerns arising from lessons, events and activities facilitated by Workbox Music should be addressed to the DSL of Workbox Music as soon as possible.

19. Implementation, monitoring and review of this policy

As Designated Safeguarding Lead, Shakira Tsindos has responsibility for implementing and monitoring this policy. It will be reviewed at least once every academic year by the directors of Workbox Music (lead by Shakira Tsindos) It will be reviewed additionally to reflect any changes in UK legislation and statutory guidance. Shakira Tsindos has received all necessary training to undertake this role.