



LUKE PICKETT

SAFEGUARDING AND CHILD PROTECTION POLICY

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INTRODUCTION

Luke Pickett fully recognises his responsibilities for safeguarding and child protection.

1 Purpose of policy

Luke Pickett identifies that he has a duty of care towards those he teaches (in loco parentis). Luke Pickett will take all reasonable steps to ensure the safety and security of the children in his care. For out-of-school activities, this would include ensuring that children are not allowed to roam unattended and that they are collected by a responsible adult at the end of the activity.

Luke Pickett recognises that because of his regular contact with children, he is well placed to observe the outward signs of abuse. Luke Pickett will therefore establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to. In the event a child is worried, Luke Pickett will ensure children know that there are adults in the setting who they can approach, including himself.

2 Aims

This policy applies to Luke Pickett in all settings where children are present. It does not apply to any other person, even if they may be working alongside Luke Pickett. Schools and out-of-school organisations should have their own policies that should be followed in the first instance. This policy has three main elements:

- Ensuring vigilance to identify possible safeguarding and child protection issues.
- Implementing policies and procedures for identifying and reporting cases, or suspected cases, of abuse.
- Providing a safe environment in which children can learn and develop.

3 Action to be taken by Luke Pickett

Luke Pickett will follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the Department for Education to:

- Refer any concerns to the Designated Safeguarding Lead at the relevant school or out-of-school organisation.
- Co-operate as required with relevant agencies and their enquiries regarding child protection matters.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely.

Where an allegation is made against another member of staff, artist, trustee or volunteer, inform the Designated Safeguarding Lead who will follow local guidance. In the event this allegation concerns the designated officer or Headteacher, this will be reported to the Local Authority.

Where a disclosure is made, the following guidance will be followed:

DO NOT:

- Promise confidentiality
- Ask them to write down what they want to say
- Ask leading questions
- Show any signs of shock/upset
- Make judgements

DO:

- Explain that you will tell someone who can help to keep them safe
- Listen carefully
- Use 'mirroring' "I saw a naughty DVD." ("You saw a naughty DVD?")
- Remain calm and report to the Designated Safeguarding Lead immediately.
- Make an accurate report of the disclosure

Safeguarding and Child Protection training will be updated regularly, at least every three years.

Working with Pupils – Luke Pickett will:

- Act with compassion and impartiality at all times, being sensitive in expressing criticism of pupils and avoiding negative comments of a personal nature.
- Build positive relationships with praise and encouragement and do nothing to abuse, exploit or undermine the teacher/pupil relationship.
- Seek to boost pupils' self-esteem and develop their confidence as musicians.
- Involve pupils in their own learning so they can become autonomous learners.
- Respect the confidentiality of information relating to pupils unless its disclosure is either required by law or is considered to be in the best interests of the particular pupil.

Creating a Safe Learning Environment

Luke Pickett will create a learning environment that enables each pupil to achieve his/her maximum potential. In any room, Luke Pickett will ensure that the exit for children is unobstructed either by people or by objects and particularly by himself.

In the unfortunate situation of lessons being given in a room that other people cannot see into, Luke Pickett will:

- Leave the door open when possible and practical to do so.
- Positively invite the music teacher/Headteacher/school secretary to visit at any time.
- Establish a "knock and walk in" rule rather than having pupils waiting outside.
- Register concern in writing with the Headteacher and ask for some modification to the room at the earliest opportunity.

Physical Contact

The basic rule is ***don't touch unless there is a good reason to touch***. Wherever possible Luke Pickett will 'model' good practice rather than physically manipulating a pupil.

Luke Pickett will:

- Find ways of encouraging and congratulating pupils without giving a friendly tap on the shoulder or arm.
- Not tap out the pulse of the music on any part of the pupil's body.

If it is considered **essential** to touch a pupil, for instance to change a pupil's instrument hold, Luke Pickett will:

- Ask the pupils whether she/he minds the physical contact.
- Announce his intention very clearly and involve the other pupils so they can see exactly what is happening e.g. "I want you all to watch how I am moving John's wrist."
- Ask pupils to work in pairs if possible.

When teaching breathing exercises, Luke Pickett will **not need to touch the pupil**. Further, it is not acceptable for Luke Pickett to ask pupils to touch him, nor is it acceptable to ask them to touch each other. Luke Pickett will always explain what the exercise is and the way he is doing it. It is good practice, where possible, to teach without being between the pupil(s) and the exit of the room.

Online Lessons

In these circumstances Luke Pickett will usually be teaching from home. Anyone else in the house will be under strict instruction not to interrupt. Luke Pickett will also blur/change his background on Skype/Zoom. Video conferencing software will be used only for the purposes of delivering the lesson, and only at the pre-arranged lesson time. A parent/carer account should be used at all times, not a child's account. Luke Pickett will not contact the parent/carer via video call at any other time, unless pre-arranged; similarly parents/carers will not contact Luke Pickett via video call, unless pre-arranged. Where possible a password will be used to access the online lesson.

As far as possible Luke Pickett will interact with pupils in the same way as if it were a face-to-face lesson. Parents/carers do not need to be in the same room but are welcome to sit in on the lesson if they would like to. A responsible adult must be in the house throughout the lesson, and the door to the room where the lesson is taking place should be left open – please let Luke Pickett know if this will be an issue. It is requested that a parent/carer makes themselves visible at the start and end of each lesson. Lessons should take place in a general reception room: it is not appropriate for a child to be alone in their bedroom during a lesson. Children should be dressed in

clothing that is suitable for contact with their teacher i.e. something that would be appropriate for a non- uniform day at school.

Skype/Zoom has a recording facility so lessons can be recorded: Luke Pickett will NOT be doing this as a matter of course; however can do so at the request of the parent/carer; alternatively parents/carers are welcome to record from their end but must let Luke Pickett know for music copyright reasons.

If lessons usually take place in a school setting, Luke Pickett will inform the school of all pupils attending that school who have made arrangements to hold lessons online and will invite schools to inform him of any concerns regarding this arrangement. Luke Pickett is aware that it is entirely possible that he may be the only trusted adult a child has direct contact with outside of their immediate family. In the event that a child makes any form of safeguarding disclosure to Luke Pickett during the course of the lesson Luke Pickett will follow the safeguarding procedures outlined above. Luke Pickett's first point of contact will be the Designated Safeguarding Lead (DSL) at the school where Luke Pickett normally teaches the child. If this is not applicable, due to lessons not normally taking place in school, or if the DSL is not contactable, Luke Pickett will then contact the Local Authority through the Multi Agency Safeguarding Hub (MASH) or, in cases of immediate danger, the Police.

Luke Pickett may terminate a call if any of the above has not been followed; this is for the safety of the child being taught. By booking lesson slots, either directly through My Music Staff, or via email request, parents/carers agree to this policy regarding online lessons.

4 Policy review

This policy will be reviewed annually.



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As a member of the Incorporated Society of Musicians (ISM), the following policy and procedures will also be adhered to:



It is the ISM's policy that:

1. All ISM staff and ISM members accept responsibility for the welfare of children with whom they come into contact in the course of their work, and that they will report any concerns about a child or somebody else's behaviour, using the procedures laid down.
2. There is a Designated Safeguarding Person (DSP) within the ISM who will take action following any expression of concern and the lines of responsibility in respect of child protection are clear.
3. The Chief Executive and, in his/her absence, the DSP know how to make appropriate referrals to statutory child protection agencies.
4. All ISM members who come into contact with children in the course of their professional activities must adhere to the ISM Safeguarding Code of Practice (see section 3), the procedure for reporting safeguarding concerns (see section 5) and have regard to any other relevant guidance issued by the ISM. Failure to comply with these obligations may result in disciplinary action in accordance with the ISM Disciplinary Procedure.
5. Information relating to any allegation or disclosure must be clearly recorded as soon as possible, and there is a procedure setting out who should record information and the time-scales for passing it on.
6. The Children Act 1989 states that the 'welfare of the child is paramount'. This means that considerations of confidentiality which might apply to other situations should not be allowed to over-ride the right of children to be protected from harm. However, every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated.
7. This Safeguarding and Child Protection Policy will be referred to or included in recruitment, training and policy materials, where appropriate, and this policy will be openly and widely made available to members and staff and actively promoted within the organisation.
8. A culture of mutual respect between children and ISM members will be encouraged, with adults modelling good practice in this context.
9. It is part of the ISM's acceptance of its responsibility of duty of care towards children that ISM members and staff who encounter child protection concerns in the context of their work will be supported when they report their concerns in good faith.

Guidance on responding to a child making an allegation of abuse

1. Listen carefully to what is said and show that you are taking it seriously.
2. 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.
3. Tell the child that the matter will only be disclosed to those who need to know about it.
4. Allow the child to continue at her/his own pace.
5. Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
6. Reassure the child that they have done the right thing in telling you.
7. Tell them what you will do next, and with whom the information will be shared (if this is in a school it will need to be the designated person within that school).
8. Make no judgement about what you have heard.

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 that the record is signed and dated.
10. Remember that whilst you may have been the first person encountering an allegation of abuse it is not your responsibility to decide whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from the Designated Safeguarding Person in the organisation.

Reporting procedures

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

1. the conduct of another music professional or adult;
2. a child 'disclosing' abuse;
3. bruising or evidence of physical hurt;
4. unusual behaviour by a child.

If an ISM member has such concerns they should report them immediately to the appropriate person in the organisation within which the concern has arisen (for example a school, orchestra or music service). This principle applies regardless of whether the ISM member is working in an employed or self-employed capacity. Where a concern arises independently of any organisation (for example where an ISM member has concerns about the welfare or safety of a child who they teach privately) the ISM member should immediately contact the ISM's Designated Safeguarding Person by telephone (020 7079 1204) or email (cp@ism.org) in the first instance. If a child in your care has suffered a serious injury as a result of abuse, seek medical attention immediately and then inform your Local Authority Children's Social Care Department. If you have a concern out of ISM office hours you can seek advice from the NSPCC free 24-hour Child Protection Helpline (0800 800 5000). ISM members are always able to contact the ISM's Designated Safeguarding Person if they wish to discuss any safeguarding concerns, however they arise. ISM members must report to the ISM's Designated Safeguarding Person immediately any concerns they may have about the conduct of another ISM member in relation to children.

The most common examples of the types of concerns that must be reported immediately are:

- someone has behaved in a way that has harmed a child, or may have harmed a child
- someone has possibly committed a criminal offence against or related to a child; or
- someone has behaved towards a child in a way that indicates s/he is unsuitable to work with children.

The DSP will consider the concerns raised and refer them immediately to the Chief Executive. The Chief Executive will consider the matter and then, if appropriate, refer it to the Child Protection Committee for their immediate attention. If the Chief Executive is not available the DSP will undertake the role of referring the matter to the Child Protection Committee. The Committee will then decide whether to report the matter to the Local Authority Designated Officer (LADO) or, after taking appropriate advice (which may include discussing the circumstances on a confidential basis with professional advisers), decide either to deal with the matter internally or not to take any further action. If further information comes to light at a later stage which warrants a referral to the LADO, the Child Protection Committee will make this referral.