



Child Protection Policy

Guidelines for Staff & Volunteers

Music First fully recognises its responsibility for child protection. The guidelines below apply to all staff and volunteers working with young people.

Below are practical guidelines and procedures which staff and volunteers are required to adopt in relation to Child Protection.

1) Physical contact

- a) Direct physical contact with a pupil should be avoided. This will remove all risks relating to MF 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.

2) Professionalism

- a) MF 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.

3) Teaching venue

- a) The teaching room should be viewable from the outside.

4) Communication

- a) Calls to pupils should be avoided other than in an emergency.
- b) When making contact by 'phone, MF staff should always ask to speak to the parent/carer and never the pupil.
- c) Contact by email and text is discouraged. Where this is necessary, permission must always be obtained from the parent(s) or guardian(s).
- d) Use appropriate language at all times. Do not use pet names or include kisses in texts or emails.

5) What to do if abuse is suspected

a) You have a legal duty to report any suspicion of abuse. In the first instance you should inform the Hub Community Leader. This will then be passed on during the next working day to the designated Child Protection Officer at the pupil's school. Any incident or concern, however minor it may seem, should be reported.

6) 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.

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 5)

h) Do not discuss the case with anyone else apart from the HCL and Headteacher of the pupil's school.

Consent

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