



## **Music Centre/Music Ensemble Safeguarding**

### **Music & Arts Service – Bradford**

#### **RATIONALE**

This document sits alongside the general Safeguarding & Child Protection Policy for Music & Arts Service. It addresses areas that are more specific to Music Centre/Music Ensemble settings.

Safeguarding in Music Centre/Music Ensemble settings is the most important responsibility a teacher has. It is each teacher's responsibility to ensure that their delivery and teaching environment is safe and supportive in all aspects.

Reporting remains the same as in schools. Teachers should follow the procedures laid out in the general Safeguarding & Child Protection Policy for Music & Arts Service.

#### **SAFEGUARDING GUIDELINES FOR PARENTS**

- Please be aware that venues used for rehearsals and activities are open to external persons who use the facilities to deliver their own classes/events
- Bradford Music & Arts Staff cannot accept responsibility for your child/ren outside of published rehearsal/activity times
- Medical/Learning issues should be communicated with the Music & Arts Service through your Speed Admin account so that they can be recorded accurately. You may also like to talk to the teacher directly
- Primary aged students should be dropped off/collected from the rehearsal/activity room unless prior arrangement has been made in writing to the Music & Arts Service or Group leader
- Where a child is being met by parents/carers, they must be collected promptly at the end of rehearsal/activity
- Parents/carers should notify the Music & Arts Service if their child cannot attend a rehearsal/activity
- Parents/carers must keep their contact details up to date with the Music & Arts Service through their Speed Admin account
- Parents/carers should monitor their email/texts in case of cancellation or change of session

## **SAFEGUARDING GUIDELINES FOR TEACHERS**

Teachers or ensembles should think of themselves as classroom teachers and take on the awareness and responsibility as such. Pupils are coming to 'our place of work' therefore the environment should be appropriate for activities at all times.

Teachers are responsible for keeping all children safe between the published hours of their rehearsal/activity.

Teachers must:

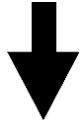
- be in their rehearsal room before the start of the rehearsal/activity and not allow students into the room alone before the start time. No student should be alone in a room without a teacher present
- take the register as students arrive – any who are late must be registered on arrival.
- monitor students returning to the room after a toilet visit
- be aware of how primary-aged students are leaving the room at the end of the rehearsal; they should be collected by parents/carers and must not be allowed to leave the room until the person has arrived, unless prior notification has been received in writing. This should be saved in Notes in Speed Admin (documents can be scanned/uploaded)
- check that all students have been collected before leaving. This will also include outside the building. If a student is not collected on time, 2 members of staff should remain with the student until they are collected
- contact parent/carer if a student does not attend a rehearsal without prior notification for 2 weeks
- ensure that the room layout is appropriate for activity, ensuring safety for all students/staff
- supervise students setting up equipment and ensure that they do not carry heavy equipment
- ensure that drinks are in lidded cups and positioned so as to avoid accidents
- not allow mobile phones or other devices during rehearsals/activities. Refer to the MAS Handbook for guidelines of teacher's mobile use
- make students aware of the fire exits and procedure if the alarm is sounded
- assess their room and think about what might happen should there be an intruder. Where can the students/teacher hide? Does the door lock? Are there blinds that can be closed? Teachers must make students aware of what to do in case of an intruder
- be aware of where other teachers are at Music Centre in case of an incident occurring, and have contact details for them
- ensure that they have internet/mobile access in case of emergency
- put groups at music centre together if necessary if an incident occurs during a rehearsal
- not take video/photographs of students unless agreed in advance with the Head of Ensemble
- ensure that they can see all students at all times if there is a break during a rehearsal/activity

- supervise students if they move between spaces
- know where a student is going in the case that they are in multiple groups/lessons and ensure their safety getting there
- take their laptop with them in case of a fire alarm to ensure all registered students are accounted for
- ensure that they have contact details for SLT/Council departments in case of emergency

Teachers should be mindful of any unusual circumstances, e.g. lone child standing around and should address the matter appropriately.

**Safeguarding concerns:**

**General safeguarding concern**



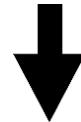
Report through the normal channel:

Email

[Musicsafeguardinglead@bradford.gov.uk](mailto:Musicsafeguardinglead@bradford.gov.uk)

**Urgent safeguarding concern**

**If you think a child is at immediate risk and no BMAS DSL is available**



Contact the **Local Authority Designated Officer (LADO – Safeguarding)**

**01274 435600**

And police if necessary

A manager will be available at music centre or contactable at all sessions as follows:

Monday: Helen Borg

Tuesday: Dan Barber

Thursday: Helen Borg

Saturday Titus: Judith Lawler

Saturday Ilkley: Ellie Pickard (by phone - 07929 720425 )

The managers are available for urgent cases only, upon which they will merge their groups/students and deal with the emergency. All routine concerns must be reported through the normal channel, as above.