



Code of Conduct and Safeguarding *(relating to keeping children safe)*

1. Introduction

- 1.1. Halton & Warrington Music Support Service LLP (HWMSS) wish to set out the standards expected of all tutors and volunteers who work with children and young people. All tutors work in an extremely privileged position of trust and we all have a duty to keep pupils safe and to protect them from physical and emotional harm. This Code of Conduct provides guidance to safeguard children by providing advice to tutors and volunteers to promote a protective ethos when working with children and young people.
- 1.2. The guidance contained in this document reflects current legislation and statutory guidance. It is in line with the government and LAs Safeguarding Children.
- 1.3. Where an allegation of abuse is made against a member of HWMSS the Local Authority Designated Officer (LADO) will follow the guidance set out in the relevant authorities' policy for handling allegations.
- 1.4. All tutors must be DBS checked and signed up to the DBS Update Service prior to taking up any engagement. They must also provide complete and comprehensive documentation in relation to this. HWMSS verifies all DBS checks and all information is treated in the strictest confidence.
- 1.5. All tutors working on behalf of HWMSS receive annual Safeguarding Level 1 training.

2. Duty of Care

- 2.1. Whether working in a paid or voluntary capacity, all tutors have a duty to keep children and young people safe and to protect them from sexual, physical and emotional harm.
- 2.2. All tutors should report any child protection or welfare concerns to the designated pupil protection officer within the school, concerns can also be expressed to HWMSS' designated Safeguarding Officer – Chris Bastock by phone (07973 793982) or email chris.bastock@HWMSS.org. Everyone within the Service must feel able to raise issues of concern and must fully recognise the duty to do so particularly in terms of child protection.
- 2.3. ID badges MUST be worn at all times
- 2.4. It is an expectation from schools and the Accent Music Education Hub that all HWMSS tutors undergo annual safeguarding training. HWMSS use the services of the Hays online training when tutors can undergo the training online at a time and place to suit them. Upon successful completion of the course tutors will receive a certificate that can be presented to schools if requested.

3. Confidentiality

- 3.1. Tutors and volunteers may have access to confidential information about pupils in order to undertake their responsibilities. In some circumstances the information may be private or highly sensitive. These details must be kept confidential at all times and only shared when it is in interests of the child to do so. Such information must not be used to intimidate, humiliate, or embarrass the child or young person concerned.
- 3.2. There are some circumstances in which a tutor may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay to those with designated pupil protection responsibilities.
- 3.3. Confidential data must be held securely. Information must only be stored for the length of time necessary to discharge the task for which it is required.

- 3.4. All tutors have a responsibility to pass on, to the appropriate authority, information which will assist in keeping children out of danger. Tutors should, therefore make this clear when talking to children and make no promises of secrecy. Similarly, tutors should never request confidentiality from a child.

4. Making a Professional Judgement

- 4.1. This guidance cannot provide a complete checklist of what is, or what should be appropriate behaviour for adults in all circumstances. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the children in their charge.

5. Power and Positions of Trust

- 5.1. All adults working with children and young people are in positions of trust in relation to the young people in their care. As a result of their position, tutors must not intimidate, bully, humiliate, threaten, coerce or undermine children and young people.
- 5.2. Tutors should not use their position to gain access to information for their own or others' advantage.
- 5.3. All tutors need to know that inappropriate behaviour with or towards children is unacceptable. In particular, under the Sexual Offences Act 2003 it is an offence for a person over 18 (e.g. teacher or youth worker) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

6. Propriety, Behaviour, Reputation and Appearance

- 6.1. It is expected that tutors will adopt high standards of personal conduct in order to maintain the confidence and respect of the public in general and all those with whom they work.
- 6.2. An individual's behaviour, either in or out of the workplace, should not compromise her/his position within the work setting or bring the Service into disrepute. They should not be at work whilst under the influence of illegal drugs or alcohol, not commit any acts of sexual misconduct, violence, intimidation or abusive behaviour in the workplace.
- 6.3. Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct. A person's dress and appearance should take into account the schools dress code and the nature of the task undertaken.

7. Gifts, Rewards and Favouritism

- 7.1. HWMSS tutors should never give gifts or rewards (including food or sweets) to children or young people unless it is part of an agreed school policy for supporting positive behaviour or recognising particular achievements. Personal gifts must not be given to given to pupils.
- 7.2. Tutors should exercise care when selecting children and/or young people for specific activities or privileges to avoid perceptions of favouritism or unfairness.
- 7.3. Care should also be taken to ensure that tutors do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment. Please report to designated protection officer.
- 7.4. Tutors must not use their position to make any financial gain from the sale of instruments or accessories by way of commission from a third party. Any advice given to parents and students must be transparent and impartial.

8. Infatuations

- 8.1. Occasionally, a child or young person may develop an infatuation with an adult who works with them. Tutors should deal with these situations sensitively and appropriately to maintain the dignity and safety of all concerned. It must be reported without delay to a member of school staff so that appropriate action can be taken. Such infatuations carry a high risk of words or actions being misinterpreted and should therefore make every effort to ensure that their own behaviour is above reproach.

9. Communication with Children and Young People (including the Use of Technology)

- 9.1. Tutors and volunteers should not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship. This includes social networking sites such as MySpace, Facebook and blogging. Even if a pupil seeks to establish social contact the tutor should exercise her/his professional judgement in making a response and be aware that any form of social contact could be misconstrued.
- 9.2. Tutors and volunteers must not give their personal contact details to children and young people, including their mobile telephone number and details of any blogs or personal websites. Communication should be made through parents/carers, music service admin team or their school. We recommend that correspondence is via work mobiles, where applicable, and also work email addresses. Where student e-mail is essential please ensure this is formal, you keep copies and copy HWMSS staff members into the correspondence for tracking.
- 9.3. Tutors should have no secret social contact with children and young people or their parents. It is possible, for example, for music tutors to have family friendships but the appropriateness of social contact should be considered according to their role and nature of the work.

10. Physical Contact and Personal Privacy

- 10.1. Physical contact between tutor and pupils should be avoided. Where this is unavoidable, tutors should always be aware (a) the need to justify and explain their actions (b) that they have a professional duty to account for their actions and to show that they have given due consideration to those actions:
 - Be aware of the context: actions which are totally acceptable in front of a wider opportunities class of 30 with 4 tutors present (moving a finger on a string, adjusting hand position on a trombone etc) might not be suitable in a one to one lesson in a small practice room.
 - Try to be witnessed: make the other pupils in the room aware of what is happening, call in a colleague in an adjoining room, the class teacher. Put off that part of the lesson until the end when the next child arrives for their lesson.
 - Always be in a room with a window, have the door open, make it clear that you expect the class teacher to come in at regular intervals without warning.
 - Never get between a pupil and their "escape route", never block the doorway or the line of sight from outside. If the room is not suitable, if, for example, there is no window in the door, tell the school music teacher and Schools Protection Officer.
 - Be very clear in your explanation to all concerned about why you are taking an action. Be prepared to ask permission.
 - If there is the slightest unease in the pupil stop immediately. It would be wise to log the details so that in the event of an enquiry you can be clear as to what took place. Be aware that the enquiry could come weeks later.
 - If there is any event which could be misinterpreted report the matter to the class teacher and/or your line manager: never be secretive.
 - Always be aware that you can, legitimately, be asked to account for your actions and teaching practices. Therefore be clear in your own mind that your actions are necessary, appropriate and professional. Such judgements, in these circumstances, should always be recorded and shared with a senior manager. In addition they should ensure they have copies of records which confirm decisions, discussions and reasons why actions were taken.
- 10.2. Pupils are entitled to respect and privacy when changing clothes. However, there needs to be an appropriate level of supervision in order to safeguard pupils, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the pupils concerned and sensitive to the potential for embarrassment.

11. Behaviour Management and Physical Intervention

- 11.1. All children and young people have a right to be treated with respect and dignity and tutors should not use any form of degrading treatment to punish a child. The use of sarcasm, demeaning or insensitive comments towards children and young people is not acceptable in any situation. Corporal punishment is unlawful in all teaching environments.
- 11.2. The use of physical intervention should, wherever possible, be avoided. It should only be used to manage a child or young person's behaviour if it is necessary to prevent personal injury to the child, other children or adult, to prevent serious damage to property or in what would reasonably be regarded as exceptional circumstances.

12. First Aid and Administration of Medication

- 12.1. Health and safety legislation places duties on all employers to ensure an appropriate person (s) is appointed to take charge of first-aid arrangements. Any person may volunteer to undertake this task but it is not a contractual requirement and appropriate training should be given before an individual takes on a role which may require administering first aid or medication.

13. One to One Situations and Meetings with Pupils

- 13.1. Any tutors or volunteers working in one to one situations with pupils are vulnerable to allegations. They should therefore recognise this possibility, and plan and conduct such meetings/teaching situations accordingly. Every attempt should be made to ensure that the safety and security needs of both tutor and pupils are met. It is advisable to avoid remote or secluded areas of a building and to ensure that the door of the room is left open/or visual/auditory contact with others is maintained. Arrangements should be reviewed on a regular basis and where issues arise, should be discussed with senior colleagues.
- 13.2. Pre-arranged meetings with pupils away from schools, other venues or on a school site when it is not in sessions are not permitted unless approval obtained from their parent/carer and the school made aware of the arrangements.

14. Transporting Children and Young People

- 14.1. In certain situations e.g. out of school activities, tutors or volunteers may agree to transport pupils. Wherever possible transport arrangements should be made in advance in transport other than in private vehicles.
- 14.2. Adults should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They must ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded.

15. Educational Visits, Music Centres, County Groups and Tours

- 15.1. Tutors and volunteers should take particular care when supervising pupils in the less formal atmosphere of an education visit, particularly in a residential setting, or after-school/weekend activity. Tutors remain in a position of trust and the same standards of conduct apply.

16. Photography, Videos, Mobile Phones & Tablets

- 16.1. HWMSS activities do from time to time involve recording images. These maybe undertaken as part of the curriculum, extra curricular activities, for publicity, or to celebrate achievement. Consent from parents or carers and agreement, where possible, from the child or young person should always be sought before an image is taken for any purpose. Please note that the Local Authorities and schools may already have consent forms for many district groups and players. Always check first.
- 16.2. Tutors should remain sensitive to any pupil who appears uncomfortable and should recognise the potential for misinterpretation. It is also important to take into account the wishes of the child, remembering that some children do not wish to have their photograph taken.

16.3. Mobile telephones and tablets should never be used to take images of children, neither should they be used to make or receive calls during lessons, send texts or emails nor should they be used in any way that is not pertinent to the learning environment. Where they are used tutors must explain what they are doing to the pupil(s) and be able to justify their use to any person of authority on request.

17. Inappropriate Images and Internet Use

17.1. There are no circumstances that will justify adults possessing indecent images of children. Adults who access and possess links to such websites will be viewed as a significant and potential threat to children. Accessing pornography on service or school equipment will be treated as gross misconduct and may be a criminal offence. Likewise images links and images on personal equipment which is then brought into the workplace. Accessing indecent images of children on the internet, and making, storing or disseminating such material, is illegal and likely lead to criminal prosecution and may result in barring from work with children and young people.

18. Sharing Concerns and Recording Incidents

18.1. All tutors and volunteers must be vigilant and share concerns and report incidents. Whistle blowing is the mechanism by which tutors can voice their concerns, made in good faith, without fear of repercussion. The following situations are examples that should be shared with a senior authority:

An adult who:

- Allows a pupil/young person to be treated badly; pretends not to know it is happening;
- Gossips/shares information inappropriately;
- Demonstrates inappropriate discriminatory behaviour and/or uses inappropriate language;
- Dresses in a way which is inappropriate for the job role;
- Does not treat pupils fairly – demonstrates favouritism;
- Demonstrates a lack of understanding about personal and professional boundaries;
- Uses his/her position to trust to intimidate, threaten, coerce or undermine;
- Appears to have an inappropriate social relationship with a pupil or pupils;
- Appears to have special or different relationships with a pupil or pupils;
- Seems to seek out unnecessary opportunities to be alone with a pupil.