



Safeguarding, Behaviour Policies & Code of Conduct

Designated safeguarding lead: info@northlondonmusicschool.com

Most recent policy review: September 2023

Next policy review date: September 2025

NORTH LONDON MUSIC SCHOOL SAFEGUARDING POLICY

North London Music School (NLMS) and all its tutors are committed to practices that protect children, young people, and adults from harm. Staff and volunteers in this organisation accept and recognise our responsibilities to develop an awareness of issues that may cause harm.

We will endeavour to safeguard individuals by:

Adopting safeguarding guidelines through a code of behaviour for staff and volunteers.

Sharing information about safeguarding and good practice with children, adults, parents, staff, and volunteers.

Sharing information about concerns with agencies who need to know and involving individuals and parents/guardians appropriately.

Following carefully the procedures for recruitment and selection of staff and volunteers.

Providing effective management for staff and volunteers through supervision, support, and mandatory safeguarding training, including regular updates to this training.

Committing to reviewing our policy and good practice at regular intervals.

SAFEGUARDING POLICY: CODE OF BEHAVIOUR

Statement of Intent

It is the policy of NLMS to safeguard the welfare of all children, young people, and adults by protecting them from all forms of abuse, including physical, emotional, and sexual harm.

This organisation is committed to creating a safe environment in which individuals can feel comfortable and secure while engaged in any of NLMS's weekly sessions, workshops, or performances. Personnel should always show respect and understanding for individuals' rights, safety and welfare and conduct themselves in a way that reflects the ethos and principles of NLMS.

Guidelines for all NLMS staff and volunteers:

Attitudes

Staff and volunteers should be committed to:

Treating all individuals with respect and dignity.

Always listening to what a child, young person, or adult is saying.

Valuing each individual.

Recognising the unique contribution each individual can make.

Encouraging and praising each individual.

By Example

Staff and volunteers should endeavour to:

Provide an example that we would wish others to follow.

Use appropriate language and challenge any inappropriate language used by a person.

Respect an individual's right to privacy.

One-to-One Contact

Staff and volunteers should:

Not spend excessive amounts of time alone with individuals, away from others.

Operate an 'open door' policy where individual students can be seen through a door, either by leaving it open or through the glass. Alternatively, a 'Welcome Access' policy, where staff and volunteers move freely between rooms and studios.

In the unlikely event of having to meet with an individual when not having an instrumental lesson or as part of an activity, make every effort to keep this meeting as open as possible and inform the individual or parent/guardian of this.

If privacy is needed, ensure that the apprentice and parents/guardians are informed of the meeting and its whereabouts.

Physical Contact

Staff and volunteers should:

Avoid unnecessary or inappropriate physical contact with individuals.

General

Staff and volunteers should:

Be aware that someone might misinterpret our actions, no matter how well-intentioned.

Never draw any conclusions about others without checking the facts.

Never allow ourselves to be drawn into inappropriate attention-seeking situations such as tantrums or crushes.

Never exaggerate or trivialise abuse issues or make suggestive remarks or gestures about, or to an individual, even in fun. Regardless of context.

ASSOCIATE MUSIC TEACHERS

Our music teachers are associates of North London Music School, not direct employees. This means they retain the right to stop teaching a student at their discretion. However, it is crucial that any cessation of teaching, particularly if it arises from a concern or discomfort in the relationship with the student, must be reported immediately to the Designated Safeguarding Lead (DSL). In these cases, the DSL will investigate the matter in accordance with our safeguarding procedures to ensure the safety and well-being of all parties involved.

Associate teachers are still fully bound by this Safeguarding Policy, must participate in our safeguarding training, and are expected to uphold the code of behaviour set out in this document. We are committed to supporting our associate teachers in their vital roles, and we encourage open communication to ensure a safe, respectful environment for teaching and learning.

SAFEGUARDING PROCEDURES

Reporting Concerns

A clear procedure for reporting concerns or allegations of abuse is outlined as part of this policy. This includes identifying to whom concerns or allegations should be reported, the process that will follow a report, and reassurance of support for those making such reports.

Designated Safeguarding Lead (DSL)

A DSL who is trained and responsible for dealing with any concerns related to safeguarding should be appointed. This individual's role includes receiving and responding to all safeguarding concerns, whether from staff, volunteers, parents, or students themselves. The DSL should have a clear line of authority within the organisation, appropriate training, and the ability to make referrals to statutory services as necessary.

MUSIC WORKSHOP DESIGNATED SAFEGUARDING LEAD

info@northlondonmusicschool.com

Safeguarding Procedure

Every safeguarding concern will be different, but they will all go through the following four steps:

Stage 1: Initial assessment

Stage 2: Ongoing actions

Stage 3: Closure

Stage 4: Final report.

Safeguarding Concern Report Form (SCR)

If any staff member, service user, or volunteer has a safeguarding concern, they can obtain a safeguarding concern report form template from our website or staff portal. Alternatively, they can report directly to the organisation's DSL who will complete a form on their behalf.

DSL Review

The DSL will then review the SCR, and decide, with support from the Local Authority Agreed Partnership Network and internal leadership team, what the appropriate response should be. This may or may not include seeking and sharing support from the relevant statutory services.

As a small, independent organisation NLMS relies heavily on support from external services. As a result, some safeguarding reports can take time to resolve. The DSL may deem it appropriate to withdraw access to services for the duration of the procedure.

Evidence Gathering

As part of the SCR review, the DSL will hold discussions with relevant parties, and conduct an investigation in accordance with NLMS's DSL Review Procedure. A member of the leadership team should be consulted and present at any safeguarding discussion, alongside the DSL.

Consent & Privacy

NLMS may need to seek advice or guidance from other agreed networking partners. NLMS will always seek permission before sharing any personal information with external partners, except where withholding of information may be a criminal safeguarding concern, where permission shall not be required.

Our school is committed to maintaining a respectful and safe environment for everyone involved in our projects. Therefore, we reserve the right to suspend an individual's participation in our activities pending an investigation, should we have reason to believe there has been a breach of our code of conduct or behavioural policy. If the investigation affirms the breach, we may further decide to withdraw the individual's participation permanently. We view such breaches seriously, as they undermine the positive and productive atmosphere we strive to foster. This policy is in place to protect the interests and integrity of our projects, our participants, and the overall objectives of our school. We assure that any suspension or withdrawal of participation will be a considered decision based on a thorough and fair investigation process.

Behavioural Policy and Code of Conduct

Our school is devoted to providing a safe, respectful, and supportive environment for all individuals participating in our music education and enrichment programmes. This Behavioural Policy and Code of Conduct applies to all service users, both children and adults.

Respect for Others

All service users are expected to show respect and kindness towards their fellow participants, instructors, volunteers, and staff. Derogatory language, bullying, harassment, and any form of disrespectful behaviour will not be tolerated. Constructive criticism and feedback should be given in a positive, respectful manner.

Respect for Property

All service users should treat our facilities, musical instruments, and equipment with respect. Any intentional damage or misuse of musical equipment or property will be considered a serious violation of this policy.

Participation and Punctuality

Service users should arrive on time for lessons, rehearsals, and performances, and participate fully in all activities. Behaviour that disrupts the learning or enjoyment of others is unacceptable.

Safety and Noise Levels

Due to the nature of our work, service users must adhere to safe playing techniques and respect designated noise levels to protect everyone's hearing. Any actions that compromise the safety or well-being of oneself or others will be viewed as a serious breach of this policy.

Honesty and Integrity

Service users are expected to act with honesty and integrity, acknowledging the contributions and rights of composers, lyricists, and fellow musicians. Plagiarism or unauthorised sharing of music scores or copyrighted materials is unacceptable.

Privacy and Confidentiality

Service users should respect the privacy of others and maintain confidentiality of personal information shared within the school's activities, unless disclosure is required by law or for the safety of oneself or others.

Failure to adhere to this Behavioural Policy and Code of Conduct may lead to suspension or withdrawal of participation in our programmes, pending a thorough and fair investigation. We are committed to maintaining a harmonious musical community, and all our decisions are guided by fairness, transparency, and the best interests of our charity and those we serve.

If you have a safeguarding or behaviour concern, or for any help or guidance on any of the points listed above. Please contact our Designated Safeguarding Lead, whose details can be found at the top of this page.

