

MASC



Music Academy for Schools & Communities

Child Protection Policy

Dear Student / Parent

The Music Academy for Schools and Communities seeks to provide, as far as is reasonably possible, a safe environment for children, young people and adults, free from abuse and in which suspicion of abuse is dealt with promptly and appropriately. Please read our policy below, carefully.

Throughout the policy 'children' are deemed to be those under 18 years of age.

Purpose of the Music Academy for Schools and Communities

"To promote and provide specialist education and tuition in all aspects of guitar playing, drumming and piano for children, young people and adults and to provide music workshops, parties, rehearsal and recording facilities and events for the communities which we serve".

Environment

The Arts Garage is used by the following groups:

The Music Academy for Schools and Communities
Lyn Wilson and Heather Shepherdson School of Dance
Anne Ayre – Speech and Drama tuition
Footloose Dance Shop
Katie McColm - Singing Tuition
Final Curtain – Curtains and Soft Furnishings

The Garage has 24 hour surveillance cameras in operation around the exterior of the premises.

The Garage has security locks on both entrance doors to the building.

Fun, Professional & Affordable

The Arts Garage, Hull Rd, Hedon, HU12 8DN
Email Karl@music-academy.co.uk Tel 01482 893925
www.music-academy.co.uk www.masonline.co.uk

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The room occupied by The Music Academy for Schools and Communities, here-in-after referred to as the Music Academy, has CCTV installed in the room for the protection of all our students.

There is CCTV in operation at the Arts Garage, covering shared areas and access and egress routes.

The Music Academy sub lets the upstairs classroom, hereinafter referred to as The Music Room, from The Arts Garage and has shared access to the upstairs toilets and kitchen facilities.

The upstairs toilet is a shared male / female toilet, however disabled toilets, male toilets and female toilets can be found on the ground floor of The Arts Garage.

There is a car park for the sole use of those using The Arts Garage and this is protected by 24hr CCTV surveillance camera's. Cars are left at the owners own risk and no responsibility will be accepted by the Music Academy or the Arts Garage for damage to or theft of vehicles or property left in the car park.

The main front entrance to The Arts Garage is locked during class time, as is the entrance to the upstairs and therefore to the music room. The access code can be obtained from the tutor in order to allow students to come and go.

The stairs and corridor are protected by CCTV at all times. Parents are advised to accompany their children to and from the music room as the stairs are quite steep. It is the responsibility of the parent / guardian to ensure the safety of children arriving for and leaving their class. The class tutor will not escort the children to or from the music room.

The Music Academy cannot be held responsible for any child being left on the premises either before or after their allocated lesson, unless prior arrangements have been made between the parent / guardian and the tutor. No child will be sent from the music room until they have been collected by their parent, unless prior consent has been given, in writing, for this to happen.

The Music Academy cannot be held responsible for any child waiting to be collected from or waiting to attend a music session outside The Arts Garage. The Music Academy cannot be held responsible for any child deciding to walk around the outside of the premises before or after their allocated lesson time.

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The Music Academy cannot be held responsible for any damage to or theft of personal belongings, including musical instruments, if they are left in the music room or The Arts Garage.

We will always do our best to find lost property and return it to its rightful owner. A lost property box is situated in the main entrance of The Arts Garage.

Staff

At present Karl Wilcock is the only teacher at The Music Academy. Karl Wilcock does hold a current CRB enhanced disclosure check from The East Riding of Yorkshire Council.

Karl does not hold a current first aid certificate, to date, however, all staff at the Lyn Wilson and Heather Shepherdson school of dance do hold first aid certificates. Please note however, that the dance school is not always in session at the same time as the Music Academy.

Tuition will take place, often, on a one to one basis. In the teaching of drums, guitar and piano it may be necessary for physical contact to be made between the tutor and the children / student. This may be necessary to help with placing fingers in the correct positions on both the keyboard and the guitar or to help with maintaining a beat on the drums. For the protection of all our students / children, therefore, CCTV is in operation in the music room at all times.

Tuition will take place with the appropriate level of care and discipline to ensure that all children are encouraged and helped to reach their full potential.

All reasonable care will be taken to ensure that children/students are kept safe whilst they are in the music room. The Music Academy will ensure that risk assessments of the music room are carried out regularly. Accidents do happen, however, and the Music Academy request that any accidents are brought to the attention of the tutor and details recorded in our accident book.

Parents / Guardians are always welcome to stay with their children during the lesson.

If any parent/guardian has any concerns or queries regarding the above they can speak in confidence to the Music Academy child protection officer, Jayne Wilcock, 5 Owst Road, Keyingham, HU12 9TH, Tel 01964 623646.

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Photographs / video recordings

Permission to take photographs of the children was given or declined on the child's/students registration form. Where permission has been given photographs may be used in publicity for The Arts Garage or The Music Academy. Where permission has been declined no photography will be allowed of that child/student by any party.

Personal details

All personal details, submitted to the Music Academy on registration forms etc will be kept by the Music Academy and will not be disclosed to any third party. These details may be used to contact children / students to let them know of changes to class time or to publicise other opportunities at the Music Academy or The Arts Garage. All details of children / students will be removed from our register with immediate effect, should the child / student leave the Music Academy. If you do not wish us to contact you in this way please inform us in writing of this request.

Legislation and Guidance supporting this policy

They include: The Children's Act 1989, The Police Act 1997, The Data Protection Act 1992, The Human Rights Act 1998, The Protection of Children Act 1999 and The Criminal Justice and Court Services Act 2000.

Protection

Prevent abuse by means of good practice. All parents / guardians are made aware that one to one tuition is being received by their children. To ensure your protection CCTV is in use in the music room during these lessons.

Respond appropriately to suspicions of abuse. The first concern will be the child. Children whose condition or behaviour has given cause for concern will be listened to and helped to understand their problem and be made aware that the problem is not their fault. Changes in children's behaviour and / or appearance will be referred to the child protection officer Jayne Wilcock.

All suspicions and concerns will be kept in the strictest confidence and only shared with the appropriate authorities.

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If any member of staff of The Music Academy is suspected of abuse they will be asked to suspend lessons until a full investigation has taken place.

We will keep records whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential report will be kept. This record will include: Name, Address, Age of the Child or young person, timed and dated observations, describing objectively the child or young persons behaviour / appearance or comment without prejudice or interpretation, where possible, the exact words spoken by the child. This should be dated, signed and named by the recorder.

Such records will be kept in a separate file and will not be accessible to others.

Any staff / volunteer who has suspicions that a child is being abused shall liase with Jayne Wilcock who will follow the correct recorded procedure as described above and contact the appropriate authorities were deemed necessary.

Policy review

The Music Academy for Schools and Communities will update and review its child protection policy on an annual basis and in line any new legislation. This date for the next review of this policy is August 2010.

Declaration

Signed:

K Wilcock

Date 01st August 2009

Karl Wilcock (Principle)

Signed:

J Wilcock

Date 01st August 2009

Jayne Wilcock (Child Protection Officer)

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