ARTS PEOPLE

EXCELLENCE BY THE HOUR

ARTS PEOPLE CHILD PROTECTION AND SAFEGUARDING POLICY

1. Introduction

At Arts People, we want all our students to be safe, happy and successful. The first of these aims is also our first priority. To this end we will keep this policy regularly reviewed and do everything we can to make sure that it is carefully followed. This policy is intended to:

- Ensure that all tutors and staff understand that safeguarding is everybody's responsibility.
- Help all staff and tutors understand their duty of care and their role in safeguarding and promoting the welfare of all pupils.
- Enable all tutors and staff to be aware of the need for child protection in appropriate circumstances.
- Ensure that all staff and tutors understand the procedures in place when dealing with potential child protection issues.
- Outline Arts People's commitment to, and procedures for, child protection.

The definitions followed in this policy can be found in appendix three.

Arts People takes the duty of safeguarding very seriously. It will work with its contracted tutors and its client schools to ensure that best practice is followed and that everything possible is done to ensure the safety and welfare of students.

We recognise the importance of being vigilant at all times. We will never believe that 'it could not happen here'. We recognise that it is possible for our staff and volunteers to behave in a way that causes harm to children. We therefore take any allegations seriously and will cooperate with our client schools to follow local arrangements for dealing with this.

2. Safer recruitment

We recognise the importance of doing everything possible to prevent potential abusers having access to children. We will, therefore:

- Only use tutors from our approved list, who will have gone through a safer recruitment process to be placed on this.
- Ensure that, for placement on the list, employment histories, two references and DBS checks will be required and will be appropriately scrutinised.
- Ensure that all Directors are also DBS checked.

3. Tutor training

We understand that tutors, although self-employed, will rely on us to help them keep up to date with safeguarding best practice. We will:

- Update tutors annually on their child protection responsibilities and on any changes in legislation, regulations and guidance.
- Provide child protection training and updates at other times as appropriate.
- Provide a Tutor Handbook with key safeguarding principles and reminders contained within it.

4. Whistleblowing

We will ensure that all tutors are aware of their right and responsibility to alert the relevant director to any concerns about the implementation of this policy. We will also provide them with a copy of the NSPCC whistleblowing policy and explain how they may alert external authorities if they believe their concerns are not being addressed by Arts People.

5. Working with schools

Where Arts People is contracted to work in a school and the school is the lead safeguarding organisation we will:

- Liaise with the school to ensure that its safeguarding policies are followed and cooperate with them as necessary.
- Ensure that tutors discharge their obligations, as outlined below, in a way consistent with the needs of the school.
- Include this commitment to safeguarding as part of our obligations in the contract we sign with the school.

6. Tutors' obligations

Tutors will have safeguarding and children's welfare as their top priorities. In consequence, they will:

- Read with care the most up to date version of 'Keeping Children Safe in Education' and apply it.
- Obtain a copy of the client school's safeguarding policy, read it and follow it.
- Obtain a copy of the client school's health and safety policy, read it and follow it.
- Always undertake a quick, visual check that equipment and the classroom environment appear safe.
- Undergo school safeguarding induction as required.
- Ensure that they are clear who the school has designated as safeguarding lead and deputies.
- Be vigilant at all times and, in line with school procedures, immediately let the school know of any safeguarding or welfare concerns they may have.
- Remember that from 2027 you have a legal duty to disclose all suspicion about sexual abuse.
- Never promise to keep anything a child may say secret and always pass on a disclosure to the school's designated safeguarding lead (or deputy).
- Never contact children out of school, including via digital means, unless as part of a school, or parent, organised activity. Do not allow children to follow your personal social media account and inform the school about any such contact.
- Attend an annual safeguarding update.

7. Directors' obligations

The Directors of Arts People fully accept their responsibility to do all they can to ensure that children being tutored by Arts People tutors remain safe all times. This policy is our commitment to that obligation.

We guarantee that all directors will have up to date DBS checks and will attend the same annual safeguarding update as our tutors. One director will be the designated safeguarding lead for the company. S/he will:

Keep up to date with all changes in legislation, regulations and expectations and amend policy and training as appropriate.

Refer concerns to the Local Authority Designated Officer and/or the relevant school and/or children's social services as appropriate.

Keep a record of all concerns raised and actions taken.

If concerns are raised about the designated safeguarding lead, then another director will deal with the issue in the same way.

8. Arrangements when Arts People directly offers musical tuition

All the above arrangements apply save those relating to working in the school environment. In addition, we will create a safe environment by ensuring the following.

- Appropriate risk assessments take place on all venues used for tuition.
- A positive atmosphere of openness and support is encouraged, where pupils feel safe and are able to confide in tutors if necessary.
- Good order is maintained in all classes and any opportunities for bullying behaviour are minimised.
- Our approach is shared with parents, who are expected to stay on the premises during the 20 minute or half hour lessons offered.
- If concerns are raised by a tutor, a director, or a parent, we will make a note immediately and act with the utmost urgency. Where a concern is raised about the conduct of a director or tutor, then advice will be sought from the Local Authority Designated Officer for the relevant area.
- The school of each pupil will be known. If we have any concerns about a child's welfare, we will communicate with the school and with other agencies in accordance with Working Together to Safeguard Children.

9. Online Lessons

- Tutors will use a separate Zoom (or equivalent) account for your online teaching. This will be kept separate from personal online profiles. An appropriate image will be used for profile pictures.
- Tutors will not share any personal information eg personal telephone numbers, email accounts, Facebook and other social media links.
- Lessons will be delivered to parents' or carers' account rather than a child's. Alternatively, a separate account could be set up in the parent's or carer's name and under their control.
- We will be clear about usage: tutors will tell people that the Zoom (or equivalent) account will be used exclusively for the purpose of lessons and only during music lessons.
- Arts People will always have the written (usually email) agreement of the parents or carers for teaching online.
- Tutors will ensure that they are working against a professional background.
- Lessons will be delivered as professionally as would be the case for a face-to-face lesson, in dress and in manner.
- The pupil must take lessons in a room with an open door and parents/cares must be present in the same room as the pupil while the lesson takes place.
- Tutors will expect appropriate standards for pupils and their parents or carers: pupils are expected to dress and behave appropriately. If there is inappropriate attire, lessons will be terminated, and a reason given for doing so. The lesson can resume when the pupil is suitably attired. Lessons will also be suspended if any of the provisions of your policy are not complied with.

- Tutors will also be clear that pupils should not send any material to them by whatever platform. Only parents of the children you teach are permitted to send anything, and it must be strictly related to or connected to the provision of music lessons.
- If any of these online safeguarding provisions cannot be maintained, the tutor will immediately inform Arts People.

10. Equality

We will check this policy and its application to ensure that everybody is treated fairly and in accordance with the Equality Act 2010.

11. Confidentiality

We will ensure the confidentiality of children, parents, tutors and staff is always respected, except where to do so would make a child unsafe.

Policy Review

By: Richard Hughes, Director

Date: 21/10/26

Next Review Due: 01/09/27

Appendix One: The legal and regulatory framework

We understand that all the following are relevant:

- Children Acts (1989) and (2004)
- Education Act (2002), and in line with government publications
- Revised Safeguarding Statutory Guidance 2 'Framework for the Assessment of Children in Need and their Families' (2000)
- Working Together to Safeguard Children (2015)
- What to do if you are Worried a Child is Being Abused (2015)
- Keeping Children Safe in Education (2015)
- Disqualification under the Childcare Act (2006)
- Children and Social Work Act (2017)
- Keeping Children Safe in Education (2018)
- Working Together to Safeguard Children (2018)

Appendix Two: Being alert for signs of abuse and what to do if you there are concerns

Although Arts People has limited contact with children, we recognise that it is possible for a tutor to be the person chosen for a disclosure and may also spot something that has previously been missed. (We will provide each tutor with a guide as to possible signs of abuse.)

If a tutor is spoken to by a child, then s/he should act in accordance with these guidelines:

- Always listen carefully and quietly. Do not press for any evidence at all.
- Remain calm and reassuring. Do not dismiss the disclosure; do not show distress or concern.
- Do not refute the allegation.
- Show that you care through open and reassuring facial and body language.
- Do not interrogate or ask leading questions. (It could later undermine a case).
- Explain to the student that the disclosure must be reported and emphasise your trust in them.
- Do not promise to keep the allegation secret or that 'everything will be alright'.
- Reassure the student by telling them that they have done the right thing in telling you. Do not offer physical reassurance.
- Do not admonish in any way e.g. 'I wish you had told me sooner'.
- Inform the director responsible for safeguarding immediately. Phone and follow up with an email.
- Under no circumstances discuss the matter with any other person. If the allegations prove to be untrue, any such discussion would be deemed defamatory.
- As soon as possible, help the director to write a detailed report itemising the information revealed by the student only and any actions you took, including when the suspicions were reported, to whom the suspicions were reported and any follow-up. Date and sign this, keeping a copy securely and confidentially in case you need it later.

If a tutor sees or hears something that concerns her/him, then s/he should act as follows:

- Don't ignore it
- Make a mental note and seek advice
- Not feel silly – if it is worrying, someone else needs to know
- Inform the director responsible for safeguarding immediately and follow the same steps as above.

All staff may raise concerns directly with children's social care services.

Appendix Three: Definitions

Child Protection - Child protection aims to keep children safe where there is serious risk of harm. Serious risk of harm many arise from a single event or a serious of concerns over time.

(Client) schools – This is a school with whom Arts People has a contract to deliver arts tuition.

Pupils – These are children to whom an Arts People tutor is providing tuition. The Children Act 1989 defines a child as 'anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces, or is in hospital.'

Regulations and guidance – Regulation is a government requirement issued with the force of law; guidance does not have this force, but there would need to be a clear and pressing need to deviate from it.

Safeguarding – In this context, this is the totality of actions to ensure the welfare and safety of children, especially to protect children from neglect and/or emotional, physical and sexual abuse. Arts People also considers health and safety of children to come within this definition.

Tutor – This is a self-employed person, approved by Arts People as suitable to work with children, who has a contract to supply tuition on behalf of the company.

Whistleblowing – Where a tutor or member of staff has a concern that this policy is not being followed and that legitimate concerns raised have not been properly addressed, they can appeal to a higher or external authority. This is known as whistleblowing.