



Bromley Youth Music Trust

Safeguarding Policy

Bromley Youth Music Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Bromley Youth Music Trust seeks to promote inclusivity and values diversity. It also seeks to ensure that the work environment for its staff is supportive, and one where individual respect is shown to all. All members of staff and students, regardless of their gender, race, ethnic background, culture, disability, sexual orientation, age, religion, socio-economic status or any other factor will be supported and encouraged to perform to their potential.

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**ARTS COUNCIL
ENGLAND**

BYMT Child Protection Policy

Sue Brown Designated Safeguarding Lead, Deputy Head of Service
Gerald Sterling, CEO/ Head of Service and Deputy DSL

Introduction:

Bromley Youth Music Trust (BYMT) recognises that it has a responsibility for the safety of children in its care. It also recognises that good child protection policies and procedures are of benefit to everyone involved with the service, including BYMT personnel, as they help protect them from erroneous or malicious allegations. For the purpose of this policy, BYMT personnel include all employees, licensed teachers who come into contact with children, whether it be instrumental/vocal/musicianship tutors, pastoral staff, administrative staff or senior managers.

All BYMT personnel that have unsupervised access to, or contact with, children are required to

1. Read, understand and follow the BYMT Safeguarding Policy
2. Recognise and accept their responsibilities
3. Develop awareness of the issues which cause children harm
4. Report concerns to senior managers

BYMT safeguards children by:

1. Adopting child protection procedures and a code of practice for all BYMT personnel
2. Reporting concerns to the appropriate authorities
3. Ensuring all new personnel have been police checked through the Disclosure and Barring Service
4. Implementing safer recruitment procedures that help deter, identify, reject people who might abuse children. We adhere to the statutory guidance 'Keeping children safe in education, Sept. 2021, to ensure that all BYMT personnel have had the appropriate checks carried out.
5. Ensuring that all BYMT personnel and Hub Partners have read and understand how to implement this policy, including:
 1. Appendix 1 (Recognising and Responding to signs of abuse)
 2. Appendix 2 (Digital and Social Media)
 3. Appendix 3 (BYMT Online Learning Policy)

A culture of mutual respect between children and BYMT personnel is encouraged, with adults modelling good practice in this context. It is part of BYMT's responsibility in the duty of care towards children that anybody who encounters child protection concerns will be supported when they report their concerns in good faith. BYMT recognises that the teaching of students on a one to one basis places huge trust on tutors and requires equal trust from parents and carers. We also recognise that tutors are vulnerable to malicious and erroneous allegations. This policy is designed to help protect all who teach, learn, administer and manage at BYMT

Contacts:

Sue Brown: Designated Safeguarding Lead:

020 8467 1566 (Office Number)

07811227491 (Emergency Number)

Bromley Safeguarding Children Partnership: 020 8461 7309

Important documents and resources:

MU advice for music tutors:

<http://www.musiceducationuk.com/safeguarding-tutors/>

Working Together to Safeguard Children, **July 2018**

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf

Guidance for safer working practice for those working with children and young people in education settings: **May 2019**

[safer working consortium](#)

Keeping children safe in education, **September 2021**

[Keeping children safe in Education 2021 Part One](#)

Code of Practice

Physical contact with children should be avoided in the teaching of vocal/instrumental technique. However, if all other strategies have been exhausted, it may be the professional judgement of the tutor that physical contact is necessary and appropriate. In this circumstance, the child must provide prior permission.

1. Technique will normally be taught by explanation and by the tutor modelling good practice. Where explanation and modelling of a technical remedy has proved fruitless, a tutor's professional judgement may be that a minimum of physical contact may be required. Typical examples may be related to the position of a bowing arm, or the correction of wrist or finger positions. In such circumstances the following procedures must apply:
 1. that modeling and explanation has proved fruitless
 2. That the permission of the child has been requested and given i.e. "do you mind if I just move your arm a little..."
 3. Those parents/carers have the absolute right to request a no touching policy under any circumstances. Such a request should be put in writing to the CEO under confidential cover.
2. Students may only be given lifts in private cars if written permission is given by the CEO/Head of Service. In addition, you will need to have appropriate business use cover from your insurance company and the vehicle must be certified roadworthy. Drivers should ensure parent/carers are aware and obtain their prior written agreement. Students should travel in the rear passenger seats of the vehicle and in a child seat if appropriate.
3. Where BYMT for pedagogical or publicity/marketing reasons wishes to record lessons, rehearsals or other events on film or video/DVD, permission via SpeedAdmin will be required from the parents/carers of each child involved.
4. All initial employee email communication with parents must be via Speedadmin.
5. Teachers must not communicate with students via email, text, phone or social media.
6. Lessons must be taught in rooms that have windows in the doors (schools have been advised in their Service Level Agreement that this is required).
7. BYMT personnel will not make suggestive or inappropriate remarks to or about a child, even in fun, as this could be misinterpreted.
8. It is important not to deter children from making a disclosure of abuse for fear of not being believed, and to listen to what they have to say. BYMT personnel should not attempt to investigate a disclosure that gives rise to a child protection issue but should report the matter to the DSL in the school and at BYMT. **BYMT personnel should never promise a child complete confidentiality in a child protection issue but should advise students that the matter will be referred on to the designated officers for child protection.**

9. BYMT personnel should remember that those who abuse children can be of any age, gender, ethnic background or demographic, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.
10. Good practice includes valuing and respecting children as individuals, and the adult modelling of appropriate conduct – which will always exclude bullying, shouting, racism or sexism
11. BYMT personnel are encouraged to join a professional body such as a Trade Union, which can provide advice and support.

Designated Officers for Child Protection

BYMT Safeguarding Team:

Sue Brown – Deputy Head of Service(Designated Safeguarding Lead)

Gerald Sterling – CEO / Head of Service (Deputy Designated Safeguarding Lead)

Please also ascertain who the Designated Safeguarding Officer is in each school where you teach and familiarise yourself with the safeguarding policy at each of the schools you teach in. Issues which arise at BYMT venues will be dealt with by the BYMT safeguarding team using the procedure below.

Procedures for reporting concerns

BYMT personnel could have their suspicion or concern raised in a number of ways, the most likely of which are:

1. the conduct of a member of BYMT or school personnel;
2. a child “disclosing” abuse; a) Physical, b) Emotional, c) Sexual, or d) Neglect
3. bruising or evidence of physical hurt; which may or may not be accompanied by;
4. Unusual behaviour by a child.

Procedure:

Concerns should be reported via email within twenty-four hours to the Designated Safeguarding Lead using this email: safeguarding@bymt.co.uk. Please ensure that the email subject is labelled 'PROTECT'. **If your concern is urgent, or you don't feel that you can discuss it with a member of the BYMT Safeguarding Team, please contact the local authority on the number above.**

Delay could impact the welfare of a child

Advice to BYMT personnel on the appropriate response to a child making an allegation of abuse

1. Stay calm.
2. Listen to what is said.
3. Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
4. Tell the child that the matter will only be disclosed to those who need to know about it.
5. Allow the child to continue at his/her own pace.
6. Ask questions for clarification only, do not ask leading questions
7. Reassure the child that they have done the right thing in telling you.
8. Tell the child what you will do next, and with whom the information will be shared.
9. Record in writing what was said using the Safeguarding Pink Form. Please use the child's own words as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure the record is signed and dated.
10. It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from the Designated Officer.

Appendix 1 (Keeping Children Safe in Education September 2021)

Here's the link to the version September 2021:

[Keeping Children Safe in Education](#)

Appendix 2 (Personal device policy for BYMT employees)

Bring Your Own Device Policy (BYOD)

Introduction

Bromley Youth Music Trust recognises the benefits that can be achieved by allowing staff to use their own electronic devices when working, whether that is at home, at a BYMT Music Centre or while travelling. Such devices include laptops, smart phones and tablets, and the practice is commonly known as 'bring your own device' or BYOD. It is committed to supporting staff in this practice and ensuring that as few technical restrictions as reasonably possible are imposed on accessing BYMT provided services on BYOD.

The use of such devices to create and process BYMT information and data creates issues that need to be addressed, particularly in the area of information security.

BYMT must ensure that it remains in control of the data for which it is responsible, regardless of the ownership of the device used to carry out the processing. It must also protect its intellectual property as well as empowering staff to ensure that they protect their own personal information.

Information Security Policies

All relevant BYMT policies still apply to staff using BYOD. Staff should note, in particular, the BYMT's [Information Security related policies](#). Several of these are directly relevant to staff adopting BYOD.

[BYMT Online Learning Policy and Guidance](#)

[BYMT Data Protection Policy](#)

The Responsibilities of Staff Members

Individuals who make use of BYOD must take responsibility for their own device and how they use it. They must:

- Familiarise themselves with their device and its security features so that they can ensure the safety of BYMT information (as well as their own information)
- Invoke the relevant security features
- Maintain the device themselves ensuring it is regularly patched and upgraded

While BYMT staff will always endeavour to assist colleagues wherever possible, BYMT cannot take responsibility for supporting devices it does not provide.

Staff using BYOD must take all reasonable steps to

- Prevent theft and loss of data
- Keep information confidential where appropriate
- Maintain the integrity of data and information
- Take responsibility for any software they download onto their device

Staff using BYOD must:

- Set up passwords, passcodes, passkeys or biometric equivalents. These must be of sufficient length and complexity for the particular type of device
- Set up remote wipe facilities if available and implement a remote wipe if they lose the device
- Encrypt documents or devices as necessary
- Not hold any information that is sensitive, personal, confidential or of commercial value on personally owned devices. Instead they should use their device to make use of SpeedAdmin and Office 365 through the web-browser or App.
- Where it is essential that information belonging to BYMT is held on a personal device it should be deleted as soon as possible once it is no longer required. This includes information contained within emails and images for BYMT social media accounts.
- Immediately report the loss of any device containing BYMT data (including email) to a member of the Senior Leadership Team.
- Be aware of any Data Protection issues and ensure personal data is handled appropriately.
- Ensure that no BYMT information is left on any personal device indefinitely. Particular care must be taken if a device is disposed

of/sold/transferred to a third party.

4 Monitoring and Access

BYMT will not routinely monitor personal devices. However, it does reserve the right to:

- Prevent access to a particular device from either the wired or wireless networks or both
- Prevent access to a particular system

5 Data Protection and BYOD

BYMT must process 'personal data' i.e data about identifiable living individuals in accordance with the Data Protection Act 1998. Sensitive personal data is information that relates to race/ethnic origin, political opinions, religious beliefs, trade union membership, health (mental or physical) or details of criminal offences. This category of information should be handled with a higher degree of protection at all times.

BYMT recognises that there are inherent risks in using personal devices to hold personal data. Therefore, staff must follow the guidance in this document when considering using BYOD to process personal data.

A breach of the Data Protection Act can lead to BYMT being fined up to £500,000. Any member of staff found to have deliberately breached the Act may be subject to disciplinary measures, having access to BYMT facilities being withdrawn, or even a criminal prosecution.

Appendix 3

(BYMT Online Learning Policy and guidance)

RATIONALE

In order to provide continuity of service for our young people in Bromley we will support the delivery of lessons online.

All teachers should remember that safeguarding is just as important when teaching via video conferencing (or FaceTime, or any other equivalent) as it is when teaching face to face.

If the lesson normally takes place in a school environment, teachers must obtain a copy of the schools' online policy and adhere to it. If anything in the policy is unclear, it is vital that the teacher seeks clarification from the school before commencing online lessons.

TEACHERS

- Written parental consent must be provided in advance of any online learning, acknowledging that BYMT's Online Learning Policy has been read and understood. You can download the consent form [here](#).
- A parent/carer must be present in the room for at least the beginning and end of the lesson and must be within earshot for the duration.
- Teachers must protect themselves from accidental inappropriate contact with students by restricting their profile so that it does not automatically accept contact requests and is not accessible to students.
- Employed BYMT teachers must use their work email account and licensed teachers should use their normal business address (used for invoicing). Only parental emails/video conferencing accounts should be used.
- Teachers must use a business-like profile picture and all parties should establish a serious and appropriate manner when using video conferencing. Video conferencing is to be used for lessons only and not for other contact, e.g. general messaging or sharing photos.
- Employed staff must use their BYMT Education Zoom account for online tuition.
- Lessons must take place in a communal room within the home.
- Students' and teachers' clothing must be appropriate for a teaching and learning setting. If this is not the case, all parties should end the call and communicate the reason afterwards.
- Online lessons must be kept to the timetabled length.
- Language must always be professional and appropriate, including from any family members who might be in the background.
- Teachers must not pass their personal mobile number on to students, only parents/carers.
- Teachers must not accept any student contact details including mobile

numbers.

- Teachers must not share any content over social media.
- Teachers must not friend or follow pupils on their personal social media accounts.
- Teachers must report any safeguarding concerns to BYMT Designated Safeguarding Lead (DSL) Sue Brown

PARENTS/CARERS

- Emailed parental consent must be provided in advance of any online learning, acknowledging that BYMT's Online Learning Policy has been read and understood.
- A responsible adult must be present in the room for at least the beginning and end of the lesson and must be in earshot for the duration.
- Parents/carers must not share the tutor's email address, mobile number or passwords.
- Lessons must take place in a communal room within the home.
- Students' and teachers' clothing must be appropriate for a teaching and learning setting. If this is not the case, all parties should end the call and communicate the reason afterwards.
- Online lessons must be kept to the timetabled length.
- Language must always be professional and appropriate, including from any family members who might be in the background.
- Student contact details including mobile numbers must not be passed to their teacher.
- Parents and students must report any safeguarding concerns to BYMT Designated Safeguarding Lead (DSL) Sue Brown safeguarding@bymt.co.uk
- Parents/ carers must not record any part of the lesson without prior knowledge and consent of the tutor
- Parents/carers must not share or redistribute any content of the lesson without prior consent from the tutor.

GENERAL GUIDELINES FOR REMOTE VOCAL & INSTRUMENTAL LESSONS

- Ensure the camera placement is positioned in the correct way for the lesson: eg not too near/far to the camera, showing enough space for the instrument, e.g. with enough space to demonstrate bow hold.
- Check the sound quality is clear, with no interfering background noises.
- Teacher should have resources available that will support and enhance the lesson.
- Teachers should set clear homework that progresses on from the lesson,

ensuring required documents / resources have been emailed to the student's parents.

- If parents or teachers have a query relating to teaching via video conferencing, we recommend that you contact BYMT.
- Teachers can contact their union for additional guidance