

Safeguarding Policy

Teach Major, a Music Service Provider for Schools and Childcare Provider, places the safety and well-being of every child, parent, and staff member at the forefront. Our commitment to safeguarding is unwavering, ensuring a secure and nurturing environment across all Teach Major activities.

The purpose and scope of this policy statement is to:

- To protect children and young people who receive Teach Major's services from harm. This includes the children of adults who use our services.
- To provide staff, as well as school clients, children and young people and their families, with the overarching principles that guide our approach to child protection. This policy applies to anyone working on behalf of Teach Major, including Directors, Managers, Teaching Staff, Childcare Assistants, Cover Staff, Peripatetic Staff and 3rd Party Agencies.

1. Legal Framework:

Teach Major aligns its safeguarding policies with a comprehensive legal framework, to protect children in England, Scotland and Wales, drawing guidance from UK legislation, including:

- The Children Act 1989 (as amended)
- The Equality Act 2010
- Malpractice Policy
- Children and Families Act 2014
- The Children and Social Work Act 2017
- The Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2019 (with particular attention to Annex A)
- GDPR and the Data Protection Act 2018
- Information Sharing: Advice for Practitioners 2018
- Sexual Violence and Sexual Harassment Between Children in Schools and Colleges (guidance document) 2018
- Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- Childcare Act 2006 (as amended in 2018)

Additionally, we consider global perspectives, incorporating insights from the United Nations Convention on the Rights of the Child (UNCRC) to ensure a holistic approach to child protection.

2. Supporting Documents:

Our safeguarding policy integrates seamlessly with various organisational policies, procedures, and guidance documents tailored for our Childcare services. related documents, including:

- Absent Child Policy
- Anti Bullying Policy
- Anti Slavery & Human Trafficking Policy
- Terms & Conditions
- Behaviour Policy
- Complaints Policy
- FGM Policy
- Uncollected Child & Late Collection Policy
- Health & Safety Policy
- Missing Person Policy
- Physical Intervention Policy
- Prevent Policy
- Safer Recruitment Policy
- SEN Policy
- Use of Technology for Children Policy
- Whistleblowing Policy
- Code of Conduct

3. Vision and Commitment:

Teach Major's dedication to safeguarding acknowledges the distinct responsibilities associated with both in-school teaching services and childcare provisions. Our approach emphasises the paramount duty to protect children from abuse and promote the welfare of all children, embracing diversity in age, ability, race, religion, gender, and sexual orientation.

4. Aims and Objectives:

In addition to safeguarding, Teach Major's objectives extend to providing enriching experiences for children during all Teach Major in-school peripatetic lessons/ classroom lessons, and Holiday Camp activities. We aim to cultivate responsible citizenship, uphold high standards of physical and mental health, and contribute to the overall development of children, promoting fundamental British values.

5. Staff Commitment and Development:

Teach Major places a high value on staff commitment and continuous development. Our staff training goes beyond compliance, including updates on the latest safeguarding issues, such as upskirting, indicators of serious violent crimes, and specialised training addressing safeguarding challenges for children with Special Educational Needs (SEN) and disabilities.

6. Signs to look out for:

Dealing with disclosures and concerns about a child or young person Any member of staff who has a concern about a child or young person must remember it is important to maintain a sense of balance when observing a child and to avoid making assumptions. A child may exhibit any of the below signs, at any time, without there being due cause for concern. However, if a child shows a number of these signs, or exhibits a repeated sign on numerous occasions, further enquiries should be made, and concerns registered to the school's designated child protection officer. Signs to look out for include, but are not limited to:

- Unexplained changes in behaviour, personality, or school performance
- Becoming or being overly compliant, passive, or withdrawn
- Seeming anxious
- Becoming uncharacteristically aggressive
- A lack of social skills and/or few friends, if any
- Poor bond or relationship with a parent
- Knowledge of adult issues inappropriate for their age
- Running away or going missing
- Always choosing to wear clothes which cover their body
- Having not received help for physical or medical problems brought to the parents' attention
- Having learning problems (or difficulty concentrating) that cannot be attributed to specific physical or psychological causes
- Always being watchful, as though preparing for something bad to happen
- Lacking adult supervision
- Coming to school or other activities early, staying late, and not wanting to go home
- Having unexplained burns, bites, bruises, broken bones, or black eyes
- Fading bruises or other marks noticeable after an absence from school
- Seeming frightened of parents and protesting or crying when it is time to go home
- Shrinking at the approach of adults
- Reporting injury by a parent or another adult caregiver
- Being frequently absent from school
- Begging for or stealing food or money
- Lacking needed medical or dental care, immunizations, or glasses
- Being consistently dirty and/or having severe body odour
- Lacking appropriate clothing for the weather •
- Abusing alcohol or other drugs
- Stating that there is no one at home to provide care
- Having difficulty walking or sitting
- Suddenly refusing to change for PE or to participate in physical activities

- Reports nightmares or bedwetting
- Experiencing a sudden change in appetite
- Demonstrating bizarre, sophisticated, or unusual sexual knowledge or behaviour
- Becoming pregnant or contracting a venereal disease, particularly if under age 14
- Reporting sexual abuse by a parent or another adult caregiver
- Being either inappropriately adult (parenting other children, for example) or inappropriately infantile (frequently rocking or head-banging, for example)
- Being delayed in physical or emotional development
- Attempting suicide
- Reporting a lack of attachment to the parent

In order to maintain perspective, it is important for teachers to:

- Share all concerns with a senior colleague, preferably the designated child protection lead or Head Teacher (for in-school activities), and Teach Major managers
- Report all factual evidence accurately and precisely
- Report all feelings and suspicions carefully but they should be clearly separated from the factual evidence

If a child discloses information about possible abuse, staff should discuss with Teach Major's DSL, or school's DSL (if Teach Major staff are onsite for in-school activities) and follow the school's procedure and Teach Major procedure.

7. Dealing with Disclosures:

Our safeguarding policy provides clear guidance on dealing with disclosures, ensuring that concerns are shared promptly with designated leads. Practical steps for our staff members in case of a safeguarding concern include:

- **Report Timescale:** All safeguarding concerns should be reported to Teach Major's Designated Safeguarding Lead (DSL) or the Deputy DSL within 24 hours from the time the disclosure was made.
- **Remain Calm:** In the event of a disclosure or observation of concerning signs, stay calm and composed.
- **Prioritise Child's Welfare:** Ensure the child's immediate safety and well-being.
- **Document:** Record details of the disclosure or observation, including date, time, location, and what was said or observed. Be factual and concise.
- **Report Immediately:** Report the concern to the designated lead or another senior colleague as soon as possible.
- **Do Not Investigate Independently:** Refrain from conducting an independent investigation. Leave this to designated leads and relevant authorities.

These practical steps empower staff members to take immediate and appropriate action when faced with a safeguarding concern, contributing to a swift and effective response.

All staff will make it clear to any child disclosing information that they cannot guarantee confidentiality, but that they will only pass information on to people that can help them.

Information concerning children at risk will only be shared with the Teach Major's DSL (and School's DSL (if during an in-school service). Where there are concerns about a child, a teacher may be asked to keep a log of observations. This will be kept securely and separately from generally accessible class records. All records are subject to the Freedom of Information Act (2000) and the Data Protection Act (1998). If there is any doubt as to the rights of any party to access information, we may seek legal advice prior to releasing any information.

8. Allegations Against Staff:

Our policy mandates all staff to promptly report concerns about colleagues. Teach Major ensures immediate reporting of allegations to both the activity and the company for swift and appropriate action. This duty extends to raising concerns about the attitude or actions of colleagues.

In the event that a child makes an allegation against a staff member during a Holiday Camp, the child should promptly notify a trusted adult, such as a parent, carer, teacher or Teach Major's DSL. Simultaneously, if the allegation involves Teach Major staff behaviour in an in-school setting, immediate notification to the schools Head Teacher, Teach Major's Operations Manager or DSL is required. In the case of an allegation made by a school or school staff member towards one of our members, the Operations manager should be notified within 24 hours so that the appropriate measures are taken promptly.

Allegations about any staff should be reported to the respective line manager or, in most cases, the DSL or Deputy DSL. If the allegation involves a DSL, the company Directors should be contacted. If a Director is the point of contact and there are no line managers above them, all allegations should be reported to the LADO. In the event the allegation is made concerning our holiday camp child care provision, then Ofsted should be notified. Teach Major is not at liberty to disclose the outcome of any disciplinary action if applicable however aims to resolve any allegations within 4 weeks.

Procedure and Steps for Reporting Allegations Against Staff:

1. **Step 1: Immediate Reporting:** If a child alleges misconduct by a staff member, immediately inform the Head Teacher if in a school setting or the DSL for Teach Major/Director if in a half term Camp setting (safer@teachmajor.com). For allegations against Teach Major staff, from either an internal staff member or a staff member from a school, promptly report to the company via email (safer@teachmajor.com) or telephone (contact details are at the end of this document).
2. **Step 2: Reporting to Line Manager:** Report staff allegations to the line manager or, when applicable, the Designated Safeguarding Lead (DSL) or Deputy DSL.

3. Step 3: Reporting to Directors/LADO and Ofsted: For DSL-related concerns, contact company Directors; if no line managers are above, report all allegations to the Local Authority Designated Officer (LADO) and Ofsted.
4. Step 4: Swift Investigation: Depending on the nature of the complaint, Teach Major will initiate a prompt investigation into allegations by either collaborating with Head Teacher if it involves an in-school service or Teach Major Manager/Director, or Line Manager. These internal investigations will be conducted by the DSL and/or the Company Director. LADO may be included in any investigations where external advice is required.
5. Step 5: External Involvement: Teach Major will engage external authorities (e.g., LADO, Ofsted) if necessary for an impartial and thorough investigation.
6. Step 6: Confidentiality and Sensitivity: Teach Major will maintain confidentiality, balancing transparency with the rights and privacy of individuals involved. Approach the matter with sensitivity, prioritising the well-being of the child or individuals concerned.
7. Step 7: Outcome and Action: Based on findings, Teach Major will implement appropriate actions, including disciplinary measures, if allegations are substantiated.
8. Step 8: Record Keeping: Teach Major will maintain detailed and secure records of allegations, investigations, and outcomes in compliance with data protection regulations. All records are kept on a secured server that can only be accessed by authorised senior leadership (Operation Manager, DSL, Deputy DSL and Company Directors)
9. Step 10: Continuous Improvement: Teach Major regularly reviews and enhances procedures based on experiences, ensuring a robust safeguarding framework. This concise procedure prioritises a swift and thorough response to staff allegations, emphasising safety and adherence to company policies.

9. Online Safety:

Teach Major extends its commitment to online safety, ensuring that all staff working for Teach Major adhere to heightened security measures for internet-connected devices. Staff actively report any breaches or inappropriate materials, to their line manager and Teach Major will initiate an internal investigation. When necessary external agencies may be involved.

In addition, as a preventive measure, all online teaching material / resources will be prescreened before children can gain access. This proactive step further reinforces our commitment to safeguarding children from potentially harmful content and maintaining a

secure digital space within our Holiday Camp activities. Separately from our camp services, our in-school music teaching staff that work for Teach Major, should work collaboratively with their assigned school and to follow their assigned school's policy.

10. Anti-Bullying Measures:

Teach Major maintains a zero-tolerance stance against bullying, both in compliance with the Anti-Bullying policy and through proactive reporting by staff. Clear protocols are in place to address concerns, maintain records, and ensure appropriate follow-up actions, contributing to a safe and inclusive experience.

In cases of bullying involving children, Teach Major implements a three-strike rule. Upon the first occurrence, a thorough investigation and intervention will take place. A second incident will result in heightened intervention, and a third instance will lead to a part-time ban for the child involved. This measure is aimed at promoting a safer environment and discouraging repeated instances of bullying. Please refer to our Anti-Bullying Policy for more information.

11. Adult to Child Supervision Ratios:

Recognising the significance of supervision ratios, Teach Major ensures a minimum adult to child ratio of 1:15 during Teach Major's Holiday Camp activities, but for in-school services, our ratios follow that of a school class. This commitment enhances safety and contributes to a positive and effective learning environment.

12. Staff Training Commitment:

Teach Major's commitment to staff training is demonstrated through mandatory training programs, observations, and our recruitment practices. Our aims include:

- **Establishing Clear Protocols:** We create comprehensive protocols for reporting and handling allegations involving staff members, ensuring a prompt and appropriate response.
- **Implementing Differentiated Procedures:** We tailor procedures for Holiday Camps and in-school services, acknowledging the unique aspects of each setting and providing clarity on the actions required in each scenario.
- **Prioritising Training and Awareness:** Regular training sessions for staff are conducted, focusing on recognising signs of abuse, appropriate conduct, and the imperative of promptly reporting concerns.
- **Conducting Thorough Background Checks:** We rigorously implement background checks for all staff members, encompassing references and criminal record checks, to guarantee the suitability of individuals working with children.
- **Developing a Comprehensive Code of Conduct:** We create and communicate a detailed code of conduct outlining expected behaviours for staff interacting with children, underlining our commitment to a safe and respectful environment.

- **Establishing Ongoing Monitoring:** We set up systems for continuous monitoring of staff conduct and performance, cultivating a culture of accountability and continuous improvement.
- **Regularly Reviewing Policies:** Our commitment extends to periodically reviewing and updating the safer recruitment policy, aligning it with current best practices, legal requirements, and organisational needs.

13. Continuous Review and Enhancement:

Teach Major's safeguarding policy undergoes an annual review and more frequent updates as needed, reflecting our commitment to continuous improvement. This adaptability ensures that our activities remain at the forefront of safeguarding practices, addressing emerging challenges effectively.

14. Personal Phones Prohibition

This safeguarding policy outlines guidelines regarding the use of personal electronic devices by staff while on-site where children operate. It is designed to ensure a secure environment and protect the privacy and safety of all children under our care.

Staff members are strictly prohibited from using personal phones on-site in areas where children operate.

- Only Teach Major Ltd-issued iPads or phones are allowed for any communication, documentation, or media capture activities in the presence of children.
- Media Capture: Photos, videos, or audio recordings of children will only be captured using Teach Major Ltd-issued iPads or phones.
- No staff member is allowed to use personal devices for capturing media in the presence of children.
- Parental Consent: Prior to capturing any images of children, explicit consent will be obtained from their parents or legal guardians during the sign-up process on Class for Kids.
- Consent forms will clearly outline the purpose of capturing images, the intended use of media, and the measures in place to protect the privacy and safety of the children.
- Media Content Restrictions: No media content, including photos, videos, or audio recordings, will capture the image or identity of any child without the prior consent of their parents or legal guardians.
- Any media content captured without consent will be promptly deleted with 2 members of staff as witnesses.
- Secure Storage: All captured media content will be securely stored on Teach Major Ltd's designated servers or cloud platforms.
- Access to media content will be restricted to authorised personnel only.
- Training and Awareness: Staff members will undergo training on this safeguarding policy during their induction.

- Regular reminders and updates will be provided to reinforce the importance of compliance with these guidelines.
- Reporting: Any breach of this policy must be reported immediately to the designated safeguarding officer.
- Appropriate disciplinary actions will be taken against any staff member found in violation of this policy.
- Registers and Accident Reporting: All attendance registers and accident reports will be recorded and reported using Teach Major Ltd-issued iPads.

Teach Major's safeguarding policy stands as a testament to our dedication to excellence, ensuring that every child, parent, and staff member experiences the highest standards of safeguarding and protection during all Teach Major activities.

Contact details for Safeguarding Concerns:

Teach Major email: safer@teachmajor.com

Teach Major Office: 0208 243 8791

Teach Major Designated Safeguarding Lead: 07939 501 419

Ofsted: 0300 123 4666

NSPCC Helpline: 0808 800 5000

Slough LADO: 07927 681 8558 / 01753 690906

Other useful information:

- **What To Do If You're Worried A Child Is Being Abused**
www.doh.gov.uk/safeguardingchildren/index.htm
- **Framework for the Assessment of Children in Need and their Families**
www.doh.gov.uk/qualityprotects/work_pro/project_3.htm
- **Ofsted Website** www.ofsted.gov.uk
- **The Protection of Children Act 1999**
- **A Practical Guide to the Act for all Organisations Working with Children**
www.doh.gov.uk/scg/childprotect
- NSPCC Helpline: 0808 800 5000 www.nspcc.org.uk

Policy date: January 2024 (will be reviewed annually, or earlier if the need arises)