



LEWISHAM MUSIC

STAFF CODE OF CONDUCT (SAFEGUARDING)

Lewisham Music
First Floor
The Fellowship and Star
Randlesdown Road
Bellingham
London
SE6 3BT
020 3637 8088
info@lewishammusic.org
www.lewishammusic.org

DRAFTED BY:	Charly Richardson	DATE:	September 2020
REVIEW DATE:	September 2021	STATUS:	Required

Supported using public funding by



**ARTS COUNCIL
ENGLAND**

STAFF CODE OF CONDUCT (SAFEGUARDING)

This Staff Code of Conduct (Safeguarding) compliments Lewisham Music's *Safeguarding Policy*, and covers all Lewisham Music staff, volunteers and Trustees. In this document the term 'staff' refers to all employees (Music Tutors and office/management staff), freelancers/consultants engaged by LM, volunteers and Trustees (although not all points will be directly relevant to Trustees as they are not actually delivering activities on LM's behalf).

Under LM's *Disciplinary Policy & Procedure*, a serious breach of this Code will be investigated and could be regarded as gross misconduct and result in dismissal without notice. A less serious breach may result in a disciplinary warning.

Introduction

During their work for Lewisham Music, staff are expected to treat everyone with respect, uphold high professional and personal standards, and ensure that their behaviour is appropriate at all times.

Professional conduct in schools

As well as being responsible for upholding Lewisham Music's policies and standards, while working in schools, staff are expected to co-operate fully and follow the rules and procedures regarding health and safety, equality and diversity, safeguarding and conduct that are held at that school.

Duty of care

A staff member's duty of care extends to all pupils in the schools where they work, even if they do not personally teach them.

If staff become aware of any concerns relating to any pupil either directly or from a third party, or witness an incident, they have a duty to inform an appropriate person in the school at the earliest opportunity, and before they leave that day. If the matter is of a Safeguarding nature they must – as outlined in the LM *Safeguarding Policy*– also report this to the Designated Safeguarding Lead at Lewisham Music.

Relationships

- A successful Music Tutor will build strong relationships with pupils, school staff, other music tutors, parents and carers. However, these relationships must remain strictly professional and tutors should be aware of the dangers of over-familiarity.
- All members of staff, Trustees and volunteers with Lewisham Music have a relationship of trust with the children and young people who use our services. It is an abuse of that trust, and could be a criminal offence to engage in any romantic, intimate or sexual activity with a young person aged under 18, or a vulnerable young adult under the age of 25, irrespective of the age of consent and even if the relationship is consensual.

Physical contact

Tutors who are working on a one-to-one basis need to be very careful. They should try not to have any physical contact at all. Fingerings or posture can be modelled and mirrored without physical contact.

If physical contact is absolutely necessary, they must always ask the pupil first (e.g. "Do you mind if I move your finger to the right place on the string?").

There may be exceptional occasions where it is necessary to restrain individual children physically to prevent them from hurting themselves or others. Only the minimum reasonable force necessary must be used. In schools all incidents of physical restraint must be recorded in the school logbook, through completion of a LM Incident Form, and reported in writing to the school's Designated Safeguarding Lead and Lewisham Music's Chief Executive.

In general, if staff are placed in a difficult situation or have any concerns they must contact the Chief Executive.

Further advice on this subject can be found in the Staff Handbook.

Language and communication

- Staff should never use swear words, expletives or other profanities -however mild they may judge them to be- in front of students, staff or parents.
- Staff should never make jokes or use terminology that could be construed as inappropriate or offensive in any way.
- Similarly, staff should always insist that students use suitable language in their presence.
- If staff consider a conversation with a student to be inappropriate, they should end the conversation, and make sure that the student understands that they are not comfortable with the subject. This should then be immediately reported to the Designated Safeguarding Lead at both the school and Lewisham Music.
- Students should be dressed appropriately, however staff should avoid making comments about a student's personal appearance.
- Staff should be careful not to overshare with pupils regarding personal information or opinions, and must not share overtly political opinions whilst undertaking work for LM. Staff attitude and conduct should always show positive regard to Lewisham Music's *Equality & Diversity Policy*.

Punctuality

Punctuality is very important and while most schools recognise that occasional delays occur, regular and persistent lateness will usually result in complaints and may result in disciplinary procedures.

Once Music Tutors have agreed their timetable with schools, they must adhere to it. If they are delayed (e.g. at a previous school or because of traffic or late trains) they should telephone the school as soon as they can do so safely and let them know their estimated time of arrival. They should still endeavour to give all their students their full lesson time or arrange to attend another time in order to do so.

Appearance

Staff should always look professional and ensure that they are dressed appropriately for the tasks that they undertake.

Entry to schools

Staff are responsible for ensuring that they can gain entry and maintain access to their place of work following all procedures. This will include:

- Signing in on arrival and out on departure
- Informing the school office of their arrival and departure
- Wearing a Lewisham Music ID badge at all times (including during holiday and out-of-school programmes)
- Providing a photo ID.

Please note- Lewisham Music holds staff DBS information (number and issue date) and will ensure that this information is sent to schools. However, staff should still ensure that they have this information to hand.

Teaching spaces

Staff should exercise caution in situations where they are alone with pupils. Where 1:1 teaching is taking place, for example, they should ensure visibility is always maintained and that they and the child can be seen through the window in the door. Staff should not be teaching in locations that are 'hidden away' from other staff.

Teaching outside of school hours

If staff are teaching on a school premises outside of normal working hours they should be clear who is still on the premises, how to get help if needed, and what arrangements are being made for pupils' security whilst they are waiting.

The school needs to take responsibility for the arrangements, but staff do have a duty of care to their pupils (for example not leaving them alone and unsupervised if a parent is late picking them up). Staff should take care not to let this become a regular occurrence as they should never be alone with a young person on a site.

Staff should not start so early that their first pupil would be unsupervised between the end of their lesson and the start of the school day.

Lifts in a vehicle

Staff must not give students lifts in their car.

Photo permissions and mobile phones

- We encourage staff to use smartphones, tablets and computers to enhance their teaching, for example through the use of education applications, backing tracks and recording sound.
- Staff must never take a photo or video of students without the permission of the parents and the school. Any photos or videos taken in a school (for example, recording a whole class performance in order to watch back the following week) should be taken on a school device, and not staff's personal devices.
- Any images stored on a mobile telephone which is taken into a school or other education setting must not contain inappropriate viewing matter for children.
- Similarly, staff must never access sexual or otherwise inappropriate material whilst on school grounds or on other premises being hired for LM activities.
- Staff should never use their phones during a lesson/session, unless it is for educational purposes or because of an emergency. All alerts should be switched off and the phone should be on silent during lessons.
- School policies on the use of phones will vary, so please ensure that use of your phone does not go against individual school policies.

Contact with Students

- Staff must not give out their personal home or mobile telephone numbers to students.
- Telephone contact must go through the schools, or parents/carers rather than directly with pupils. Email may be preferable for non-urgent queries. Lewisham Music has now set up '@lewishammusic' emails for all staff, and will be encouraging Music Tutors to use these email addresses when conducting LM business.

- Lewisham Music will never give staff contact information to a school, parent or carer without their prior approval.

Pupil registers

- Pupil registers should be kept in schools, preferably with office staff, and not taken away from school premises. For Saturday Music Centre staff, registers should be left with the Head of Centre or Community Music Administrator.

Data Protection

- All data relating to children and schools must be kept secure at all times in accordance with current GDPR guidance and the LM Data Protection Policy & Procedure. It is not advisable to store important information on memory sticks or mobile phones.

First Aid and medical assistance

- Except in cases of emergency, First Aid will only be administered by qualified First Aiders. If it is necessary for the child to remove clothing for first aid treatment, there will, wherever possible, be another adult present.
- A child requiring regular medication or therapies for long-term medical conditions will be made the subject of a Medical Plan held by the school. Staff should not be expected to oversee or take responsibility for a pupil's medication or therapies, but they should make themselves aware of any serious medical conditions which their pupils might have.

Press

Staff should never engage with print or digital media/press about their work for Lewisham Music without the prior approval of the Chief Executive. Any media enquiries should immediately be referred to the Chief Executive.

Lewisham Music is actively developing its approach to press engagement, case studies, public relations and advocacy. If staff have an idea for publicity, for example a 'good news stories', a special event, or 'shining a spotlight' on an exceptional pupil, they should contact the Communications, Marketing and Programme Manager.

Social media

If staff have an account on any social networking sites (Facebook, Twitter, Instagram etc.) they should consider the following points:

- Are they happy that their pupils and their pupil's parents/carers may be able to see their opinions, personal details, photographs, wall posts etc., even if they are not 'friends' with them? They should consider their privacy settings very carefully.
- Staff must never invite pupils to be a 'friend' or accept a 'friend request' from them on social media, or interact with them in anyway. This is still the case if you no longer teach a pupil but they are still under 18. Becoming 'friends' as soon as they turn 18 or leave school is also not advised, as this behaviour could be seen as grooming.
- It is advised that staff do not become 'friends' with or interact in anyway on social media with the parents/carers of pupils or staff from schools they work in.

- Anyone expressing extreme or hateful views or acting in a threatening or bullying way on social media (even if posts are not linked to your work with LM) may be subjected to disciplinary procedures.
- Staff should never make negative, defamatory, or offensive comments on social media about Lewisham Music, LM colleagues, Lewisham schools or school staff, or partner or funding organisations. The Lewisham Music *Grievance* and *Whistleblowing* policies outline more appropriate ways in which staff can raise concerns.

Bribes, gifts, and corruption

- It is against the law for members of staff to take bribes. Staff must take care that they do not accept any gift that might be construed by others as a bribe or that may lead the giver to expect preferential treatment. There are occasions when pupils, staff or parents/carers parents may wish to pass small tokens of appreciation to staff e.g. at Christmas or as a thank-you, and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value (over £30).
- Staff must not use their position to make any financial gain from the sale of instruments or accessories by way of commission from a third party. Any advice given to parents and students must be transparent and impartial. Any relevant Declarations of Interest must be declared.
- Personal gifts must not be given to pupils. Any rewards given to a pupil should be consistent with the school's behaviour policy and not based on favouritism.

Drugs and alcohol

- Staff should not be under the influence of alcohol or illegal drugs whilst at work. Prescription drugs must also be used carefully and in accordance with medical guidance.