

In accordance with the Criminal Records Bureau code of practice for registered persons and other recipients of disclosure information, Piano Circus Ltd will ensure the following practice.

Policy and Procedure for Protection of Children, Young People and Vulnerable Adults

1. Introduction

Piano Circus Ltd recognises the right of all children and young people to be protected from any situation or practice that results in their being physically or psychologically damaged. It is committed to ensuring a safe and supportive environment for students attending its Summer School and expects all adults involved in the Keyboard Collective Project to take responsibility for promoting the highest standards of care.

2. Aims of this policy

- To ensure the safety and security of participants on the Keyboard Collective Project
- To create an environment which enables all students to achieve the maximum educational and personal benefit from their involvement in the school;
- To ensure that staff involved in the Keyboard Collective Project are appropriately trained and fully understand child protection issues and procedures.

3. Responsible person

Each School will nominate a senior member of staff to take responsibility for dealing with child protection issues in connection with the Keyboard Collective Project.

4. Responses to alleged or suspected abuse

- 4.1 All allegations or suspicions will be treated seriously and acted upon in accordance with the procedures outlined in this policy and its associated Code of Practice.
- 4.2 Staff who are approached by students with allegations of abuse will listen carefully and sympathetically but keeping questioning to a minimum. They will explain that allegations cannot be kept secret and to whom the information will be conveyed.
- 4.3 Staff will report any allegations or suspicions only to the responsible person listed above and otherwise maintain absolute confidentiality. In the absence of the responsible person, concerns should be addressed to the Project Manager (Kate Halsall for Piano Circus).
- 4.4 The designated person will be responsible for initiating appropriate action in response to concerns, taking care to refer to the appropriate authorities rather than to investigate serious allegations of abuse.
- 4.5 A written record will be kept of any suspicion, allegation or incident causing concern which will detail the date, time, location, person reporting, person concerned, designated person handling the concern and action taken. The records will be held in a secure location by the responsible person.

5. Information for parents/carers

5.1 This policy will be made available to parents/carers on the Piano Circus website page for the Keyboard Collective Project.

5.2 In the event of an allegation or incident causing concern, parents/carers will be:

- Contacted by telephone on the day of the incident
- Informed by letter of the nature of the incident and action taken in response
- Received by designated staff, if they wished to visit the School in person

6. Recruitment and training staff

6.1 Staff involved in the Keyboard Collective Project will be subject to police checking procedures where their duties will entail significant contact with students.

6.2 Staff will be briefed on child protection issues and procedures, health and safety matters and the code of behaviour for students.

6.3 All staff will receive a copy of this policy and its associated Code of Practice

7. Health and Safety

7.1 Keyboard Collective Project participants will be given a copy of the School's Health and Safety procedures on arrival.

7.2 Contact information for students and details of any specific medical needs will be held in the relevant schools office and distributed in summary to relevant staff. The school staff will take responsibility for the administration of any medication, as requested by parents/carers.

7.3 Trained first aiders will be made known during the Keyboard Collective Project, including activities which take place outside the Schools' premises.

8 Code of behaviour for students

8.1 All students are required to sign a Code of Behaviour outlining expected standards of conduct during the school. Where the students are under the age of 18, their parents are also expected to sign.

8.2 Serious breaches of the Code of Behaviour (e.g. violence, racial abuse, use of illegal substances) will result in immediate expulsion from the School.

9 Monitoring and dissemination of this policy

9.1 This policy will be reviewed by the Keyboard Collective project team, including sound Festival.

9.2 The policy and Code of Practice will be distributed to all staff working on the Keyboard Collective Project.

Code of Practice

1. Participation in the “Keyboard Collective” project should be a rewarding experience for both students and staff and, to this end, it is important for adults to recognise the particular responsibilities involved in working with young people. This Code of Practice is designed to ensure that all members of Piano Circus and School staff are aware of those responsibilities and confident in dealing with participants.
2. All members of Piano Circus will receive a copy of the Child of Protection Policy which they should read carefully in conjunction with the Code. They will also take part in a training session prior to the commencement of the Project, which will include guidance on child protection issues.
3. Members of Piano Circus should ensure that they behave in a friendly but professional manner at all times and maintain the highest standards of personal conduct in their dealings with students. They should not appear to favour or show interest in one child more than another. Any comment on a student’s performance on the course should be constructive and supportive. At no time should students be sworn at or otherwise verbally abused.
4. For their own protection, members of Piano Circus should be alert to situations and behaviours, which are open to misinterpretations. One to one contact with students out of sight of witnesses should be strictly avoided except in case of emergency, as should use of or response to sexual innuendo.
5. Members of Piano Circus who are approached by a student with a complaint about their treatment by another member of staff or with concerns about inappropriate behaviour by staff or students should immediately report this to the designated person with responsibility for child protection (listed in the Child Protection Policy). Where allegations involve abuse, it is particularly important not to become involved in discussion or investigation but to make sure the details are cleared recorded and passed on to the responsible person. This procedure should be explained to the student.
6. Outside the specified reporting procedures, strict confidence should apply to any suspicions or allegations raised by staff or students.
7. All staff and members of Piano Circus should remind themselves of the Health and Safety policy and procedures and ensure not only their own compliance but that of the students under their supervision.
8. Members of Piano Circus will be given a copy of the Code of Behaviour, which all students will have signed. They should immediately report any breaches to the Project Manager.
9. Members of Piano Circus will be asked to provide the necessary personal details for the police checks to be undertaken to confirm their suitability to work with children. This will be a condition of their employment on the project.
10. Any member of staff who is unsure of the correct procedure in terms of child protection or uncertain of how to deal with a situation during the project can seek advice and assistance from either the Project Manager or the designated child protection officer.