

# Safeguarding and Child Protection Policy

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**Independent Music Tuition (1:1 & Group – Home & Online)**  
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## 1. Introduction

As an independent music tutor, I recognise my responsibility to safeguard and promote the welfare of all children and young people I teach. This includes protecting them from harm, preventing impairment of their health or development, and ensuring they learn in an environment that is safe, respectful, and supportive.

Safeguarding and child protection are not optional add-ons but integral to my practice. I adopt a “safeguarding-first” mindset, maintaining vigilance, acting on concerns, and working with relevant agencies where necessary.

### **Core principles:**

- The best interests of the child always come first.
  - All children, regardless of age, sex, gender, ability, culture, race, language, religion or sexual identity/orientation, have equal rights to protection.
  - Children have the right to be heard and to have their wishes and feelings taken into account.
  - A trauma-informed approach will be adopted in all teaching.
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## **2. Purpose**

This policy aims to:

- Embed a strong safeguarding culture within one-to-one and group music tuition.
  - Protect children, young people and vulnerable adults from harm.
  - Clarify safeguarding responsibilities of the tutor.
  - Provide guidance for responding to concerns or disclosures.
  - Reassure parents and learners of safe practice.
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## **3. Scope**

This policy applies to:

- All 1:1 and group music lessons delivered at Rebecca's home or online.
  - All students under 18 years of age.
  - Vulnerable adults receiving tuition.
  - Parents, carers, or visitors present in the tuition setting.
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## **4. Legal and Policy Framework**

This policy is guided by:

- Children Act 1989 & 2004
- Education Act 2002 (section 175)
- Working Together to Safeguard Children (2023)
- Keeping Children Safe in Education (2024) – adapted for tuition context
- Safeguarding Vulnerable Groups Act 2006
- Data Protection Act 2018 & UK GDPR
- Equality Act 2010
- Counter-Terrorism and Security Act 2015 (Prevent Duty)
- Kent Safeguarding Children Multi-Agency Partnership (KSCMP) procedures

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## 5. Definitions

- **Safeguarding:** Protecting children from maltreatment, ensuring safe care, preventing impairment of health or development.
  - **Child Protection:** Action taken to protect specific children suffering or at risk of significant harm.
  - **DSL (Designated Safeguarding Lead):** Rebecca Terry, responsible for safeguarding within this practice.
  - **Abuse:** Physical, emotional, sexual, neglect.
  - **Vulnerable Adult:** Aged 18+ who may need support due to age, illness, or disability.
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## 6. Roles and Responsibilities

- **Tutor/DSL (Rebecca Terry):** Primary responsibility for all safeguarding matters, including reporting concerns.
- **Parents/Carers:** Expected to disclose relevant needs, remain contactable, and be present/aware during lessons.
- **Students:** Expected to engage respectfully and appropriately.

If concerns involve the tutor herself, parents should contact:

- Kent LADO: 03000 41 08 88
  - NSPCC: 0808 800 5000
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## 7. Safer Environment for Tuition

### 7.1 Home Teaching Space

- Clean, safe, free from hazards.
- Fire exits clear, smoke alarm in place.
- First aid kit available.
- Pets excluded.

### 7.2 Parental Involvement

- Parents welcome to observe.
- Parents must remain aware of sessions.

### 7.3 Arrival & Departure

- Parents to accompany children to/from the door.
- Log of arrivals/departures kept.

## **7.4 Health & Safety**

- Equipment checked regularly.
- Any accidents recorded.

## **7.5 Group Lesson Safety**

- Clear group rules and behaviour contract shared.
  - Parents informed of group membership.
  - Bullying or exclusion challenged immediately.
  - Equal support and attention given to all children.
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# **8. Safer Recruitment & DBS Checks**

- Enhanced DBS check maintained and updated every 3 years.
  - Enrolled in DBS Update Service.
  - Other household adults have Basic DBS checks.
  - DBS evidence available on request.
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# **9. Online Lessons and Digital Safeguarding**

- Lessons conducted via secure platforms with passwords & waiting rooms.
  - Parents/carers present in the home during lessons.
  - No lessons in bedrooms.
  - Backgrounds must be appropriate.
  - Recording only with time-limited, written parental consent.
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# **10. Code of Conduct**

## **10.1 Tutor Conduct**

- Professional boundaries always maintained.
- No personal gift-giving, private social media, or transport of students.
- Avoid unnecessary physical contact.

## **10.2 Student & Family Expectations**

- Dress appropriately for lessons.
  - Share relevant needs (e.g. allergies, medical).
  - Respect lesson boundaries.
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## 11. Recognising Indicators of Abuse

Tutor will maintain an “it could happen here” approach.

Possible indicators: unexplained injuries, sudden changes in behaviour, neglect, inappropriate sexual knowledge, over-familiarity or withdrawal.

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## 12. Child Protection Procedures

### 12.1 Responding to Concerns or Disclosures

- Listen calmly, use the child’s words.
- Do not promise confidentiality.
- Record facts.
- Report immediately to appropriate agency.

### 12.2 Recording Safeguarding Concerns

- Use safeguarding incident form.
- Record date, time, child’s words, actions taken.
- Keep secure.

### 12.3 Confidentiality and Information Sharing

- Shared on need-to-know basis only.
- Compliant with GDPR.

### 12.4 Multi-Agency Working

- Cooperate fully with Kent ICS, LADO, police, schools, or health services.
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## 13. Specific Safeguarding Issues

- **Child-on-child abuse** – zero tolerance.
- **Sexual violence/harassment** – handled with sensitivity, referred where appropriate.
- **Nude/semi-nude images** – never saved; referred immediately.
- **CSE/CCE** – remain vigilant, report concerns.
- **Serious violence/county lines** – note changes in behaviour, unexplained possessions.
- **Modern slavery/trafficking** – report to police/ICS.
- **Honour-based abuse, FGM, forced marriage** – report to police/ICS immediately.
- **Radicalisation/Prevent** – report concerns, seek Prevent advice if needed.
- **Cybercrime** – report suspicious online activity.
- **Domestic abuse** – children exposed considered victims, act on concerns.
- **Mental health** – concerns linked to safeguarding referred appropriately.

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## 14. Supporting Children Potentially at Greater Risk

- **SEND learners:** Extra support; barriers to disclosure considered.
  - **Mental health needs:** Escalate safeguarding-linked concerns.
  - **Children absent from education:** Treat persistent absences as a safeguarding issue.
  - **Looked After Children:** Liaise with carers/social workers.
  - **Young carers:** Note additional vulnerabilities.
  - **LGBT+ children:** Remain mindful of bullying or isolation.
  - **Privately fostered children:** Duty to notify local authority.
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## 15. Online Safety (Whole Tuition Approach)

### 15.1 Policies & Expectations

- Parents and students briefed on safe online practices.

### 15.2 Devices, Platforms & Security

- Tutor uses secure, updated devices.
- Password protection always enabled.

### 15.3 Filtering & Monitoring (Tutor Adaptation)

- Parents responsible for home filtering.
- Tutor ensures no inappropriate sharing occurs.

### 15.4 Remote/Online Learning Practice

- Use only agreed platforms.
- No private communication outside lesson platform/email.

### 15.5 Educating Students & Parents

- Provide signposting to online safety resources.
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## 16. Whistleblowing

- Concerns can be raised via:
    - NSPCC Whistleblowing Line (0800 028 0285)
    - Ofsted Whistleblowing (0300 123 3155)
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## 17. Complaints Procedure

- Parents can raise safeguarding complaints directly with the tutor.
  - If unresolved, escalate to: LADO, NSPCC, or Ofsted (for serious concerns).
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## 18. Training and Professional Development

- Safeguarding training updated every 2 years.
  - Annual refreshers completed.
  - Tutor remains aware of updates in legislation.
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## 19. Policy Review and Monitoring

- Reviewed annually, or sooner if guidance changes.
  - Feedback from parents welcomed.
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## 20. Safeguarding Contacts

- **DSL (Tutor):** Rebecca Terry – [rebecca\\_dolby@yahoo.co.uk](mailto:rebecca_dolby@yahoo.co.uk)
  - **Kent Front Door Service:** 03000 41 11 11
  - **Kent Out of Hours:** 03000 41 91 91
  - **Kent LADO:** 03000 41 08 88
  - **NSPCC:** 0808 800 5000
  - **Police Emergency:** 999
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## 21. Appendices

### Appendix A – Safeguarding Incident Form (Template)

**Student Name:** .....

**Date/Time of Incident/Disclosure:** .....

**Details of Concern (use child's own words where possible):**

.....  
.....

**Action Taken:** .....

**Reported To:** .....

**Tutor Signature:** .....

**Date:** .....



## **Appendix B – Parent Summary Leaflet (Key Safeguarding Principles)**

### **Safeguarding in Music Tuition – Key Information for Parents**

- The safety and wellbeing of your child is my top priority.
- I hold an Enhanced DBS and follow national safeguarding guidance.
- Parents are welcome to observe lessons at any time.
- Online lessons are secure, password protected, and monitored.
- I record and report any concerns about a child's welfare.
- If you have any concerns, you can contact me directly, or speak to Kent LADO/NSPCC.

**Contact:** Rebecca Terry – DSL

Email: [rebecca\\_dolby@yahoo.co.uk](mailto:rebecca_dolby@yahoo.co.uk)

## **Appendix C – Group Lesson Behaviour Contract (For Students)**

### **Respect in Group Music Lessons**

- I will treat all group members with respect.
- I will listen to others and not talk over them.
- I will not use unkind words, teasing or bullying.
- I will follow the tutor's instructions to keep the group safe.
- I will keep my hands and instruments to myself unless given permission.
- For online lessons: I will keep my camera on, dress appropriately, and use respectful language in chat.

**Signed (Student):** .....

**Date:** .....

**Signed (Parent/Carer):** .....

**Date:** .....

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**Signed:**

Rebecca Terry (DSL & Independent Music Tutor)

Email: [rebecca\\_dolby@yahoo.co.uk](mailto:rebecca_dolby@yahoo.co.uk)

Date: September 2025