



La Mariette Junior Masterclasses Safeguarding Policy

At La Mariette we aim to provide a safe and nurturing environment for children to learn, develop musically, make friends and have the best all-round experience possible. Our policy seeks to protect all children who attend La Mariette as students, relations or visitors, as well as to provide our members of staff with the appropriate guidance and protection in all matters of safeguarding.

La Mariette has a responsibility to keep children safe at all times and make their welfare our highest priority.

Overview

We seek to promote children's welfare by:

- Valuing and respecting all children regardless of age, gender, race, disability, religion or belief or sexual orientation.
- Ensuring all of our teaching staff are fully checked and qualified by the Disclosure and Barring Service (formerly known as CRB).
- Appointing an adult in charge of welfare who is known to the children and can be approached at any time, regarding any issue. All concerns will be taken seriously and responded to swiftly.
- Appointing a person in charge of welfare who can be approached in confidence at any time by any member of staff with concerns.
- Creating and maintaining an anti-bullying environment and ensuring that any bullying that may arise is dealt with effectively.
- Ensuring safety on all trips and activities away from La Mariette and its grounds, through a suitable ratio of staff to students, health and safety checks and adult supervision at all times.

This policy will be monitored and reviewed on a regular basis to make sure that all of our aims are met.

Designated Safeguarding Officer (DSO) - Amy Tress

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Code of conduct for staff at La Mariette

All staff at La Mariette are expected to read and adhere to the following code of conduct, in order to promote the safety and welfare of staff and students at all times.

- La Mariette is a place of nurturing and growth for children, and to this end all children should be listened to, respected, encouraged and supported. At no time shall any child be treated differently due to age, gender, race, disability, religion or belief or sexual orientation.
- La Mariette is a small, family orientated course where staff and students live and work in close quarters. Staff should make every possible effort to ensure that they are not in a situation where they are vulnerable to their actions being misinterpreted.
- When teaching one to one staff must ensure a window is visible and uncovered (eg. curtains not pulled across) or door open at all times. Staff should try where possible not to place themselves between the student and the exit to the room.
- Staff should try to avoid being alone with a student in situations other than one to one lessons. Where this is necessary, they should try to move the conversation to a public place and/or ensure a window or door is open.
- Staff should exercise careful judgement in making physical contact with students, only doing so when absolutely necessary for eg. teaching purposes or providing comfort to younger children; the latter should be in the presence of others.
- Staff should never leave the grounds by car or any other means with one child alone, other than in exceptional circumstances and with full knowledge and permission of the course director and/or the parents/guardians.
- Staff must not give away personal contact details to any student or engage in contact via social media, WhatsApp or similar.
- Staff must avoid using inappropriate language or making suggestive comments that could be misinterpreted. Shouting and bullying language is unacceptable in any circumstance.

Definitions of Abuse

Abuse involves maltreatment of a child. The definition of child abuse is wide in order to cover all forms of cruelty that children may endure in their lives. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can happen wholly online or technology may be used to facilitate offline abuse. They may be abused by an adult or adults or by another child or children. Abuse can take four main forms:

- physical abuse
- emotional abuse
- sexual abuse
- neglect

Procedure for reporting concerns

A member of staff may become concerned for many reasons, most likely from the following:

- A disclosure from a child
- Physical evidence of harm to a child
- Unusual behaviour by a child
- Actions or behaviours of another member of staff
- A disclosure from another member of staff

Allegations may be made about, but are not limited to:

- An adult or child outside of the La Mariette course
- A member of staff at La Mariette
- A child at La Mariette

Concerns about a child or member of staff should be reported immediately to the DSO, by telephone or in person. Concerns should be confirmed in writing as soon as possible.

The DSO will make a decision as to the next steps, firstly whether the relevant child or member of staff should be removed immediately from the situation, taking into consideration the nature of the complaint and risk of more harm in the immediate future. The DSO will decide whether to report the concern to the relevant authorities; if a decision is taken that this is not necessary then a full written record of the matter should be kept.

The DSO will keep parents/guardians informed as appropriate.

Responding appropriately to a child making an allegation of abuse

- Stay calm
- Listen carefully to what the child says, without asking leading questions
- Explain clearly at the earliest opportunity that you will need to share the information with relevant others and do not give the impression that this will remain a secret
- Reassure the child that they are doing the right thing by telling you about it
- Explain what will happen next, and who you will tell
- As soon as possible, write down the information you have heard, with names and dates, using the child's own wording where possible. The DSP will provide you with a form for filling in this information, which can also be found at the bottom of this document.
- After you have made the report, the DSO and child protection agencies will decide whether abuse has occurred and what action to take. Remember that it is not your responsibility to decide this.

Anti-bullying policy

La Mariette is completely opposed to bullying and will not tolerate it. La Mariette is a safe space for children and adults to work together in a nurturing and caring environment, free from fear or intimidation. Anyone who experiences bullying behaviour has the right to be listened to, and any reported incident taken seriously with appropriate action.

What is bullying?

Bullying is an act of aggression, causing embarrassment, pain or discomfort to someone. It can take a number of forms; physical, verbal, making gestures, extortion and exclusion. It is an abuse of power. It can be planned and organised, or it may be unintentional. It may be perpetrated by individuals or by groups of students.

What is the responsibility of staff at La Mariette?

We expect our staff to:

- Nurture our students' self-esteem, self-respect and respect for others
- Demonstrate by example the high standards of personal and social behaviour we expect of our students
- Be alert to signs of distress and other possible indications of bullying
- Listen to children who have been bullied, take what they say seriously and act immediately to support and protect them
- Report suspected cases of bullying to the DSO
- Follow up any complaint by a parent about bullying, and report back promptly and fully on the action which has been taken

What is the responsibility of students at La Mariette?

- Refrain from becoming involved in any kind of bullying, even at the risk of incurring temporary unpopularity
- Intervene to protect any student who is being bullied, unless it is unsafe to do so
- Report to a member of staff any witnessed or suspected instances of bullying without delay

What is the correct procedure for dealing with bullying?

- Keep a record of any reported incident and report it to the DSO
- Investigate the circumstances of the incident and where appropriate contact parents / carers of all students concerned
- Give feedback to those concerned
- Consider further steps - the possibility of expulsion from La Mariette and / or contacting police.



Child Protection Incident Form

This form should be completed as fully as possible and as soon as possible after a concern is raised with you. The information on this form should be passed to the DSO as soon as possible.

Your name:

Your position:

Child's name:

Parents/guardians' name:

Child's date of birth:

Date and time of incident:

What prompted you to become concerned about the child (please include specifics where possible eg, date, time, names):

If an allegation has been made directly by the child, please state exactly what the child said and what you said (continue on a separate sheet if necessary):

Any other relevant information or observations:

Is anyone else aware of this information at the current time?

Signed.....Date.....

For the DSO:

External agencies contacted eg. police, social services, local authority, NSPCC (please give name, date and time of contact):

Advice received:

Signed.....Date.....

Print name.....Designated Safeguarding Officer (DSO)