

APPENDIX K – EMS SAFEGUARDING & CONDUCT POLICY (2)

PART TWO:

CONDUCT POLICY FOR ESSEX MUSIC SERVICES/ESSEX MUSIC EDUCATION HUB

APPROVED BY ESSEX MUSIC SERVICES MANAGEMENT SEPTEMBER 2018

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**If you have any questions or concerns regarding information contained
in this document or any other issues relating to your employment
with EMS please contact the office.**

1 ECC CODE OF CONDUCT POLICY

All staff working for or on behalf of Essex Music Services/Essex Music Education Hub must read and abide by Essex County Council's [code of conduct policy](#).

2 ECC DISCIPLINARY POLICY AND POLICY STANDARDS

Staff should also be aware of Essex County Council's Disciplinary policy and Disciplinary policy standards.

3 ADDITIONAL ROLE SPECIFIC EXPECTATIONS

In addition there are a number of other role specific expectations which are outlined below.

Breaches of the Essex County Council or Essex Music Services policies will be investigated and may result in disciplinary action.

Serious breaches may be considered gross misconduct and result in dismissal without notice.

4 PROFESSIONAL MUSIC TUTOR CONDUCT

While working in schools, alongside the ECCs standards, you are expected to co-operate fully and follow the rules and procedures regarding health and safety, equality and diversity policies, and conduct that are held at that school.

4.1 IN RELATION TO SAFEGUARDING

It is important for children to receive the right help at the right time to address risks and prevent issues escalating.

Research and Serious Case Reviews have repeatedly shown the dangers of failing to take effective action.

Poor practice includes:

- failure to act on and refer the early signs of abuse and neglect
- poor record keeping
- failure to listen to the views of the child
- failure to re-assess concerns when situations do not improve
- sharing information too slowly
- a lack of challenge to those who appear not to be taking action

Professionals should seek advice to gain a better understanding, when there is a possibility that cultural factors are making a family resistant to having professionals involved.

Professionals should be:

- aware of dates of the key religious events and customs;
- aware of the cultural implications of gender;
- acknowledge cultural sensitivities and taboos e.g. dress codes.

4.2 GENERAL GUIDANCE

In addition to guidance and policy in the Written Particulars and Safeguarding guidance throughout, here follows guidance for teaching within schools and Community Music Centres.

We expect tutors to:

- take their own instrument to every lesson to demonstrate and play along with pupils where appropriate
- maintain their own standard of performance
- prepare as necessary before the lesson is due to start: accommodation, paperwork, teaching material and accompaniments, own instrument and any other equipment
- keep regular records of attendance and pupils' work plans
- set pupils' practice schedules and weekly targets using EMS Practice Diary or similar
- make all lessons enjoyable
- liaise with the school regarding instrumental music and class music links
- arrange performance opportunities and ensemble activities
- encourage pupils to listen to music (recordings, radio, live performance etc.)
- integrate Technology where appropriate

Tutors should not:

- use photocopies of copyright material unless authorised by the CLA guidelines
- use mobile phones in lesson time (unless being used for educational purposes – read further guidance)
- take recordings or photographs of children on personal equipment.

If a pupil learning would benefit from watching or listening to a recording of them performing, please ask the school if you can borrow their equipment to do so, and check that the pupil concerned has the relevant written parental consent to be filmed.

5 RELATIONSHIPS WITH SCHOOLS

5.1 GENERAL GUIDANCE

While working in a school a visiting instrumental tutor is regarded as part of that school and is responsible to the Headteacher of that school or Head of Department, whichever is most appropriate.

As a member of the staff of that school, however temporary, there will be certain expectations as to your appearance and behaviour to which you should conform.

Be aware of what is, and what is not, expected of you by each school: the priority of music varies considerably between schools.

It is helpful to know the person to contact regarding any problems to do with music tuition.

Tutors need to be aware of the additional legal responsibilities placed upon them whilst they are in loco parentis, i.e. exercising the same care and attention to pupils as a responsible parent would.

Remember that the responsibility does not end with your pupils: it would be unprofessional to ignore an incident purely because it did not involve your pupils.

The success of both tutor and pupil depends to a large extent on the relationship established between them.

A good relationship is essential, but over-familiarity can lead to problems.

Please bear in mind that the schools are in a position to demand that Essex Music Services change their allocated tutor from term-to-term if they feel that they are not receiving good value for money or a quality service or if they are unhappy with your conduct.

Whilst these details will be superseded by information available on SpeedAdmin, tutors should be aware of the Schools' Infolink website, which contains ECC standard term dates (in PDF or Word) and the schools list/contact info (in Excel).

<https://schools-secure.essex.gov.uk/Pages/EssexSchoolsInfolink.aspx>

5.2 TIMETABLING

Once you have agreed your timetable with your schools, you must adhere to it as far as reasonably possible.

In primary schools Headteachers will normally leave this responsibility to the instrumental tutor or office team.

In a secondary school a rota system will usually be set up by the Head of Department, although this task may be delegated to the instrumental tutor.

5.3 END OF YEAR REPORTS

It is in your own interests to send reports home at the end of year and this may often be the only feedback that parents will get regarding their child's instrumental tuition.

Some schools will ask you to supply reports and give you the forms on which to write them.

Other schools may not, in which case you should offer.

Remember, you can make use of the space provided on the Essex Music Services Record of Achievement form.

These forms are available from the Music Services office.

You should not be expected to provide a full report for individual pupils every term, however First Access Specialised Tutors will be expected to submit a termly class report.

6 DUTY OF CARE

6.1 GENERAL GUIDANCE

Your duty of care extends to all pupils in the schools where you work, even if you do not teach them yourself.

If you become aware of any concerns relating to any pupil either directly or from a third party, or witness an incident, you have a duty to inform an appropriate person in the school at the earliest opportunity, before you leave that day.

If the matter is of a Safeguarding nature you must – as outlined in the Safeguarding policy above – also report this to the Designated Safeguarding Lead at Essex Music Services.

6.2 SEND DETAILS OF STUDENTS

As well as details of calendars and absence days (below), tutors are entitled to ask a school for Special Education Needs and Disability (SEND) details of their students where these are not provided in the first instance.

Tutors are also likely to spot indicators within students that might lead to requiring SEND support for the student; these should be fed back to the school.

Any tutors with concerns regarding SEND should contact the Music Service Lead Officer.

7 DISRUPTION TO TEACHING

7.1 SCHOOL CALENDARS

It is worth checking at the beginning of each term whether there are any trips, sports days or examinations, etc. planned, especially in the summer term, as this is the busiest time of year for extra activities.

It is reasonable to expect some warning if there are to be pupil absences through non-pupil days, school trips etc.

If the whole of your class is out on a trip and the school is considerate enough to warn you then it is advised that you try to re-arrange your timetable to accommodate that missed session.

Unplanned closures due to snow, burst pipes, boiler break-downs etc. do happen; schools might request tutors to make up lost sessions if at all possible.

7.2 SNOW DAYS

It is worth noting that Snow Days (where a school closes due to snow conditions) are exceedingly rare.

Where possible, tutors may make up lessons where a school has closed due to snow, but are not obliged to do so.

In general, Essex Music Services will pay tutors as per their contract.

8 ACCIDENTS

If you suffer an accident at work, no matter how minor, always fill in an 'Accident/Near Miss/III Health Report Form'.

Ask at the school office for a form or contact the Music Service office for one.

Tutors should also report accidents/incidents to the Schools' Instrumental Music Lead Officer who will then log it with the ECC system.

9 PHYSICAL CONTACT

9.1 OUTLINE

Tutors who are working on a one-to-one basis need to be very careful.

Try not to have any physical contact at all.

Fingerings or posture can be modelled and mirrored without physical contact.

If you are placed in a difficult situation or you have any concerns you must contact to the Music Service Lead Officer, Schools Instrumental Music Lead Officer or Music Ensembles Lead Officer.

9.2 GENERAL GUIDANCE

Tutors who are working on a one-to-one basis need to be very careful in order to avoid potentially awkward situations.

Physical contact can place both yourself and your pupil at risk.

Always avoid any form of physical contact with your students.

Try not to have any physical contact, even if you feel it may be educationally advantageous, such as adjusting a pupil's posture, or demonstrating correct breathing technique.

This is especially true when working with adolescents as the simplest actions can be misinterpreted.

Using a pencil as a pointer is also a useful way of getting around this problem without actual physical contact.

Never ask a student to touch you, anywhere (including fingers, hands and wrists)

If physical contact - for example moving someone's fingers onto the correct guitar fretboard - is essential you must ask the pupil for permission first, for example "may I just move your fingers quickly?".

Ask permission in advance, and discuss this with the Head of Music at the school.

This is the current advice of the Incorporated Society of Musicians (ISM) and Musicians' Union (MU).

In certain circumstances you may consider measures such as leaving the door of your teaching room open or asking another staff member to 'drop in' .

Always insist that students are dressed appropriately, or in normal school uniform, for their lessons. Report any students who do not conform, to the teacher responsible for organising the lessons or the Teacher in Charge of the Community Music Centre.

10 LANGUAGE AND COMMUNICATION

You should never use swear words, expletives or other profanities, however mild you might judge them to be, in front of students, staff or parents.

Similarly, always insist that students use suitable language in your presence.

End any inappropriate conversations, and make sure that the student understands the subject is inappropriate .

This should then be immediately reported to the Designated Safeguarding Lead at both the school and Essex Music Services.

You should never make comments about a student's personal appearance.

11 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 you have agreed your timetable with your schools, you must adhere to it.

If you are delayed (e.g. at a previous school or because of traffic) you should telephone the school as soon as you can do so safely and let them know your estimated time of arrival.

You should still endeavour to give all your students their full lesson time or arrange to attend another time in order to do so.

12 ENTRY TO SCHOOLS

12.1 PROCEDURES

You are responsible for ensuring that you can gain entry and maintain access to your place of work this must include:

- Signing in on arrival and out on departure
- Informing the school office of your arrival and departure
- Wearing your Essex ID badge at all times
- Providing a photo ID and your most recent enhanced DBS certificate at the start of each term and for any spot checks during the term
- Have your DBS number and issue date available at all times.

12.2 ECC ID CARDS

Some schools/academies are now refusing access to tutors who do not have a valid ID card.

If you need a new ID card, please contact Emily (emily.overton@essex.gov.uk)

In order for her to submit a request for a new or replacement ID card, we will require you to email a suitable, recent, professional digital photo in JPEG, TIF, or PNG format (holiday photos are not ideal).

ID cards have an 'expiry' date on them, and it is your responsibility to request a replacement card at the appropriate time.

There are also sessions held in County Hall for anyone to have their ID replaced – please contact County Hall E block reception for details of times.

13 REGISTERS

You are required to maintain registers of attendance.

If the school does not have its own system already in operation you must use Essex Music Services templates.

14 TEACHING OUTSIDE OF SCHOOL HOURS

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

The school need to take responsibility for the arrangements but you do have a duty of care to your pupils (for example not leaving them alone and unsupervised if a parent is late picking them up).

Do take care though not to let this become a regular occurrence as you should never be alone with a young person on a site.

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

15 TRANSPORT/LIFTS

You must not give students lifts in your car

You should never give students lifts in your car, although you have a 'duty of care' and therefore should never leave a student 'abandoned'.

If this situation does arise, you should help the student to make contact with a member of staff at the school and/or the student's parents/carers and ensure their safety until help arrives.

This must be reported to both the school and the Music Service.

16 PHOTO PERMISSIONS AND MOBILE PHONES

You must never take a photo or video of students without the permission of the parents and the school.

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.

17 TELEPHONE CONTACT

You must not give out your personal home or mobile telephone numbers to students.

Telephone contact must go through parents/carers and/or schools rather than directly with pupils.

Essex Music Services will never give your personal contact information to a school, parent or carer without your prior approval.

Please do not give out your personal home or mobile telephone numbers to students.

Essex Music Services does not give out tutor contact details without permission; our recommendation is to use email contact.

The advice from the Musicians' Union (MU) is to purchase a second 'pay as you go' mobile telephone which is used only for work purposes.

That way you can switch off the handset when you do not want to be disturbed by work related calls.

In this case you may choose to share this number with the School that you are working at.

18 ONLINE PRESENCE

If you have an account on any internet or mobile social networking sites you should consider the following points:

Be aware that your students and their parents/carers may be able to see your details, photographs, wall posts etc.

You should consider your privacy settings very carefully.

You may be confident that your site is suitable but can you guarantee that your friends/fans will not post anything inappropriate?

Essex Music Services strongly advises that you should not invite or accept friend or follower requests from service users, particularly those that you teach or have taught.

If a student invites you to be their 'friend' you should not accept this request.

Remember that by accepting them as a 'friend' you will be in breach of ECC policy.

Do not use social media as a way of contacting students and/or parents/carers.

Staff are not to hold videos or photos of students, and thus not to post any personal information, including or videos photos, of students via their personal Facebook.

Staff are not to post on social media images/media of students that they hold, regardless of parent/carer permissions: staff who wish to use social media to celebrate successes may 'share' official media from authorised school/Hub accounts.

19 ADMINISTRATIVE RESPONSIBILITIES

Staff must return any information requested (Statistical Analysis, surveys etc) as comprehensively and quickly as possible.

Statistical returns particularly are vital for us to demonstrate the range of our work and to justify our use of the external funding we receive.

Also please remember to give changes of personal details such as address, telephone and mobile numbers and e-mail to the Music Service administrative staff.

Staff will also need to change any relevant details on ePayroll.

20 SICK PAY

All tutors operating on an employed basis are entitled to sick pay and are not obliged to make up the days they are off sick.

However to maintain positive relationships with schools, parents and pupils it may be advisable to offer alternative tuition to make up this time if the period missed is quite short.

21 SICKNESS/ABSENCE PROCEDURE

Essex Music Services follows the guidelines set out in Essex County Council's, [Sickness Absence Policy](#).

If you have any questions or concerns regarding information contained in this document any other issues relating to your employment with EMS please contact the office.