



# FunkyPunk music

01 April 2020

FunkyPunk Music  
[funkypunkmusic@gmail.com](mailto:funkypunkmusic@gmail.com)

All FunkyPunk Music music coaches listed below have been the subject of our usual safer recruitment, vetting and barring checks and operate as self employed 'sub contractors' with their own personal Public Liability insurance cover. They each have an Enhanced DBS Disclosure for eligible roles undertaking Regulated Activity and have been teaching music in schools since at least September 2019 (some for much longer!). All have read DfE guidance 'Keeping Children Safe in Education' and have undertaken regular Child Protection training courses.

### **FPMusic Coaches** (see [www.funkypunk.org.uk/coaches](http://www.funkypunk.org.uk/coaches))

Dan Budd - Richard Hunt - Jonathan Darley ('JD') - Helen Altoft  
Matthew Walker - Michael Burnell ('Mike') - Bethany Stenning

### **Safeguarding and Safer Recruitment checklist**

- 'Right To Work' in the UK checked
- ID checks completed
- Enhanced DBS
- Children's Barred List check completed
- Public Liability Insurance
- Child Protection Training up to date
- Read 'Keeping Children Safe in Education' pt1

FunkyPunk Music sub-contracts self employed music coaches to work in schools, operating under the business name 'FunkyPunk Music'. The sole-trader business is owned and managed by Daniel Budd who is also Self Employed.

## **FPMusic Safeguarding Policy [April 2020]**

FunkyPunk is committed to the safeguarding of children and young people. We recognise that as a provider of music education, we have a vital role to play in this, within schools and the community.

This document has been read, understood and signed by all FunkyPunk workers before they have commenced work in schools. It is designed to complement any, and all, existing safeguarding policies in schools in which we are contracted and invited to work. Each school requires FunkyPunk workers to read and agree to it's own specific guidance and policies before visiting.

All FunkyPunk staff, whether paid or voluntary have a crucial role to play in shaping the lives of children and young people in school and the community. We have a unique opportunity to interact with students in ways that are both affirming and inspiring. All FunkyPunk staff are in a position of trust and have a duty to keep children and young people safe and to protect them from neglect as well as physical and emotional harm. This duty is, in part exercised through the development of respectful, caring and professional relationships between staff and students / pupils. We expect staff to:

- Act and be seen to act in the student's best interests
- Be a positive role model at all times
- Take responsibility for their own actions, behaviour and language
- Understand the responsibilities that are part of their role in the school
- Avoid any contact which may lead any reasonable person to question their motives / intentions

### **WORKING SAFELY**

Staff should not establish or seek to establish social contact with children or young people for the purpose of securing a friendship. If a child or young person seeks to establish contact, the FunkyPunk worker should exercise their professional judgement in making a response, and be aware that such social contact could be misconstrued. We require staff to:

- Be aware that even well intentioned social or physical contact may be misunderstood by others
- Always be prepared to explain actions and accept that all contact will be open to scrutiny
- Check that their dress and appearance are appropriate for working with young people\*
- Not make contact (written, telephone, electronic, etc.) directly with students
- Be appropriately informed from relevant colleagues regarding 'vulnerable' students

There are occasions when it is entirely appropriate and necessary for staff to have physical contact with students, but it is critical that they do so **ONLY** in ways appropriate to their professional role. Staff working in a one to one situation with children and young people are potentially far more susceptible to allegations. Every attempt should be made to ensure that the safety of all parties is met. We require our music coaches to:

- Consider the needs and circumstances of the student involved
- Ensure teaching and contact takes place only in rooms with visual access / an open door
- Always report to a school staff member where a student becomes distressed or angry
- Remember to make a written note of anything unexpected or unusual that causes concern

If we are the adult responsible for a group of students / pupils, we should always intervene in situations of name calling, teasing or horseplay and assess the appropriate action. If in any doubt, we pass the relevant information on to relevant staff at the school. We are mindful of any signals that a student has needs which might fall under the broad heading of 'Child Protection' and always share this with an appropriate school staff member. If we are ever unsure about the appropriate behaviour, we act on the principle that it is always better to share a concern that is proved to be unimportant, than to ignore one which may turn out to be serious.

## **FPMusic Safeguarding Policy [April 2020]**

### **DISCLOSURE**

If a student chooses to tell our worker of a situation which has made them feel unsafe or unhappy and which they judge to be potentially serious, we make sure we listen very sensitively: we may be the first person they are choosing to tell. WE DO NOT PROMISE CONFIDENTIALITY. As soon as we are able, we make a note of exactly what they told us. We ask no leading questions, but instead encourage the student to tell us what happened, explain only to clarify and describe anything which is not clear. We pass this information on to the school's designated safeguarding lead, which is usually the head or a deputy. If the disclosure is of a serious nature, we make it our first priority. Once any information has been passed on to the relevant school staff member, no specific details of the incident etc. are further disclosed or recorded.

### **ONLINE MUSIC LESSONS (April 2020 onwards)**

Due to the COVID-19 related closure of schools, we are aiming to continue delivering a range of music lessons online using platforms including Zoom, YouTube and Skype. This slightly different way of working still complies with our wider Safeguarding Policy which has been adapted to encompass these changes. We will use the Musicians' Union Standard Contract T3 to form an agreement for lessons between coach and parent.

While the platforms we use (Zoom, Skype) are by nature social media, we will keep our personal and private online presence and profiles completely separate to our professional online presence. Our user profiles will feature business-like pictures and information. If we can run our lessons without the need for students to have social media profiles at all, we will aim to work that way. Emails to set up lessons etc will be between the parent / guardian and the business (FPMusic) / individual coaches. Parents and students will be reminded that this interaction with their music coach using social media platforms, is ONLY for the purposes of delivering agreed music lessons. No other contact or sharing of personal information or contact details will be permitted.

When in the video-chat environment, we expect our coach to dress in a business-like manner as if in school. Coaches will ensure the background visible on camera is neutral and doesn't reveal any personal or private content. The coach's environment should NOT appear as if it is a bedroom etc. We require parents to ensure that children are suitably and fully dressed and not presenting with a messy or cluttered background. If this is not the case, our coach will quickly terminate the call and communicate the reason afterwards. The same applies if a student behaves inappropriately, and it would be necessary to take further action if this happens, just as we would with an in-school visit.

We would ask and expect a parent / responsible adult to be present (or possibly just nearby) for the set-up, duration and termination of the online video-chat lesson. A child's school may have require an adult to be present at all times – to be confirmed before commencement of online lessons.

Accepting the restrictions of Data Protection legislation, we may agree to record online sessions for the purposes of safeguarding, but subject to agreement by FPMusic, the coach, the parent and the child's school (if they require). Any recordings made in this way would be able to be viewed by the parent, coach and FPMusic and would be securely kept only for a reasonable length of time before deletion.

**As previously stated, individual school's safeguarding policies may differ in part to FPMusic's policy, in particular in relation to the way online music lessons are delivered. FPMusic will always seek to abide by each school's own policy as well as their own.**