



East London Piano Ltd.  
HQ address: Unit 2, 6 Westgate  
Street, E8 3RN, Hackney,  
London  
[www.eastlondonpiano.co.uk](http://www.eastlondonpiano.co.uk)  
Company nr: 9187481

<b>Policy Area:</b> Safeguarding	
<b>Title of Policy:</b> Safeguarding, Child Protection	
<b>Effective Date:</b> August 2018	
<b>Approved Date:</b> August 2018 <b>Revision Date:</b> August 2019	<b>Approved by:</b> Kat Perdikomati Managing Director

#### Overview

All organisations that come into contact with children should have specific safeguarding policies and procedures in place. This includes voluntary and community organisations, private sector providers, as well as schools and clubs. Safeguarding is one of the most important elements in our business and keeping children safe from harm is a priority at all times.

Organisations need to make sure that the way they work with children keeps them safe and does not place them at unacceptable risk of harm.

They can do this through:

- establishing, implementing and following good safeguarding policies and procedures including safe recruitment
- ensuring all staff and volunteers are aware of and follow the organisation's safeguarding policies and procedures
- ensuring that all staff and volunteers receive child protection training.



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**POLICY: East London Piano is committed to safeguarding and promoting the welfare of children, young people and adults and expects staff and volunteer share this commitment. All tutors/partners are trained in Child Protection and Safeguarding. THE SECURITY AND SAFETY OF THE PUPILS IS THE RESPONSIBILITY OF US ALL. WE ARE COMMITTED TO WORK IN A WAY THAT PROTECTS CHILDREN.**

Our policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- have a positive and enjoyable experience of music in a safe and child centred environment
- are protected from abuse whilst participating in East London Piano's activities

We acknowledge that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

A child is anyone up to the age of 18 years old.

We will seek to keep children and young people safe by:

- Ensuring robust safeguarding arrangements and procedures are in operation.
- Providing effective training for Tutors and all who are involved with the East London Piano organisation as a whole. Ensuring everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- Preventing the employment/deployment of unsuitable individuals, by following safe recruitment practices
- Ensuring that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- Ensuring appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern



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- Sharing information about child protection and good practice with pupils, parents, Tutors and all parties involved (and all who are part of the organisation as a whole)
- Sharing concerns with agencies who need to know and involving parents and pupils appropriately

For instance:

- A child may tell you something that has upset or harmed them
- A child might show signs of physical injury or neglect for which there appears to be no satisfactory explanation
- A child's behaviour may suggest he/she is being abused
- You may have an unfamiliar visitor on your venue premises, may need to approach and be aware of

With common sense we should be observant and alert to the potential indicators of abuse, neglect or potential risk for each child.

**For the procedures to be succinct in this policy we MUST ensure that we have all of our administrative procedures for pupils, tutors and all those within the business updated and easily accessible Eg, Sign up sheets, contracts, emergency contacts, conditions/illnesses, etc**

**All Tutors need to be aware that:**

- They have a responsibility to protect a pupil/(s) but not to investigate what has happened
- They have a duty to act quickly if they suspect abuse
- They need to be supportive if a child is about to or has disclosed abuse
- Working with children and young people in an unstructured / unsupported way can put them and their pupils at risk.



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## WHAT TO DO - PROCEDURES ON:

### Dealing with situations where a child says that they are being abused or is showing signs of abuse or neglect

#### CHECKLIST FOR THE PERSON WHO IS FACED WITH THE SITUATION

- Explain the need to make sure that they and others in the family are safe. This will mean sharing information with professionals who can help the child/ren
- HAVE YOU WRITTEN IT DOWN VERBATIM – using their actual words?
- Have you contacted the MD – Kat Perdikomati?

If a child is in immediate danger, call the police on 999.

Confidentiality is important at all times. All discussions should be recorded, dated and signed in the strictest confidence using the relevant East London Piano forms to do this.

#### **Checklist:**

Where will the child be for the next 24 hours?

Is the child at immediate risk of harm (physical, sexual, emotional, neglect, mental)?

What information do you have about the child and their family?

Are there other children who may be at risk within the group of their family?

- **Don't talk to the alleged abuser.** Confronting the alleged abuser about what the child's told you could make the situation a lot worse for the child



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Is there a need to seek advice, share this information with the MD and discuss this with the AUTHORITIES?

If the answer is YES you contact:

THE POLICE IN AN EMERGENCY

AND/OR

- Children's Social Care Dept – number below
- Local NSPCC teams for advice - numbers below

**Local organizations who work in Child Protection/Safeguarding that we may consult:**

- The local authority Children's Social Care Dept (Previously Social Services) Tel: \_\_\_\_ **020 8356 5500 (9-5pm Mon-Fri) , 020 8356 2710 (outside office hours)** \_\_\_\_\_
- The London safeguarding children board (LSCB) [Tel: 0207 934 9714](http://www.lscb.org.uk)

Local NSPCC teams - **0208 356 5500 (9am-5pm)** or **0208 356 2710 (5-9pm)** or the National helpline Tel: 0808 800 5000

Tutors may also choose to gather information to help with their commitment to safeguarding by looking at the Hackney Safeguarding Children Board <http://www.chscb.org.uk> or The Hackney Council: <https://www.hackney.gov.uk/child-protection>



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This policy has been drawn up on the basis of law and guidance that seeks to protect children, young adults taking into consideration:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Children and Families Act 2014
- Children Act 2004
- Children and Social Work Act 2017
- Education Act 2002
- Safeguarding Children Board 2010 procedures
- GDPR regulations 2018

We recognise that:

- The welfare of the child or young person is paramount as per the Children Act 1989
- All children/young adults/adults regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection to all types of harm or abuse
- Some children/young adults/adults are additionally vulnerable because of their level of dependency or their communication needs
- Working in partnership with children, young people, adult students, parents, carers and other agencies is essential in promoting young people's welfare



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**TUTOR RECRUITMENT:** East London Piano is committed to safer recruitment practice and pre employment checks will be undertaken before any appointment to work or volunteer within East London Piano is confirmed.

Every individual that is recruited within East London Piano performing arts organisation holds an enhanced DBS certificate (formally known as a CRB), has had recruitment checks for their suitability to work with children and has completed a basic safeguarding workbook as part of their induction training, a valid Public Liability Insurance and received training in our methodologies/policies and procedures and resources available. East London Piano Ltd has a valid public liability insurance policy in place which covers the business/organization as a whole, in addition to the individual tutor policies. All documents are available for parents/legal guardian/adult students to request and view, upon written request.

**The dropping off and collection of pupils from East London Piano centres/activities:**

Children must be kept safe and protected from harm. They must be dropped off and collected by an adult who is known to you or the parent must have consented for the child to leave your care unaccompanied in written. Collection must be from the studios at 6 Westgate street not wait at the street outside the studio or the communal areas. Please collect promptly from the studio, do not wait on the street. We would prefer for parents to sit in the lessons for safeguarding purposes. Tutors cannot escort students outside for collection, under any circumstances. It is imperative to use your judgment and challenge any situation or individual that may pose a threat to the pupils, tutors and others in the business.

**Mobile phone usage/filming/recording:** Tutors must have their phones with them for use with pupils (music applications, music videos etc). Mobile phones are not permitted for any other purposes than directly relevant to the lessons. Tutors are required to respond to messages sent by the MD or any urgent parent/tutor calls/texts, if they are able to do so during their teaching. The MD is required to take all calls/texts by students and parents to ensure the smooth running of our operations, please bear this in mind if receiving lessons from the MD. **Tutors are NOT allowed to film/photograph any children without explicit parental permission and only for activity-related purposes.**

The use of mobile phones (music apps etc) is encouraged in East London Piano lessons. Often, we may need to record a lesson/piece for demonstration purposes or recruitment (after having informed the parents/legal guardians of the pupils involved). Parents may film their child performing, without including the tutor in the footage. Please do not film/photograph a tutor without seeking their prior consent, as per Musicians' Union guidelines. Concerts and masterclasses are filmed by the MD, who will always request written consent from parents/guardians/adult students to make public such performances on social media and the school's website. Without explicit parental consent, no videos will be published on any public platforms.



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**The MD is trained for the role of 'named person'/DSO (Designated Safety Officer). All tutors receive Safeguarding/Child protection training during their self-employment with East London Piano (via the MU/ISM and other professional bodies). Please note that the MD/SCO is not always present on site during lessons, but can be contacted at all times via email/text/phone should an issue arise.**

**DSO role is outlined below:**

- To take the lead role in ensuring that appropriate arrangements and policies/procedures are in place in their lessons for keeping children, young people and adults safe.
- To promote the safety and welfare of children and young people accessing all East London Piano activities (including concerts, masterclasses and any outings).

**Duties and Responsibilities**

- Making sure that Tutors at East London Piano, parents/guardians/carers, partners and assistants are made aware of the procedures and what they should do if they have concerns about a child or children.
- Being familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.
- Being alert to and recognising welfare issues, being sure to challenge poor practice.
- Sharing appropriate information with relevant people.
- Gathering any other relevant information and evidence.
- Consulting local safeguarding children board procedures for additional information and guidance if needed.
- Making referrals to social services when appropriate.
- Continue working with families, sharing information and contributing to plans if the concern is investigated.
- Ensuring that all staff having contact with children, vulnerable adults and/or their families have received appropriate training on safeguarding issues.
- Being the first point-of-call for all staff who have safeguarding concerns.

This is not an exhaustive list but covers the main responsibilities.





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### Monitoring and Evaluation

- The policy will be reviewed and evaluated as part of the organization's monitoring cycle.

#### Contact:

**Kat Perdikomati, MD**

**East London Piano Ltd**

eastlondonpiano@icloud.com

**07876271909**

**Unit 2,**

**6 Westgate Street**

**Hackney**

**London**

**E8 3RN**

**Signed by: Kat Perdikomati**

Date: 26.8.2018/ reviewed 30.8.2019

**Printed Name: Kat Perdikomati**



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