

Andrea Monk Piano Teacher Safeguarding Policy

1. Purpose and Scope

This policy applies to all tutoring sessions provided by Andrea Monk, whether in-person or online, to ensure the safety and well-being of all children, young people and vulnerable adults.

This policy applies to all children and young people under the age of 18, as well as vulnerable adults attending tuition.

2. Principles of Safeguarding and Responsibilities

- **Child-centred approach:** The child's welfare is paramount.
 - **Prevention and protection:** Proactive measures are taken to ensure a safe environment. Each child will be listened to without judgment.
 - **Professional boundaries:** Professional boundaries will always be maintained during lessons. I will always maintain professional, appropriate and respectful communication and conduct with all students.
 - **DBS Check:** I have a current and valid DBS check.
 - **Training:** I have completed relevant safeguarding training with the NSPCC.
 - **Confidentiality:** Any safeguarding concerns will be shared only with relevant safeguarding professionals on a need-to-know basis. Confidentiality cannot be guaranteed where a child or vulnerable adult may be at risk of harm.
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3. In-Person Sessions

Piano lessons will take place in my piano room.

Parents/carers are encouraged to remain on the premises during lessons where possible, either in the piano room or in the waiting area.

4. Online Lessons

Online lessons will take place via an agreed platform such as Zoom, Whatsapp or similar.

- Parents/carers should be aware when online lessons are taking place.
- Lessons will not be recorded without explicit parental consent.

- Appropriate professional boundaries will be maintained at all times during online sessions.
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5. Procedures for Reporting Concerns

If a child tells me they are being abused, or I suspect abuse, I will:

- Listen to the child without judgment, offering reassurance but making no promises of secrecy.
 - Document the conversation, including the date, time and exact words spoken.
 - Report concerns immediately to the Local Authority Children's Services or the Police (in emergencies).
 - Consult with the NSPCC helpline if I am unsure of the correct procedure.
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6. Allegations Against the Tutor

Any allegation made against the tutor will be taken seriously and reported to the appropriate authorities where necessary.

7. Data Protection

All client data will be handled securely, adhering to GDPR principles and ensuring information is necessary, relevant and securely stored.

8. Key Contacts

- North Somerset Children's Front Door: 01275 888690
 - Police Non-Emergency: 101
 - Emergency Services: 999
 - NSPCC Helpline: 0808 800 5000
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Date of Policy: 17/05/2026

Review Date: 17/05/2027

Signed: 