

Code of Conduct for all Peripatetic Music Teachers working for DASP Music

As an adult working directly with children in this school you have a duty of care towards all pupils. This means you must act at all times in a way that is consistent with their safety and welfare.

You must follow the principles of safer working practice. This means monitoring your own behaviour to ensure the safety of the children in your care at all times and to avoid allegations being made against you.

These guidelines must be adhered to:

- 1) You should avoid any conduct or situation which would lead any reasonable person to question your motivation and intentions.
- 2) Confidential or personal information on students and parents should never be shared.
- 3) Safe practice also involves judgment and integrity about your behaviour in places other than the work setting.
- 4) You should always dress appropriately.
- 5) No students should be invited to your home without agreement from parents and the DASP Music Coordinator.
- 6) Gifts or rewards should not be given to children or young people, unless as part of a recognized DASP Music initiative. Please make sure that any gifts or rewards that you give or receive could not be misconstrued.
- 7) Teachers should be careful when selecting children for certain activities or privileges to avoid perceptions on favouritism and unfairness.
- 8) If you become aware that a student is infatuated with you, you should report this at the earliest opportunity to the DSL in the school, and the DASP Music Coordinator.
- 9) Communication should be between you and the student's parent(s). You should not request or respond to any personal information from the student. You should not hold student mobile numbers or e-mail addresses. You should not 'friend' students on facebook, or 'follow' them on Twitter. You should not engage in online blogs with students without prior agreement with the school.
- 10) You should not take footage of students on personal devices, including 'phones, cameras, webcams, etc.
- 11) You should not use personal devices (e.g. 'phones, iPads, tablets, etc.) to share personal images, video footage, text messages, etc.
- 12) You should not seek to establish social contact with students for the purpose of securing a friendship.
- 13) You should not ask students personal questions about themselves or their families.
- 14) Any sexual activity between an adult and the child or young person with whom they work may be regarded as a criminal offence and will always be a matter for disciplinary action.
- 15) Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If you believe that an action could be misinterpreted, the incident and circumstances should be recorded as soon as possible.
- 16) Only use physical intervention to manage a student's behaviour if it is necessary

to prevent personal injury to the student, another child, or an adult. Report it immediately.

- 17) Avoid unnecessary physical intervention when teaching. Model hand positions/posture etc yourself, rather than manipulating students into the correct playing positions. If physical intervention is necessary, make sure that there are witnesses to cover yourself.
- 18) The use of sarcasm, demeaning or insensitive comments towards children and young people is not acceptable.
- 19) If there is any event which could be misinterpreted, report the matter to the DSL at the school or DASP Music Coordinator immediately.

If the behaviour of another adult in the school gives rise to concern you must report it to the DSL at the school or the DASP Music Coordinator.

If you have a concern about a child, particularly if you think s/he may be suffering or at risk of suffering harm, it is your responsibility to share the information promptly with the DSL at the school or the DASP Music Coordinator.

The following is not an exhaustive list but you might become concerned as a result of:

- seeing a physical injury which you believe to be non-accidental
- observing something in the appearance of a pupil which leads you to think his/her needs are being neglected
- a pupil telling you that s/he has been subjected to some form of abuse or bullying

In any of these circumstances you must write down what you observed or heard, date and sign the account and give it to the DSL at the school or the DASP Music Coordinator.

If a pupil talks to you about (discloses) sexual or physical abuse you:

- listen carefully without interruption, particularly if s/he is freely recalling significant events
- only ask sufficient questions to clarify what you have heard. You might not need to ask anything but, if you do, you must not 'lead' the pupil in any way so should only ask 'open' questions
- make it clear you are obliged to pass the information on, but only to those who need to know
- tell the DSL at the school or the DASP Music Coordinator without delay
- write an account of the disclosure as soon as you are able (definitely the same day), date and sign it and give it to the DSL at the school or the DASP Music Coordinator.

Do not ask the pupil to repeat the disclosure to anyone else in school, ask him/her or any other pupil to write a 'statement', or inform parents. You are not expected to make a judgement about whether the child is telling the truth.

Remember – share any concerns, don't keep them to yourself.