

## **The Bee's Keys LTD**

### **Child Protection Policy and Plan**

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#### **Preamble**

The Bee's Keys LTD values not only the provision of quality music education but also the wellbeing and safety of our students. With this goal in mind, we present our Child Protection Policy and Plan to outline our commitment to the protection of children.

#### **Definitions**

- Abuse/Maltreatment: Actions (or lack thereof) that cause or contribute to physical, sexual, or psychological harm.
- Adult: Anyone 19 years of age or older.
- Child: Anyone under 16 years old.
- Youth: Individuals aged 16 or over.

- Position of Trust: Refers to adults in teaching roles, specifically the teacher(s) at The Bee's Keys LTD.
- Screening: The process of assessing individuals for potential risks to children.
- Studio: Refers to the teaching space, including the building, waiting area, washrooms, car park, and walkway.
- Teacher: Any adult offering piano lessons, either the studio owner or a hired teacher.
- Youth Volunteer: Youth (16+) who assist with younger children.

## **Child Protection Policy**

### **Scope**

This policy applies to all lessons and activities at The Bee's Keys LTD (both in person and online). Events off-site or in collaboration with other groups may require additional safety measures, which will be communicated to parents.

### **Enactment and Enforcement**

The policy will be enforced according to The Bee's Keys LTD's Child Protection Plan and will be reviewed annually by the studio teacher to ensure it remains relevant.

### **Use of Volunteers**

Volunteers may assist in events and programmes under the discretion of the teacher, but they must be approved following the guidelines in the Child Protection Plan.

### **Screening**

All teachers and volunteers working with children must go through screening. This includes background checks (e.g., Enhanced DBS Check) and an interview. Volunteers helping at one-off events may not be formally screened but will be supervised by an approved adult.

### **Records**

The Bee's Keys LTD will keep confidential records on all potential, active, and declined teachers and volunteers. These records will include criminal background checks and any other relevant documentation. Active employee and volunteer records will be updated regularly.

## **Teaching and Supervision of Children**

### **Teaching and Supervision:**

Clear expectations for teaching and supervision are outlined in the Child Protection Plan. While The Bee's Keys LTD is not a licensed childcare provider, all children under 12 must be picked up by a parent/guardian. They must not leave the studio without a parent present.

### **Discipline:**

Corporal punishment or demeaning remarks are not tolerated. Guidelines for appropriate discipline are included in the Child Protection Plan.

## **Reporting**

All employees and volunteers must immediately report any of the following:

- Incidents of child abuse within the studio
- Suspicious behaviour by staff or volunteers
- Disclosures of abuse by children (whether at home or elsewhere)

## **Child Protection Plan**

### **Overview: Reducing Risk**

We recognise the risks associated with teaching children and have implemented protocols to mitigate them. These include:

- Medical response plans
- Teacher and volunteer screening
- Clear supervision guidelines
- Reporting protocols for suspicious behaviour or abuse

### **Physical Health and Medical Response**

All students must have a completed registration form, which includes relevant health information. Teachers should be aware of medical conditions (e.g., allergies, chronic illness) and the use of emergency medication like an EpiPen.

### **Screening and Accountability**

All individuals aged 16+ working with children must:

- Submit a completed application
- Pass an Enhanced DBS Check
- Provide two references
- Complete an interview

### **Supervision and Visibility**

The adult-child ratio will be:

- 1 adult per child for private lessons
- 1 adult per 4 children for group lessons
- 1 adult per 3 children for online group lessons
- 1 adult per 5 adults for group lessons
- 1 adult for up to 10 students participating in a Performance Workshop.

All lessons must take place in a visible environment, with clear visibility through windows or recorded if necessary. For online lessons, they should be conducted in a communal living area with the doors open. Lessons must not take place in bedrooms, and students are expected to be appropriately dressed, as if attending in person (e.g., no swimming shorts or going without a top etc).

### **Teacher Responsibilities and Limitations**

Teachers must ensure children use the washroom independently, track their whereabouts, and communicate any concerns to parents. Clear boundaries of acceptable behaviour should be communicated to students.

**Physical Contact:**

Limited instructional contact (e.g., adjusting hand positions) is allowed but must be done with the student's consent. Social touch (e.g., high-fives) is permitted, but inappropriate physical contact is prohibited.

**Reporting**

Teachers and volunteers must report:

- Non-compliance with the Child Protection Plan
- Suspicious behaviour
- Disclosures of abuse by children

**Reports must be made to the relevant authorities as required by law.**

**Dismissal, Record Keeping, and Documentation**

Teachers, employees, or volunteers may be dismissed for:

- Confirmed abuse or misconduct
- Breaches of trust
- Non-compliance with the Child Protection Plan

Records will be maintained securely and updated annually. Dismissed individuals' files will note the reason for dismissal and may be retained for legal purposes.

**Education and Information**

All new employees and volunteers will receive a copy of the Child Protection Policy and Plan and be required to agree to its terms. An annual workshop will be offered to train staff on child protection measures.

**Efficacy**

This policy and plan will be reviewed annually to ensure its effectiveness in protecting children and maintaining a safe teaching environment.

Updated 5th September 2024

Next review August 2025

