

Useful Contacts

Ruth O'Keefe - Head of Service

Ruth.O'Keefe@trafford.gov.uk

Admin Team - Main Office

music.service@trafford.gov.uk

Contact Us

Phone: 0161 911 8659/8660

Email: music.service@trafford.gov.uk

Website: www.traffordmusicservice.co.uk



@musicintrafford



traffordmusicservice

www.traffordmusicservice.wordpress.com



Safeguarding Policy

November 2020

Why do we need a safeguarding policy?

Trafford Music Service are committed to creating a happy and safe environment to enable all our children and young people to learn.

‘Every child and young person who participates in the activities of Trafford Music Service should be able to participate in an enjoyable and safe environment. It is the responsibility of **all adults** within the Music Service to ensure that all our children and young adults are protected.’ *(taken from Trafford Music Service ‘Child Protection Policy’, 2016)*

It is everyone’s responsibility to keep our children & young people safe

Trafford Music Service will...

- make sure that everyone who works for Trafford Music Service obtains DBS clearance to ensure that they are safe to work with children and young people.
- appoint a designated Safeguarding Officer, our Head of Service, Ruth O’Keefe.
- always wear their Trafford ID badges so that you can identify members of staff easily.

Parents will...

- feel confident to raise any issues they may have regarding their child/young person.
- let staff know if their child/young person has a medical condition.
- let staff know if their child/young person has a special educational need.
- let staff know if there is a change to who will be collecting their child/young person at the end of lessons/rehearsals.

Health and Safety

- Qualified first aiders in the building at all times.
- Staff will not consume hot drinks in teaching rooms.
- Staff will not use mobile phones during sessions.
- Parents are not permitted inside the building.

Physical Safety

- All visitors must sign in at the main office before entering the building and wear an ID badge at all times.
- Regular fire drills.
- If, for any reason, you are late in collecting your child/young person we will ensure that they wait in the Reception area under the supervision of Music Service staff until you arrive.

Behaviour Safety

- Trafford Music Service has clear behaviour expectations which are reinforced at all times.
- Consistent behaviour expectations enable everyone to feel safe and happy in their learning environment.

Staffing Safety

- All staff that work or volunteer for Trafford Music Service are subject to DBS clearance.
- All staff have received recent safeguarding training.
- There is appropriate staffing in all sessions.

E-Safety

- Photographs and videos will only be taken and be used within the music service and social media with parental permission.

Emotional Safety

- Creating a learning environment where everyone is valued and respected.

