

## **EPTA UK CODE OF CONDUCT & SAFEGUARDING POLICY**

The designated safeguarding person (DSP) for EPTA UK is NANCY LITTEN, who can be contacted on [nancylitten@btinternet.com](mailto:nancylitten@btinternet.com)

### **CODE OF CONDUCT**

The European Piano Teachers' Association UK Ltd (EPTA UK) is a limited company and a registered charity. Its aims are to promote excellence in piano teaching and performance, to bring teachers and performers together, and to raise standards within the profession. EPTA UK members should, therefore, adopt the highest standards of professional integrity in all their contacts with students, pupils, parents, colleagues and other professionals, at all times and in all places.

This specifically involves:

1. Displaying loyalty to the Association, and promoting its work in a way which encourages others to join
2. Organizing their work in an efficient and business-like manner
3. Acting responsibly and with respect for the rights and opinions of others
4. Avoiding all conduct which might bring the Association or their profession into disrepute
5. Not discriminating on the grounds of gender, disability, ethnicity, class, sexual orientation, age, religion or political belief
6. Not engaging in dishonest, harassing, bullying or abusive behaviour in relation to EPTA UK or EPTA UK members
7. Complying with EPTA UK's Safeguarding & Child Protection Policy, Code of Practice and procedures
8. Registering recommendations or complaints, concerning EPTA UK or EPTA UK members, through the appropriate channel – Administrator, Regional Organiser, Designated Safeguarding Person (DSP) or Management Committee Member (MCM)

For all teachers, this means:

1. Recognizing a duty of care towards all students and pupils
2. Establishing a clear contract with students and pupils or their responsible adults
3. Ensuring that they and the premises from which they are working are equipped to a proper professional standard for their teaching
4. Maintaining courtesy, and respect in all their dealings with students and pupils, and never putting them, or allowing them to put you, in any situation which could be construed as compromising
5. Maintaining courtesy, and respect in all their dealings with parents and the schools in which they work
6. Avoiding exaggerated claims in advertising and only offering to teach those who approach them
7. If at the receiving end of unfair allegations, dishonest, harassing, bullying or abusive behaviour, getting in touch with the Administrator or Designated Safeguarding Person (DSP)

Any serious breach of this code should be brought to the attention of the Administrator or DSP who will inform the Management Committee, and it could lead to disciplinary action (see Disciplinary Procedures below).

### **SAFEGUARDING POLICY**

#### **EPTA UK SAFEGUARDING & CHILD PROTECTION POLICY, CODE OF PRACTICE AND PROCEDURES**

This policy and the associated procedures are specifically focused on children. For the purposes of this policy and the associated procedures, a child is someone who has not yet reached their 18th birthday. EPTA UK also acknowledges its obligations to ensure the safety of vulnerable adults (persons aged 18 or over who are, or may be, due to illness, mental or physical disability, unable to protect themselves from significant harm or exploitation). EPTA UK expects its members

to apply the same safeguarding principles and high standards of conduct in relation to the teaching of vulnerable adults as are expected in relation to the teaching of children. EPTA UK members seeking advice in relation to teaching vulnerable adults should contact the Designated Safeguarding Person.

### EPTA UK Safeguarding and Child Protection Policy

1. EPTA UK is committed to practices which protect children from harm. In particular:
  - a. EPTA UK recognises that good child protection policies and procedures are of benefit to everyone involved with EPTA UK, including staff and members
  - b. EPTA UK has child protection procedures which should be adhered to by EPTA UK members and staff
  - c. All those applying to be a full member of EPTA UK will be informed of the charity's child protection policies and procedures, and be advised that concerns in relation to a member's professional misconduct with children will be acted on (see Disciplinary Procedures below)
2. While EPTA UK is committed to practices which protect children from harm, it is also committed to supporting members who become the subject of unfounded allegations in relation to professional conduct with children
3. It should be noted that it is necessary for EPTA UK to record information relating to any allegation or disclosure regarding possible misconduct with children, and EPTA UK may be required to report concerns to the authorities (see Disciplinary Procedures below)

### EPTA UK Safeguarding Code of Practice

Any physical contact with pupils can be potentially subject to misinterpretation or even malicious allegations. The best advice is to avoid touching your pupils and to develop strategies for teaching through demonstration and modelling. If a teacher feels that touching is essential to their pedagogic style, they are to obtain prior permission in writing from the parent and pupil, and will encourage a parent/guardian to attend the lessons. However, it is not appropriate to touch a child on the trunk of the body unless there is a justifiable reason (eg to administer first aid).

Teachers should not

1. Take children alone in a car on journeys, however short, unless with the prior consent of the child's parent or guardian, and then only in exceptional circumstances.
2. Make suggestive or inappropriate remarks to or about a child, even in fun, as this could be misinterpreted. Inappropriate remarks include innuendo, swearing, and the discussing of anyone's intimate relationships.
3. Communicate directly with children by email or text messages. Any such contact should only be with the prior consent of the child's parent or guardian. If electronic communication is necessary, the best practice is to communicate via parents or guardians.
4. Communicate personally with children via Twitter, Facebook or other social media.
5. Behave in a way which could be construed as 'grooming' (for example giving a child money, presents or favours, or talking or behaving in an inappropriate or unprofessional manner towards them).

### Guidance on responding to a pupil's disclosure of abuse

Should a child want to confide in you:

1. Stay calm.
2. Listen carefully, and reassure the child that they have done the right thing in telling you.
3. Do not promise confidentiality. Appropriate people and authorities will need to know (e.g. the DSP in EPTA UK and/or the child's school, and the Local Authority Designated Officer).
4. Ask questions for clarification, but avoid leading questions (questions which suggest an answer).
5. Do not be a detective.
6. Make and keep written records:
  - a. Date and time of disclosure
  - b. Date, time and place of the alleged abuse
  - c. Nature of the allegation: emotional, physical, sexual, neglect?
  - d. What prompted the person to disclose now?
  - e. Own name and job title
  - f. Any witnesses to the abuse, or to the disclosure of the abuse
7. Report the matter to the Designated Safeguarding Person (DSP) where the alleged abuse happened (e.g. school,

music service or orchestra) or to EPTA UK's DSP or Administrator.

8. If a child is at risk of "immediate serious harm" a referral should be made to children's social care immediately. Anybody can make such a referral.

#### Reporting procedures for EPTA UK members who suspect abuse

EPTA UK members must report to EPTA UK's Designated Safeguarding Person (DSP) or Administrator any concerns they may have about the conduct of another EPTA UK member in relation to children.

Likewise, EPTA UK members must report any concerns they have about the welfare or safety of a child who they teach privately to the relevant DSP in the child's school, or EPTA UK.

The most common examples of the types of concerns that must be reported immediately are:

- a. someone has behaved in a way that has harmed a child, or may have harmed a child
- b. someone has possibly committed a criminal offence against or related to a child
- c. someone has behaved towards a child in a way that indicates s/he is unsuitable to work with children

If a child in the care of an EPTA member has suffered a serious injury as a result of abuse, medical attention should be sought immediately and then the Local Authority Children's Social Care Department (LADO) should be informed. Advice can also be sought from the NSPCC's free 24-hour Child Protection Helpline (0808 800 5000).

EPTA UK members are always able to contact EPTA UK's Designated Safeguarding Person if they wish to discuss any safeguarding concerns, however they arise.

#### Disciplinary Procedures

1. EPTA UK's Management Committee will carefully consider any allegation or information that suggests that a member of EPTA UK has:

- a. committed a serious breach of EPTA UK's Code of Conduct (which may or may not be relating to safeguarding issues)
- b. behaved in a way that has harmed a child, or may have harmed a child
- c. been convicted of a criminal offence against or related to a child
- d. has behaved towards a child in a way that indicates s/he is unsuitable to work with children

2. The Management Committee will not make any decisions until the member of EPTA UK who is the subject of the information or allegation has been:

- a. provided with details of the information or allegation being considered by the Management Committee
- b. given a reasonable opportunity to respond in writing to the information or allegation being considered

3. The Management Committee may also, at its own discretion, give the member concerned the opportunity to meet and discuss the allegation prior to reaching any decision.

4. The Management Committee will then decide whether to report the matter to the Local Authority Designated Officer (LADO), or, after taking appropriate advice (which may include discussion on a confidential basis with professional advisers), whether to deal with the matter internally, or not to take any further action. If further information comes to light at a later stage which warrants a referral to the LADO, the Management Committee will make this referral.

5. If found in breach of EPTA UK's Code of Conduct or Child Protection Policy, EPTA UK members may be removed from the teacher's register, suspended or excluded permanently from EPTA UK.

EPTA UK July 2017

NB: EPTA UK's Management Committee is committed to keeping EPTA UK's Code of Conduct, Safeguarding and Child Protection Policy and Code of Practice and Disciplinary Procedures under constant review.