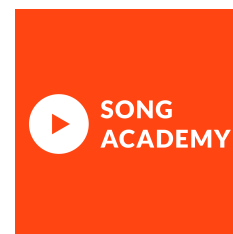


The Song Academy Programmes

Championing the creativity and power of young people to express themselves



#ExpressYourself #BePowerful #BeHeard

CREATIVITY • COURAGE • INDIVIDUALITY • SELF EXPRESSION • INSPIRATION

Parents guide – Principles, Child Protection & Safeguarding

We believe that songwriting is very important to promoting the imagination and creativity of a child. Our aim is that your children get the maximum enjoyment by providing a happy, caring and stimulating environment, fostering mutual respect and promoting self-esteem and confidence. In order to ensure this happens, we urge you to make yourself familiar with the following information and guidelines.

Principles

- The standards we set ourselves are high. Our songwriting team have worked extensively with children and young people before, and take real pleasure from ensuring the programmes are rewarding and safe. We have three prime principles:
 - To provide a safe environment
 - To encourage each child to reach their full potential as an individual
 - To create a fun environment that children will want to participate in

What age does my child need to be?

- 8-18 years old

What happens at drop off/collection?

- Please drop your child off 5 minutes before the session starts so that they have time to settle in.
- Please note that we require all children to be collected promptly at the end of each session.
- We assume that one of the persons named on the booking form will be collecting your child. If this is not the case, please tell the leader at the start of the session, letting them know who will be collecting your child.
- If your plans change (due to an emergency) during the session, please call the phone number that will be supplied with your confirmation of booking to let the Song Academy team know who will be collecting your child on your behalf. They will need to bring proof of identity.

Safety and Security

- A parent/guardian must be contactable during the session times in case of emergency and be available to come and collect their child in such case.
- Parents/guardians are required to be available to collect their child promptly at the end of each session, or give their permission for their child to walk home.
- Parents of members of our songwriting clubs must fill in and sign the parental consent form before programmes start, otherwise children will not be able to take part.
- Safety and security always comes first so we ask that our pick up and drop off procedures are strictly adhered to, as they have been planned with your child's security in mind.
- Responsibility for the care and safety of all children is our most important consideration. While your children are having fun, you can be sure they are being well looked after.
- We supply all the correct equipment.
- It is your responsibility to ensure that your child is not ill when they are brought to the programmes. If your child becomes ill whilst at a programme, we will monitor them and if necessary, contact you to collect them.

All our songwriting team hold current DBS Disclosures, are fully insured and have a safeguarding policy in place.

Can I cancel my booking?

- Places are strictly limited, so we suggest you book as early as possible.
- Refunds (deposit or full payment) are not possible unless in exceptional circumstances.

Values

We believe that:

- All organisations have a duty of care to children and young people who use their services or take part in their activities.
- All children and young people should be encouraged to fulfil their potential and inequalities should be challenged.
- Everybody has a responsibility to support the care and protection of children.

- All participants need to act in an appropriate manner and must at all times follow instructions for their own and others' safety.

Behaviour

We will encourage children to:

- Be a good friend to others
- Keep themselves safe
- Care for others
- Show respect for our environment
- Take care of equipment
- Treat everyone as an equal no matter of age, race or gender

If a child's behaviour is unacceptable, they will be spoken to and the songwriting team will try to resolve any issues. If the behaviour persists, the child's parent/guardian will be informed. Further incidents may result in exclusion from future sessions and no refunds will be available.

Equality of opportunity

- No child will be denied access to Song Academy courses by any form of direct or indirect discrimination on grounds of race, gender, age, culture, sexual orientation, disability or background.
- We aim to respect the upbringing of children from different ethnic origins and will recognise the value of every child's background.
- Each child's progress will be monitored to support them to achieve their full potential.
- Resources will be chosen to reflect all cultures in a positive manner.
- Issues of gender and ethnic stereotyping will be challenged.
- Content of courses will be planned and implemented to provide a multi-cultural and non-sexist environment

Safeguarding

Song Academy believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises it's responsibility to safeguard the welfare of all children and young people by a commitment to protecting them.

We aim to provide safe participatory and creative opportunities for all the children and young people who attend our programmes.

In order to do this we recognise that:

- The welfare of the child/young person is paramount.
- All children and young people whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to equal protection from all types of harm or abuse.
- Working in partnership with children and young people, their parents, carers and other agencies is essential in promoting their welfare.

In order to achieve this we will:

- Provide protection for the children and young people who take part in Song Academy programmes.
- Provide the Song Academy team with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.
- We will endeavour to safeguard children and young people by:
 - Valuing them, listening to and respecting them
 - Adopting child safeguarding guidelines through procedures and a code of conduct for the Song Academy team
 - Selecting Song Academy team members safely ensuring all necessary checks are made
 - Sharing information about child safeguarding and good practice with children, parents and the Song Academy team
 - Sharing information about concerns with agencies who need to know, involving parents and children appropriately
 - Providing effective management for the Song Academy team through supervision, support and training

Complaints Procedure

We hope that your child has a great time at Song Academy, but we are aware that things can go wrong at times. If this happens, we want you to let us know, so please talk to us as soon as you have any concerns so that we can work with you to resolve them.

www.songacademy.co.uk