# M5 External Music Lessons Policy (Safeguarding Alternative Provision)

**Introduction and Context**

The Purcell School provides world-class specialist tuition in music to students through the employment of an exceptionally well-qualified and experienced staff. All first study lessons, and the vast majority of subsidiary study lessons, are given in school. Where a student has a teacher in school, it is not permitted to have lessons with a second teacher at home or online.

**Alternative Provision**

Should the need ever arise for 1st study teaching to take place outside school, an RA for offsite provision must be completed by the Head of Department, and it is attached below.

A small number of students also choose to access provision offered at junior conservatoire departments on Saturdays, including 2nd study lessons.

Occasionally a student may receive instrumental tuition from a specific teacher who is neither employed by the school nor a conservatoire junior department. An example might be where the school does not currently employ a teacher of that instrument, or if a 2nd or 3rd study 'hobby' is to be continued with a teacher at home at the weekends or in the holidays. Each request must be assessed on its own merits. The school must satisfy itself that it is in the best interest of the student to study with the proposed teacher, and that adequate measures are in place to protect the safety and wellbeing of the student.

**Record Keeping**

The school is aware that any student may attend musical activities organised by parents at the weekend. There is always a risk that the School is completely unaware of such activities, or that parents modify the arrangements that the School believes to be in place, for example in regard to travel and chaperoning. The School contacts all parents at least once, asking for information on any regular external musical activity, and keeps a record of all declarations. The risk of the School's ignorance of activities changing on an ad hoc basis is mitigated by HPs maintaining good conversations with parents, students and the Music Department. Parents are regularly reminded to update the School of any changes to provision through newsletters and communication from the Principal.

**Safeguarding & Health and Safety in Alternative Provision**

The School follows procedures in accordance with KCSIE 2026, and linked advice on Alternative Provision.

**Facilitating 2nd/3rd Study or 'Hobby' Activities Organised by Families**

- The School must endeavour to establish that, where lessons have been organised by parents, the parents have demonstrated due diligence with regard to the safety and suitability of the provision. HPs, instrumental teachers, and/or HoDs will raise concerns should they arise.
- The School must use its best endeavours to manage the risks inherent in teaching situations over which it has no control, for example where arrangements are made by

parents at the weekend.
- Lessons should not take place online while the student is at school.

**Monitoring Learning and Teaching**

- The School maintains regular contact with directors of junior conservatoires in order to assess the quality and appropriateness of the teaching and the suitability of the provision.
- For 2nd/3rd study and 'hobby' lessons outside these institutions, this process is less rigorous, because they are generally organised by the parents. Musical and pastoral staff share responsibility for monitoring any concerns.

Where boarding students access any extracurricular activities online from School, it is for the Houseparents to liaise with parents/guardians about the suitability of the proposed activity.

| ***Policy author / reviewer:*** | ***Policy date / review date:*** | ***Next review due:*** |
|---|---|---|
| Paul Bambrough | First written September 2018 | |
| Paul Hoskins | Latest update and review September 2026 | September 2027 |

**Risk Assessment / Checklist for Alternative Off-Site Provision**

TO BE COMPLETED BY THE DIRECTOR OF MUSIC AND AUTHORISED BY THE PRINCIPAL OR DEPUTY PRINCIPAL, PRIOR TO THE COMMENCEMENT OF TEACHING

Proposed Provider: _____

| Action | Yes | No | Notes | Perceived Level of Risk (if applicable) | Mitigations |
|---|---|---|---|---|---|
| Does a justified need for the AP exist? | | | | | |
| Is there any potential conflict of interest academically or musically? | | | | | |
| Is there a good reason why the individual cannot be employed by the School? | | | | | |
| Will there be any conflict with the student's school commitments? | | | | | |
| Will the School's reputation be put at risk by the engagement of the AP? | | | | | |
| Does the proposed AP have the approval of the student's parents / guardians? | | | | | |
| Have travel arrangements been discussed and risk assessed? | | | | | |
| Has the AP has provided a valid DBS certificate? | | | | | |
| Has the School provided, or made arrangements to provide, the AP with a copy of its Child Protection Policy? | | | | | |
| Has the AP signed the CP declaration? | | | | | |
| Has the School provided the AP with access to online CP training? | | | | | |
| Have arrangements been made to assess the safety of the teaching space? | | | | | |
| Has the School briefed the AP on information sharing, reporting and attendance monitoring? | | | | | |
| Has the School advised the AP how to claim? | | | | | |
| Has the student been advised how best to keep themselves safe? | | | | | |
| Does the School require a parent to act as a chaperone? | | | | | |
| Have arrangements been made to meet with the AP on site at least once? | | | | | |

**The Risk Assessment checklist has been completed and I confirm that satisfactory arrangements have been put in place.**

Signed: _____ (Director of Music) Date: _____

I authorise the use of the above Alternative Provider

Signed: _____ (Director of Music) Date: _____