

POLICY FOR PRIVATE TEACHING AT THE BANDROOM

Issue 1

Contents

1. Introduction	1
2. Responsibilities	1
3. Safe Procedures and Practices	1
4. Use of the Bandroom	2
5. Policy Review	2
6. Document History.....	2

1. Introduction

This is a policy describing the arrangements to be followed where the bandroom is used for private music lessons, either for individuals or small groups, and where these lessons are not part of Amersham Band's organised activities. The aim of the policy is to ensure that responsibilities are clearly defined and that safeguarding arrangements are in place.

2. Responsibilities

The responsibility for providing private tuition is solely with the teacher. Arrangements for teaching are bilateral agreements between the teacher and the student (or the student's parent or guardian). Amersham Band is not responsible for the scheduling of lessons, the quality of teaching, provision of teaching materials nor the financial arrangements for tuition. The teacher should make it clear to the student (or their parent or guardian) that the tuition is not provided by or in association with Amersham Band.

Amersham Band provides the teaching environment on a rental basis to the teacher. The band has the responsibility to ensure that the premises is safe and secure and that any of the band's equipment to be used such as music stands or piano are in good working order.

3. Safe Procedures and Practices

All teachers that use the bandroom for private tuition shall make themselves aware of Amersham Band's Safeguarding Policy. In particular, the following requirements shall apply;

- All teachers shall have had a valid and up to date DBS check and shall provide evidence of this to the band welfare officer.
- All teachers shall have had relevant safeguarding training, either via the Brass Bands England BandSafe programme, or suitable alternative, and shall provide evidence of this to the band welfare officer.

- Where children or vulnerable adults are involved in the teaching session, the teacher shall ensure that there are at least two adults in the building, i.e. the teacher plus one other adult, for example a parent or other responsible adult.
- The teacher is responsible for the supervision of children at all times and shall ensure a safe handover to a parent or guardian at the end of the teaching session. At no time shall children be left alone on the premises.
- The band’s policies on health and safety apply to all activities within the bandroom and the band site and teachers shall make themselves aware of these policies.
- During the period when Government restrictions apply to control the spread of coronavirus, teachers are responsible for complying with the relevant guidance to ensure COVID-safe environment. It is recommended that teachers should follow the guidance of Brass Bands England.

4. Use of the Bandroom

All teaching sessions shall be booked in advance, using the bandroom booking arrangements. This to avoid potential conflicts where other activities may be running simultaneously.

The teacher is responsible for complying with the terms of the bandroom hire policy. This includes switching off lights and securing the premises, ie doors, windows and gates, at the end of the teaching session, unless another bandroom booking activity follows immediately thereafter.

5. Policy Review

The committee will review this policy every two years.

6. Document History

20 April 2021	New policy drafted.