
South Derbyshire Music Centre

The Pingle Academy, Coronation Street, Swadlincote, Derbyshire DE11 0TL

Policies & Procedures Handbook School Year 2024-2025

South Derbyshire Music Trust
Registered Charity Number
1008568

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ARTS



CONTENTS

Policy	People responsible for oversight **	Page
Health & Safety Policy	M. Pope S.de Jongh	3
Fire & Evacuation Policy	S.de Jongh R.Patrick D.Williams	4
Confidentiality Statement	L.Holt R. Davies	6
Additional Needs Policy	L. Holt S. Pope K. Saxon	7
Child Protection, Safeguarding & Anti-bullying Policies	S. Pope L. Holt	8
Equal Opportunities Policy	A Hurst L. Holt	13
Data Protection & Freedom of Information Policies	R. Davies K. Loukes	14
Finance Team: Pay Policy Purchasing Policy Accounts & Reserves Policy	K. Loukes C.Silvester S.de Jongh	15
Role of Volunteers	S. de Jongh D. Reid	18
Managing our Equipment Policy	M. Pope R. Patrick	19
Procedures for Absence	S. de Jongh L. Holt	20
Behaviour Policy	S. Pope M. Pope	21
Discipline Policy; Complaints	M. Pope A Hurst	22
General Points	L. Holt R. Davies	23
Social Media Policy	A. Hurst R. Patrick S. Pope	24
Photography Policy	R. Patrick A. Hurst S. Pope	26
Communications Policy	A. Hurst S. Pope	28
Online Meetings Policy	R. Davies A. Hurst	29
Loan of Instruments	D. Reid L. Holt	30

**** The person whose name is *in bold* should ensure any updates are made by rewriting the suggested new wording and sending it to the coordinator in Word format. This will then be shared with the editor and trustees as appropriate.**

Those who have responsibility for oversight of specific policies should ensure these policies and procedures are adhered to.

South Derbyshire Music Centre

Policies and Procedures: Handbook

This document brings together all the policies and procedures of our music centre into one easily-accessible handbook. It is the responsibility of all trustees, ensemble directors, SDMC supervisors and support volunteers to read each policy and to abide by all the agreed policy decisions.

Trustees seek to provide opportunities for children, young people and adults in South Derbyshire and surrounding areas to make music to as high a standard of which they are individually capable and to enjoy their music-making opportunities in a safe, positive and friendly environment.

We want SDMC members to have excellent and enthusiastic attitudes towards learning, showing high levels of engagement and cooperation.

In order for these aims to be achieved, we expect all ensemble directors and tutors to plan carefully for each rehearsal or lesson, to have high expectations of their pupils and to make the sessions as interesting and enjoyable.

Trustees and ensemble directors value greatly the work of our SDMC volunteers, who provide weekly support in a variety of ways to their designated group(s) in order that rehearsals can proceed smoothly.

Decision-making:

The trustees normally meet once each term during the school year. The AGM is normally held in the first half of the Autumn Term.

Ensemble directors, SDMC volunteers and trustees normally meet altogether each year in September at the beginning of the Autumn Term, and subsequently when necessary.

The Head of Centre occasionally meets informally on Friday evening in SDMC term time. Trustees, ensemble directors and SDMC volunteers are welcome at any time to take part in these meetings, or to request for any points to be discussed.

SDMC's base is The Pingle Academy, Swadlincote, but activities and concerts are held in a variety of venues in the area. These policies and procedures are applicable wherever ensembles rehearse or perform. They are also applicable to any person who takes part in any activity, including 'one-off' events.

The policies and procedures in this Handbook were revised in the Spring Term 2024, following the move to our new base.

Health & Safety Policy Statement

(Health and Safety at Work Act 1974)

This policy should be read alongside the 'Manual Handling Operations Policy' (April 2024) and the 'SDMC Percussion Handling' document.

The Trustees regard the promotion of health and safety as a mutual objective for all persons undertaking work (both paid and unpaid) in connection with the South Derbyshire Music Centre.

It is therefore SDMC policy to provide and maintain safe and healthy working conditions, with safe equipment and systems for work, and to provide such information, training and supervision as is needed for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

In particular SDMC has a responsibility:

- To provide and maintain safe and healthy working conditions taking account of any statutory requirements.
- To provide training and instruction to enable ensemble directors, supervisors, set-up team members and SDMC volunteers to perform their work safely and efficiently.
- To make available all necessary safety devices, measures, procedures, protective equipment and to supervise their use.
- To maintain a constant and continuing interest in health and safety matters applicable to the Centre's activities, in particular by actively encouraging discussion and involvement from ensemble directors and SDMC volunteers wherever possible.

Everyone at SDMC (including volunteers) have a duty to co-operate in the operation of this policy:

- By working safely, efficiently and sensitively
- By using any additional equipment provided, and by meeting statutory obligations
- By reporting incidents that have led or may lead to injury or damage
- By adhering to the centre's procedures for securing a safe workplace
- By assisting in the investigation of accidents with the object of introducing measures to prevent a recurrence.

Transportation of children:

Ensemble directors and DBS volunteers should not normally transport children, except at the direction of the Head of Centre and / or in wholly exceptional circumstances. Even then, this should only take place if the member of staff so chooses and is fully covered by their own car insurance; it is done with parental permission; and there are suitable car seats.

FIRE & EVACUATION NOTICE

- In the event of fire, the fire alarm will sound – a continuous bell.
- At least once a term (usually at the first or second rehearsal of the term) explain the fire procedure to your ensemble. Tell them to listen in silence as you read out the following:
 - “When the fire alarm sounds leave all your belongings, including your instrument, here.
 - Follow [name of parent helper], sensibly and quietly, out of the school
 - We will assemble in the...
 - [If based in the Performing Arts Building] ... bench area directly over the road from the main doorway into the building.
 - [If based in the school hall] ... coach park area of the main car park
 - On no account come back into the building until told to do so.
 - I will be at the back of the line.
 - When at the assembly point, don't speak, and stay with [name of SDMC volunteer].
 - When I take the register and call your name, answer loudly and clearly.”

It is important that you give this presentation to your ensemble at least once every term. Susanna de Jongh or the Supervisor will be in attendance and record the date and time of the presentation.

Please treat this with the utmost seriousness – a child's life could depend on it.

PLEASE NOTE Alternative assembly points: if the bench area is inaccessible use the coach parking area in the main car park. If the coach park area is inaccessible use the bench area. If both are inaccessible, use the football pitch. (See the map included in the Fire Procedure.)

A copy of this Fire & Evacuation Notice is available on a laminated sheet in each ensemble director's folder. The Trustees request that you keep this notice in your folder and handy at every rehearsal.

- **Private instrumental lessons** – Students who have private instrument lessons should be with the teacher from when they arrive for their lesson (even if they are early) until they are either collected by a parent/carer or go to their music centre session (no earlier than 10 minutes prior to the start). On arrival, they must register with the SDMC supervisor & also be signed out on leaving. In the case of a fire, the teacher is responsible for ensuring that their students, who are not already in a music centre session, are safely evacuated from the building. At the fire assembly point, the SDMC supervisor will take the register for these students.

Fire Procedure - Roles and Responsibilities

Assembly Points and routes

When evacuating the *Performing Arts Block*:

- **Assembly point = Bench Area directly opposite the main entrance of the building.**
- Leave the building via the main door of the building. (Should this be inaccessible, use the side fire door at the back of the building, but be aware that there is no lighting outside in this area of the grounds.)
- Secondary assembly point (if the Bench Area is unavailable) = Coach Park in the main car park.

When evacuating the *Main Hall or Dining Room*:

- **Assembly point = Coach Park in the main car park.**
- Leave the building either via the door that leads directly into the car park from the hall, or the dining room exit.
- Secondary assembly point (if Coach Park is unavailable) = Bench Area opposite the entrance to the Performing Arts Block

Role: Ensemble Director (staff member)

- At the sound of the fire alarm ask your group to line up by the door.
- Be the last person to leave your room and take the register with you. Ensure that everyone has left the room.
- Follow your group to the assembly point.
- Take the register by calling out each child's name.
- Inform the supervisor that everyone (including SDMC volunteers) from your group is present.
- Wait for the "all-clear" before leading your group back inside.

Role: Ensemble Support/senior student

- At the sound of the fire alarm, wait for your group to line up before leading them out to the assembly point.
- At the assembly point, line the children up and keep your group together.
- Ensure the children are quiet and that they answer their name when the register is taken.
- Stay with your group at all times, unless otherwise instructed by the staff member.

Role: Other SDMC staff/volunteers onsite

- Help children safely access the assembly point, being aware of any emergency vehicles that need to get through and stopping other vehicles when necessary.



Role: Centre Supervisor:

- Be the last person to leave the reception area and take the staff/volunteer register to the assembly point.
- Check with ensemble directors and private instrument teachers whether all pupils and other ensemble staff / volunteers are present, as quickly as possible.
- Liaise with Fire Warden regarding missing people or if all are present.

The **Fire Warden** is a school member of staff, usually the caretaker. They will check all rooms, including toilets, to ensure that all rooms have been evacuated. They are responsible for informing the Supervisor when the all-clear has been given.

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Confidentiality Statement

South Derbyshire Music Trust requires its trustees, staff and SDMC volunteers to observe the highest level of confidentiality with respect to the information that they may learn about our members, parents and colleagues. This is information which is not already covered by the Data Protection Policy and GDPR.

Our members' records, contact details and any other information of a private or sensitive nature are considered confidential and as such should not be read or discussed by any trustee, staff or volunteer unless pertaining to a music centre issue and are required to do so in order to support that member. Parent and member information is safely stored within the SDMC database with password protection, so that it is only accessed as and when strictly necessary, such as in an emergency, collating members' invoices or Gift Aid.

Additional Needs Policy

Aim:

The aim of the Music Centre is to support and promote ensemble music-making opportunities for young people in the area, where they can make music together in a friendly and purposeful atmosphere. SDMC supports the principle of equal opportunities and opposes all forms of unlawful or unfair discrimination on the grounds of: age; sex; sexual orientation; gender reassignment; race, including colour, nationality, ethnic or national origin; being married or in a civil partnership; religion or belief; disability; being pregnant or on maternity leave. We therefore aim to remove barriers to participation that may hinder or exclude individuals or groups of students.

We aim to give all students the opportunities to succeed and reach the highest level of personal achievement. Student progress is tracked to ensure progress is being made appropriate to the individual.

Disabilities:

We aim to meet the needs of any student, volunteer or ensemble director with additional needs, and all reasonable steps are taken to ensure that they are not placed at a disadvantage compared to non-disabled students or staff member. Wherever possible, SDMC provides an environment that allows the physically disabled full access to all Centre areas, rehearsal rooms and concert venues. Room entrances are wide enough for wheelchair access and the designated points of entry also allow wheelchair access. In both rehearsal areas at Pingle Academy, there are designated disabled toilets. Various SDMC staff are trained in supporting other additional needs (including autism, ADHD and dyslexia) and we endeavour to accommodate these needs as far as reasonably practicable.

Parents / students are encouraged to discuss any needs with their ensemble director / ensemble support volunteer, to ensure that any potential barriers can be reduced. All discussions are held within our Data Protection and Confidentiality Policies.

Medical needs:

Staff / volunteers and parents MUST inform SDMC of any member's medical needs and / or medications in order to ensure that the correct support is in place in case of any emergencies. Without this information, we may not be able to provide the most appropriate care. Brief notes to be held on the member's data base file if required, which is stored with password protection. For members with current, potentially serious conditions that may require intervention / treatment while they are at SDMC, a specific care plan will be completed with them / parents as appropriate. All discussions are held within our Data Protection and Confidentiality Policies.

Summary:

Trustees are responsible for ensuring that all students are treated fairly and equally, using advice and guidance supplied through liaison with external bodies, such as the Local Authority, other Music Centres and the Regional Arts Board. Personal information should not be disclosed to anyone under any circumstances, except to the extent necessary for music centre requirements in order to meet a member's needs, or in relation to a safeguarding concern. All ensemble directors / ensemble support volunteers have a duty to maintain confidentiality after they are no longer working in or for the Music Centre.

Child Protection Policy *(To be read with Safeguarding Children Policy)*

A child is anyone under 18 years old.

Our vision is of an environment free from abuse.

The child protection policy and procedures aim to translate this commitment to children's rights into a practical reality through our work with children. We also endorse and will follow the **Online procedures for Derby and Derbyshire Safeguarding Children Partnership.**

<https://derbyshirescbs.proceduresonline.com/index.htm>

Through its emphasis on prevention, the policy aims to minimise the risks of children being abused. SDMC will also do all it can to ensure that children who are being abused, or who are at risk of abuse, are supported and given protection.

The policy demands the highest standards of professional practice when working with children and describes the values and principles that must underpin our approach to children.

SDMC child protection policy covers all contact with children and ensures that all ensemble directors and SDMC volunteers:

- have current Enhanced DBS (Disclosure and Barring Service) as per eligibility guidelines
- are aware of the signs of child abuse [Spotting the signs of child abuse | NSPCC](#)
- safeguard children from abuse through good practice
- report all concerns or disclosures about possible abuse to the Designated Safeguarding Leads (DSLs)
- respond appropriately when abuse is discovered or suspected.

To this end:

- We are committed to safeguard children from abuse and to ensure that action is taken to support and protect children wherever and whenever abuse is suspected
- Clear procedures for raising and reporting concerns are in place; there is a mandatory requirement to raise any concerns within SDMC to the DSLs.

What are my Responsibilities under this Policy?

All adults who work/support within Music Centre must be familiar with this policy and be aware of the problem of abuse and the risks to children.

Everyone's prime responsibility is to prevent child abuse. This means raising any concerns you may have about the safety of children and/or the behaviour of adults. It also involves making sure that any contact with children is consistent with the Code of Practice contained in the policy.

What should I do if I see or suspect possible abuse?

There are many categories of abuse in the current procedures. The main categories are sexual, physical, emotional and neglect. Equally, staff and volunteers should all be aware of 'County lines', which is another form of abuse. Specific information is included at the end of this policy.

Concerns for the safety and well-being of children can arise in a variety of ways and within the whole range of different settings in which SDMC works. For example, a child may disclose to you or display signs that they are being abused; someone may hint that a child is at risk or that a colleague is an abuser; you may witness or hear about abuse in centre, in school or another organisation. Gain the basic information. Do not question the child for detail after they have disclosed information to you. It may jeopardise any investigation by police and social care.

It is your individual responsibility to report your concerns. In the first instance to the DSLs. They will discuss the situation with you and report any concerns appropriately. The person you report the concern to will keep you informed as to their actions. If you feel that they have not responded appropriately you must challenge the action and ask for an explanation.

All staff and SDMC volunteers will have a 'Safeguarding Key Contacts' lanyard card with our DSLs' names and steps to escalate concerns further to Derbyshire's Children's Social Care 'Starting Point' or the out of hours 'Call Derbyshire'. DSLs are able to obtain professional advice from either Derbyshire Starting Point or the NSPCC's Professionals' helpline.

Should you need further information or guidance, consult and be familiar with the **Derby and Derbyshire Safeguarding Children procedures** [Derby Safeguarding Children Partnership \(ddscp.org.uk\)](https://www.ddscp.org.uk)

The Important thing is to act on your concerns!

Referral Process:

- Concern comes to your attention
- Immediately report this to DSLs
- DSLs provide feedback to appropriate contacts as necessary

County Lines: Further information: [Protecting children from county lines | NSPCC Learning](#)

County Lines is a form of criminal exploitation where urban gangs persuade, coerce or force children and young people to store drugs and money and/or transport them to suburban areas, market towns and coastal towns (Home Office 2018). It can happen in any part of the UK and is against the law and a form of child abuse. County lines gangs offer money and status to attract young people. Children may also be attracted to joining a gang by the prospect of belonging to a 'family' that will protect them if their own family feels unstable or unsafe. The average age of young people who are exploited through county lines activity is 15-16 years old, but children as young as 12 have also been reported to have been involved (Home Office, 2020a).

The following signs, that maybe observed at SDMC may indicate that a child is being exploited by a county lines gang:

- unwillingness to explain their whereabouts
- acquiring money, clothes, accessories or mobile phones which they seem unable to account for
- receiving excessive texts or phone calls at all hours of the day
- having multiple mobile phone handsets or sim cards
- withdrawing or having sudden changes in personality, behaviour or the language they use
- having relationships with controlling or older individuals and groups

- unexplained injuries
- carrying weapons
- significant decline in school results or performance
- being isolated from peers or social networks
- associating with or being interested in gang culture
- self-harming or having significant changes in mental health

Safeguarding Children Policy

This policy applies to all adults, including volunteers, working in or on behalf of the South Derbyshire Music Centre.

Everyone working in or for our music centre shares an objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn and develop in the music centre setting, and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our music centre setting.

Commitment

SDMC is committed to Safeguarding and Promoting the Welfare of all of its students. Each student's welfare is of paramount importance.

Safe Practice

Music Centre will comply with the current Safe Practice guidance to be found in Derby and Derbyshire Safeguarding Procedures at:

[Welcome to the Online Procedures for the Derby and Derbyshire Safeguarding Children Partnership \(proceduresonline.com\)](http://proceduresonline.com) Support is also available from 'Call Derbyshire': 01629 533190

Partnership with others

Music Centre recognises that it is essential to establish positive and effective working relationships with other agencies who are partners in the ***Derby and Derbyshire Safeguarding Children Partnership***. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

Procedures include the essential principles embodied in the Children Act 1989 and Working Together to Safeguard Children Guidance 2015 and take into account the best working practice. They also provide key information about coronavirus safeguarding arrangements: [Derby Safeguarding Children Partnership \(ddscp.org.uk\)](http://ddscp.org.uk)

Anti-Bullying Policy

Commitment

We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our Centre. If bullying does occur, all students should be able to report it and know that incidents will be dealt with promptly and effectively.

What is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding music, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focusing on the topic of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing
- Cyber all areas of the internet, such as email and internet chat room misuse, mobile phone threats through apps, text messaging & calls
- Misuse of associated technology e.g. camera and video facilities

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving.

We have a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

- To emphasise that bullying will not be tolerated.
- To ensure all ensemble directors and SDMC volunteers know what the Centre policy is on bullying, and follow it when bullying is reported.
- To assure children, young people and parents that they will be supported when bullying is reported.

Sign and Symptoms

A child or young person may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a student:

- is frightened of walking to or from Centre
- changes their usual routine
- is unwilling to attend Centre
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- cries themselves to sleep at night or has nightmares

- feels ill in the morning
- comes home with clothes torn or books damaged
- has possessions which are damaged or "go missing"
- asks for money or starts stealing money (to pay bully)
- has unexplained cuts or bruises
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous and jumpy when a cyber message is received

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated

Procedures

1. Parents and students to report bullying incidents to their ensemble director, head of centre, any trustee, the co-coordinator or supervisor.
2. In cases of serious bullying, the incidents will be recorded by whoever the parent or student discusses this with.
3. In serious cases parents will be informed and will be asked to come in to a meeting to discuss the problem
4. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
5. An attempt will be made to help the bully (bullies) change their behaviour

Outcomes

In consultation with parents/carers:

1. The bully (bullies) may be asked to genuinely apologise. Other consequences may take place.
2. In serious cases, suspension or even exclusion will be considered.
3. If possible, the students will be reconciled.
4. After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
5. If necessary and appropriate, police will be consulted.

HELP ORGANISATIONS:

Childline	https://www.childline.org.uk/info-advice/bullying-abuse-safety/
NSPCC	https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/bullying-cyberbullying/
Advisory Centre for Education	http://www.ace-ed.org.uk
Children's Legal Centre	http://www.childrenslegalcentre.com
KIDSCAPE Parents Helpline	https://www.kidscape.org.uk/about-kidscape/contact-us/
Family Lives (Parentline Plus)	0808 800 2222 http://www.familylives.org.uk
Youth Access	http://www.youthaccess.org.uk
Bullying Online	http://www.bullyonline.org

Equal Opportunities Policy

Purpose

SDMC supports the principle of equal opportunities and opposes all forms of unlawful or unfair discrimination on the grounds of: age; sex; sexual orientation; gender reassignment; race - including colour, nationality, ethnic or national origin; being married or in a civil partnership; religion or belief; disability; being pregnant or on maternity leave.

Our aim is that all those actively involved with SDMC (children, young people, paid SDMC staff and SDMC volunteers) regardless of their background or social situation, are treated fairly and have equality of opportunity in accessing our work in music and education.

This is achieved by:

- Advice, information, discussion and training being given to all members of the organisation to avoid unlawful discrimination.
- Monitoring policies and practices to avoid possible indirect discrimination.

All members, irrespective of their position within SDMC, will have some measure of responsibility for the effective operation of the policy.

General Consideration

The Music Centre is open to any young person who has a basic playing / singing knowledge through to those who are extremely competent and perform at an advanced and / or senior level. The Centre is advertised widely, including the use of open days, invitation concerts, and instrument family parties all of which are open to all young people interested in playing / singing.

The school where the Centre is based is well-equipped for disabled access.

We positively encourage all who can play a musical instrument to join us if they wish. We also operate a policy of reduced or waived membership subs for those children whose parents or carers are unable to afford the cost for their child(ren).

Implementation of Equal Opportunities Policy

The trustees will ensure that all aspects of the policy and practice are being observed by:

- Marketing our activities to maximise public benefit through promotion to community organisations, schools, local authorities etc, taking consideration of concert / workshop times which may affect children and elderly persons including communities who do not traditionally attend our activities.
- Take into consideration the needs of people with disabilities when organising and managing our events.
- When undertaking joint projects with other groups, SDMC will apply the same level of equal opportunities practice as we would within our own membership.

Data Protection Policy

SDMC follows the seven principles of UK GDPR (General Data Protection Regulation) compliance [DPA 2018]. These are specifically: lawfulness, fairness and transparency; purpose limitation; data minimisation; accuracy; storage limitation; integrity and confidentiality; accountability. These principles lie at the heart of SDMC's approach to process personal data.

All individuals whose data is stored by SDMC have the following rights: The right of access; the right to restrict processing; the right to data portability; the right to object and the right not to be subject to a decision based solely on automated processing.

SDMC guarantees that we will:

- Value and respect the personal information entrusted to us;
- Adopt good practice standards for handling of personal information;
- Consider and address the privacy risks first when planning to use or hold personal information in new ways, such as when introducing new systems;
- Be open with individuals about how we use their information and who we give it to;
- Make it easy for individuals to access and correct their personal information;
- Keep personal information to the minimum necessary and delete it when we no longer need it;
- Have effective safeguards in place to make sure personal information is kept securely and does not fall into the wrong hands;
- Provide training to staff who handle personal information and treat it as a disciplinary matter if they misuse or do not safeguard personal information properly;
- Put appropriate financial and human resources into looking after personal information to make sure we can live up to our promises;
- Regularly check that we are living up to our promises and report on how we are doing.

For the purposes of Gift Aid records, HMRC states that:

3.30.3 Charitable trusts should keep tax records (including Gift Aid declarations and records) until the later of:

- 6 years after the end of the tax year they relate to
- 12 months after the charity makes a Gift Aid repayment claim for that tax year

[Chapter 3: Gift Aid - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/gift-aid-repayment-claims)

The following are authorized by the trustees to access the Music Centre Database:

Head of Centre / Centre Administrator / Supervisors / Trustee responsible for Gift Aid returns

Freedom of Information Policy

1. The trustees are responsible for ensuring that the Music Centre complies with the Freedom of Information Act 2000 (FoIA).
2. Requests must be made in writing, (including email), and should include the enquirer's name and correspondence address, and state what information they require.
3. Trustees have a duty to respond to all requests, telling the enquirer whether or not the information is held, and supplying any information that is held, except where exemptions apply.
4. There is a time limit of 20 days excluding school holidays for responding to the request.

Finances: Pay Policy

Guiding Principles

The trustees should consider, when setting rates of remuneration, both national and local established rates as well as the constraints of the Music Centre budget.

Commitment to Ensemble directors

The trustees are aware that Music Centre ensemble directors are its most important asset and they value the commitment, support and goodwill of all group leaders.

Trustees:

- Agree that decisions about pay should be fair, justifiable and with agreed policies and procedures.
- Work to maintain harmonious industrial relations.

Particular Remuneration Details

- Where an individual is legally classified as 'Self Employed' a rate of remuneration is established per hour, appropriate to experience.
- Payment periods are half-termly. Payments are processed upon receipt of an invoice.
- Payment will normally be made by bank transfer within thirty working days of receipt of the invoice.
- Late invoices received after the end of the half term will be dealt with as quickly as possible thereafter.

Suggested wording for invoices of self-employed ensemble directors:

This is a true and accurate record of my tutor / ensemble direction for the period (insert date period)
_____.

I confirm that I have self-employed status registered with HMRC, and gross payment is required.

Teacher Signature _____ Print Name _____

Finances: Purchasing Policy

Control of Spending and Purchasing Policy Procedures

Introduction

SDMC trustees are committed to this Purchasing Policy and the control of all its expenditure. The policy sets appropriate limits on all persons making purchases in the name of the Trust and Music Centre. We will follow good procurement practice and the principles of procurement management for all equipment, consumables and services for music, teaching and administration in order to gain best value for SDMC without undue favour to any particular supplier.

Value and Authority Definitions

The following definitions do not apply to staff payments for hours worked or regularly repeated expenses (such as insurance premiums or rent of premises) but rather to single purchases of goods and services. For Major Expenditure, approval may be by meeting or by email.

Value Definition for each payment authority required for each payment

Low Cost – up to £150 - Head of Centre or Deputy Head of Centre

Medium Cost – more than £150 and up to £1000 - Head of Centre or Deputy Head of Centre & One Trustee

High Cost – greater than £1000 and up to £2000 – Head of Centre & Chair or Vice Chair, plus a Trustee with financial oversight.

Major Expenditure - over £2000 – Head of Centre and Majority approval of the Board of Trustees

Staff to provide two suitable quotes or good reason for deviating from this practise.

Petty Cash: small cash float to cover minor items such as stationery, stamps and 200 Club prizes.

Instrument Purchases: new or used instruments are purchased usually through the Derby and Derbyshire Music Partnership scheme

Instrument Repairs: some instruments are owned by the pupils themselves and they are responsible for paying for any repairs. Other instruments are owned either by the Trust or by the Music Partnership. If any of these instruments need repairing, it is essential that the ensemble director, teacher or parent discusses this in the first instance either with the Head of Centre or with the Deputy Head of Centre. Only these two people can authorise payment. The Music Centre will not be liable for any unauthorised expenditure on instrument repairs.

Setup team: This team of senior students sets up and packs away the equipment for each ensemble. They are paid a nominal remuneration at the same frequency as the ensemble directors.

Additional administration fees may be paid to SDMC Supervisors / Ensemble Directors for such extra activities as large concerts, music tours and examinations. These additional payments are factored into the initial budgets for these activities.

Finance: Accounts

SDMC Fees Account

This is a general account and is used for the collection of membership subscriptions, payments to ensemble directors.

Sort Code: 40 43 30 Account Number: 61128000

Signatories: K. Loukes, L. Holt

Online Access: K. Loukes, L. Holt

Finances: Reserves policy

SDMC keeps funds in reserve to ensure that, in the event of a revenue shortfall, core activities can continue for a short period of time while the situation is assessed and the necessary actions can be taken to address the problem.

The level of funds currently held in reserve is £5000.

The reserves will be reported in the Annual Accounts and will be monitored and reviewed on an annual basis.

The Role of a Volunteer at Music Centre

We have two categories of SDMC volunteer. SDMC Support volunteers are either assigned to support a specific ensemble in a non-musical role or given a designated role within the music centre not directly linked to an ensemble.

Ensemble Support who, depending on their own music knowledge and ability, support by working with individual members or sections - under the direction of the group's conductor.

SDMC Support who support the conductor and group in a range of non-musical ways. It is impossible to list all the tasks they might undertake, but the following are offered as suggestions:

- Be responsible for taking the register of attendance
- Players & singers should have their own folders with their own set of music. SDMC Support volunteers should ensure the children have the correct music with them.
- Deal with any player/singer who becomes ill or upset.
- Relay any messages, problems, etc either to the ensemble director or to the supervisor at the end of the rehearsal, and the parent/carer if appropriate
- Alert the coordinator to absences which are causing concern
- Ensure players/singers have been collected from the rehearsal.
- Act as a mentor to younger players, under the direction of the Head of Centre

.... at concerts:

- Help with registration and health & safety issues
- Help with preparations (uniform etc) before the performance
- Support the ensemble director in ensuring the players/singers are in the correct places at the correct time, etc

This is a most important role, and ideally, it is helpful to have a named SDMC support volunteer assigned to every group.

SDMC Support who are not assigned to an ensemble, undertake numerous tasks. These include:

Serving at the Tuck Shop Moving equipment Cataloguing music Maintenance of music stands etc

Managing our Equipment Policy

This policy should be read alongside the 'Manual Handling Operations Policy' (April 2024) and the 'SDMC Percussion Handling' document.

Manual Handling

- Only those who have been appointed members of the *Set-up Team* should move, lift or handle any of the heavier equipment.
- Music Stands are stored in boxes which hold approximately 10 stands each. These should always be carried by two members of the team.
- Tables in the classrooms should be moved by two members of the team.
- Percussion equipment is stored in *gig boxes*, and should be moved only by the percussion players or members of the Set-up Team.

Electrical Equipment

- Electrical equipment is subject to annual PAT testing.
- A record will be kept showing the equipment PAT tested, date of test and who tested it

Ladders / Steps

The use of steps and / or ladders is only authorised for staff / helpers who have completed the required training. Assistance will be sought when needed.

Accessing and using the Container Unit

To be written and agreed once the Container Unit has been fitted with shelving and is ready for use.

Information for Parents regarding Absence

We want all pupils to succeed with their playing and/ or singing, and we would therefore ask **EVERYONE** to make attendance at rehearsals and concerts a priority.

Clearly, it is your decision whether your child joins the Music Centre, but if they do, we ask you to abide by these basic procedures please (particularly in relation to absence from concerts).

Absence from Music Centre Rehearsals

It's inevitable that occasionally, your child may need to be absent from a music centre rehearsal. When this is the case, we would appreciate it if do **ONE** of the following:

Inform the conductor the week before if you know your child won't be there.

OR

Contact the SDMC email in advance, and ideally before the practice session starts:

By e-mail: **coordinator@southderbyshiremusic.org**

(Staff may not be able to respond immediately, but at least will have your message)

There are many reasons why we believe it is important to do this, including the following:

- Their safety and welfare are paramount. If they're not at music centre at the time we normally expect them to be there, we need to know you're aware of this.
- Playing or singing with others is a team effort, and each member is important. Even though there may be 20 or 30 others there, the contribution made by your child is valued.
- We also care about the progress of each individual member, and regular attendance helps to maintain this progress.
- If a member misses two or more consecutive rehearsals without a good reason, it may be that a little problem has arisen, and they might need some encouragement to attend.
- It is a common courtesy which will be important for them in later life: To make apologies for absence whatever organisation they are a member of.

We may contact you by phone or text during a rehearsal if your child is absent and we haven't heard from you.

Absence from Music Centre Concerts

Throughout the year, all members of the Music Centre have the opportunity to perform at events and concerts; these showcase their achievements and enable families, friends and the wider community to enjoy their music.

Our commitment to you is that we will keep you informed via our website, social media pages and email of all dates and arrangements. We aim to give at least a term's notice of concert commitments. For our major performances, such as the *Christmas Festival* and *Summer Celebration Concerts*, we make sure these dates are published months ahead.

In return we would like you to check availability and inform us immediately (ideally via email) if your child is unable to attend a particular concert. This should prevent last-minute panics. By giving notification in written form, a conductor is fully aware in advance and can plan accordingly. It should be possible to alert us many weeks prior to a concert if there is a clash of dates.

Obviously, any of your child's school commitments would take priority, but we would appreciate your co-operation in still keeping us informed, if this is the case.

Behaviour Policy (children and young people)

Children and young people in music centre are expected to behave in a sensible and responsible manner, as would normally be expected in a good school.

The individual ensemble director is responsible for managing the good behaviour of the children and young people in their group. Should there be cause for concern, the ensemble director should speak with the Head of Centre who would decide how best to deal with the issue(s). Action may include a discussion with the child and perhaps contacting the parents to seek their support. Any decision concerning the exclusion of a child or young person from the Centre would only be made following a meeting of the trustees.

Disciplinary Policy (adults)

The purpose of the disciplinary procedure is to ensure that any concerns with the conduct or performance of an ensemble director or member of the SDMC team are handled in a fair, consistent and timely manner.

The Trust reserves the right to suspend a member of staff or team member from attending music centre while a disciplinary offence is investigated. Suspended absence will be on full pay for paid team members and will normally last for no more than three weeks while the disciplinary offence is investigated.

Minor disciplinary offences

Minor disciplinary offences and general issues of poor performance will be handled informally in the first instance, through discussion/counselling and informal warning(s).

Serious disciplinary offences

Where an informal approach fails to bring about the desired improvement, or where the offence is more serious, there will be a meeting with the Chair and two other trustees.

The Trust will:

- Give the person concerned a minimum of 24 hours' advance notice of the meeting in writing, making it clear that the meeting is being held under the Trust's formal disciplinary procedure and detailing the alleged misconduct
- Remind the person concerned of their right to be accompanied at the meeting by a colleague or friend
- Give the person concerned, at the meeting, a full explanation of the case against them
- Give the person concerned, at the meeting, every opportunity to challenge allegations against them, state their case and put forward an explanation of their conduct and any mitigating factors
- Take all relevant factors into account before reaching decisions about any disciplinary action
- Confirm the outcome of the disciplinary hearing in writing within five working days, specifying the reason for any disciplinary action, the standards of conduct or work performance expected, details of any objectives and timescales agreed, the consequence of failing to achieve acceptable improvements, and the period after which any warning will be disregarded for disciplinary purposes;
- Remind the person concerned of their right to appeal against any disciplinary action. In the event of an appeal, the panel will consist of the Chair, the SDDC trustee and a member of the Music Partnership's Leadership Team. Decisions reached at this meeting will be final.

Complaints Procedure

Parents who have cause for concern or complaint are invited in the first instance to speak with the ensemble director concerned, Head of Centre or Chair of Trustees. In the event of a serious complaint, they may make representation to the Trustees in writing, via the Music Centre email address at coordinator@southderbyshiremuisc.org

General Points

Website and Publicity

The Music Centre will, from time to time, take photographs of players and singers to use for publicity purposes. ***Parents should indicate on the database if they do not wish their child to appear in this publicity.***

Medical Information

It is essential that our information regarding medical and health issues is continually updated, for children, young people and members of the music team.

Relevant medical information is accessible to the appropriate SDMC Supervisor at all times. This information is kept securely within the staff / member's data base file and only communicated to staff as and when necessary. This information is also always accessible at events taking place outside the Centre, though the Supervisor's access to the database.

Insurances

Insurance cover has been arranged through the Music Partnership, and copies of these policies may be seen on request via the Head of Centre.

Social Media Policy

SDMC uses social media platforms and a website to promote centre activities, engage with followers, and share links to information and musical opportunities. This policy sets out the measures taken by SDMC to ensure our members are kept safe online, and to encourage good practice by those using and interacting with our social media platforms.

Our social media platforms (Facebook and Instagram) are managed by our social media manager, and overseen by a member of staff with safeguarding responsibility. Posts are checked to ensure quality of presentation. All photographs and videos are published in line with SDMC's Photography Policy, and with necessary consents.

The Social Media Manager and the admin team are responsible for the monitoring and management of SDMC social media platforms, ensuring all content has a purpose, is a benefit for SDMC and its audience, and that it reflects SDMC's values.

The Social Media team

- are the only people who have full access to all SDMC social media platforms
- are notified of all activity on the page: likes, comments and shares
- can block followers for making comments not directly related to the post, or to the centre and its members
- can reply to any direct messages via social media. (However, we ask that contact is made via email to the coordinator)

If a student is seen to be making any comments that we feel are derogatory to either staff or students at SDMC, we will remove these comments from the social media platform, after taking photographic evidence, and contact could be made with parents.

We suggest when engaging with the SDMC social media platforms, all followers:

- pause and think before posting, and apply the same personal standards of behaviour as with face-to-face contact
- do not post comments anonymously, as this could prolong any investigation should a problem arise
- ensure any comments made are positive - do not use the comments section to air grievances, criticise or abuse children and young people, staff, trustees, volunteers, or parents
- do not use the comments section to add items which would be considered inappropriate or offensive. This includes, but is not limited to, comments and items which would be considered bullying, discriminatory, sexually explicit, lewd, threatening, harassment, or defamatory.
- do not share photos of other people's children (please refer to the photography policy)
- ensure comments do not identify individuals within the organisation, especially children and young people.

We encourage the sharing of official SDMC posts to promote centre activities and opportunities, and to celebrate successes.

Please do not attempt to contact children and young people by accessing profiles via posts with which they have interacted.

Also, ensure that any concerns about posts, comments or sharing of posts are flagged to the Social Media manager via email to coordinator@southderbyshiremuisc.org at the earliest opportunity.

Many adults (staff, trustees, volunteers) involved in the work of South Derbyshire Music Centre will have personal social media profiles. SDMC does not intend to inhibit personal use of social media, However, inappropriate use of personal profiles has the capacity to undermine the reputation and values of the individual and SDMC team members. When any members of the SDMC music team, volunteers or trustees interact on social media, we ask that they:

- prioritise the welfare and wellbeing of children and young people at all times
- do not use the social media profiles of children and young people connected to you to contact other children
- take care not to reveal confidential information about SDMC or its members, staff, trustees, volunteers and other adults.
- do not post inappropriate, abusive, or offensive remarks about individuals connected to SDMC.
- do not discuss perceived issues or conflicts within SDMC through personal social media.

Report any inappropriate behaviour directed towards yourself or other team members, either by adults or children and young people associated to SDMC, to the Head of Centre. We advise all SDMC staff, volunteers, and trustees refrain from befriending parents and students on social media unless known to them personally outside SDMC. We suggest that all staff, volunteers, and trustees have their accounts set to private to protect themselves on social media.

When dealing with incidents of inappropriate behaviour on SDMC social networking platforms, South Derbyshire Music Centre will:

- respond to all incidents of online abuse in line with our Safeguarding Policy
- block any users who persistently misuse use our social media pages
- remove any comments it deems unacceptable.
- use the provisions of the Disciplinary Policy to manage incidents of inappropriate adult behaviour online towards SDMC and its members
- use the Behaviour Policy to manage incidents of inappropriate behaviour in the case of children and young people, which fall outside the parameters of the Safeguarding Policy.

The SDMC coordinator and a member of staff with safeguarding responsibilities have full access to the data and they are responsible for its management.

The SDMC website is used to promote SDMC and provide information. Students are asked to download music from a secure part of the site using a group password sent out at the beginning of each term. Students and staff do not need individual usernames and passwords to access this part of the site. Should there be any concerns referring to the use of the SDMC website, please contact the Head of Centre or coordinator immediately.

Photography and Filming Policy

The purpose of this policy statement is to:

- protect children and young people who take part in the South Derbyshire Music Centre's events and activities, specifically those where photographs and videos may be taken;
- set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities;
- to ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.

This policy statement applies to all staff, volunteers and other adults working with SDMC. It has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of key legislation and guidance are available from the NSPCC.

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

We recognise that:

- sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation
- the welfare of the children and young people taking part in our activities is paramount
- children, their parents and carers have a right to decide whether their images are taken and how these may be used
- consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online.

We will seek to keep children and young people safe by:

- always asking for written consent from parents / carers before taking and using a child's image. This consent is given at the time of registration.
- always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children
- making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- not identifying a child by name.
- never publishing personal information about individual children.
- making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)

Reducing the risk of images being copied and used inappropriately by:

- only using images of children in appropriate clothing (including safety wear if necessary)
- using images that positively reflect young people's involvement in the activity.

We will also develop a procedure for reporting the abuse or misuse of images of children as part of our child protection procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

Photography and/or filming for personal use

When children themselves, parents, carers or spectators are taking photographs or videos at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event.

This includes:

- asking for photos taken during the event not to be shared on social media
- reminding children, parents and carers who they can talk to if they have any concerns about images being shared

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- providing the photographer with a clear brief about appropriate content and behaviour
- ensuring the photographer wears identification at all times
- informing children, their parents and carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- not allowing the photographer to have unsupervised access to children
- not allowing the photographer to carry out sessions outside the event or at a child's home
- reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

Storing images

Our official SDMC photographer will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law. We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access.

Communication Policy

South Derbyshire Music Centre (SDMC) is committed to having clear and effective lines of communication between itself and parents/carers, team members, and the wider community.

Website

South Derbyshire Music Centre maintains its website in order to

- publicise its presence and purpose
- provide stakeholders with ready access to information about centre activities
- provide a password protected members area for each ensemble, through which students are asked to download and print music
- provide those interested in joining a group or ensemble with a means to contact SDMC via email
- provide a secure parent portal for interested parties to sign up

Email

South Derbyshire Music Centre's email address is the principle means of communication between SDMC staff and the parents / carers of members. Necessary information (for example termly fees, concert dates) are sent out to parents / carers via the email addresses they have provided. The Head of Centre and ensemble directors send emails to the admin team for dissemination to students via parents / carers.

SDMC email: coordinator@southderbyshiremusic.org

Direct messaging from Social Media platforms

Both the social media manager and the Deputy Head of Centre have direct access to messages received through social media, and can reply directly as appropriate.

WhatsApp

Family Brass Band consists of adults and students under 18 making music together. The adults and parents/carers have consented to be part of a WhatsApp broadcast group. Personal details cannot be accessed by other members of the group, nor can members read messages written by other members to the ensemble director. This is used in addition to email contact, and not in its place.

Arrangements between instrumental tutors and parents/ carers of their students are a personal matter, and therefore outside of the remit of SDMC.

Online Meetings Policy and Protocols

When required, Zoom is the specified online meetings software used by SDMC.

The safety and wellbeing of staff, SDMC volunteers and music centre members is of paramount importance to South Derbyshire Music Trust, including when virtual meetings are being held.

It is therefore essential that we all adhere to the following:

- The parent/carer should, if possible, log on to the zoom session 5-10 minutes prior to the start of the session. This will ensure that all participants are allocated to their breakout room in time for the session to make a prompt start. If a child is attending more than one zoom session, they should stay in the first one and they will automatically be transferred to the next one.
- The zoom session must be started with/by the parent/carer or a designated responsible adult and should be ended by them.
- The responsible adult is present throughout to supervise the child; if not in the room, then able to view the room through an open door.
- The usual music centre standard of behaviour is expected from all participants
- Zoom sessions must take place in a suitable area of the home in a shared space (e.g. kitchen, sitting room) and not in a private space (i.e. a bedroom) with the door open throughout and ideally with no personal items visible in the background.
- Ensure all distractions and disturbances are minimised.
- Appropriate clothing must be worn (e.g. as would be worn at music centre, school, or equivalent).
- There should be no items visible that could conceivably cause offence to other participants.
- The Ensemble Director and/or SDMC volunteer may choose to wear headphones, for clarification, but the pupil cannot wear headphones as the zoom session must be audible to the responsible adult.
- Staff will be the last one to leave the meeting and a member of staff or SDMC volunteer will not be on their own in a breakout room with a child.
- Zoom sessions must not be recorded by the parent/pupils and will not be recorded by the ensemble director, without 48 hours prior notice. If you do not wish your child to be recorded please let us know within 24 hours of the session.

If a parent/carer has any concerns please contact via: coordinator@southderbyshiremusic.org

Policy on Loaning Instruments

Introduction

SDMC has a reasonable number of instruments which have been bought over many years. It is better that they are used rather than remaining in storage, but it is necessary that there are procedures in place which ensure we retain control of the stock of instruments.

The coordinator is responsible for maintaining an up-to-date list of SDMC instruments. No instrument should be borrowed without their knowledge and agreement.

If an instrument is to be loaned to a learner, an appropriate SDMC instrument specialist should check its condition, including the case and if necessary, arrange for it to be repaired before it is given to the pupil.

A loan agreement will indicate that any damage incurred will be paid for by the parent. The loan agreement should be signed by the parent (one copy retained by the coordinator and one copy for the parent).

When an instrument is returned, its condition should be checked and if there is noticeable damage, this needs to be discussed with the parent and where appropriate, a charge made for its repair.

In order to prevent instruments gradually 'going off the radar', an annual check will be made at the beginning of June with the instrumental teacher concerned, the pupil and parent/carer, to ascertain that the instrument is still being used. Subject to the agreed conditions on the loan form being met, the instrument may be loaned for a subsequent year and the loan form updated and signed by the parent/carer.

Where an instrument is loaned to an adult who is using it in order to generate an income for themselves (e.g. playing for a show etc) or to another organisation, this and a donation to SDMC funds, must be agreed with the Head of Centre first.

SDMC INSTRUMENT LOAN AGREEMENT

Name of player	<i>Name of teacher (if applicable)</i>
Instrument	Approx. value
Size	Date of first lesson
Make	Date when loan will end
Serial No.	
<i>To be completed by a parent/carer:</i>	
Student's date of birth	Name of parent/carer
Current school	Telephone number/s
School year	Email address
Parent/carer address	I have made a non-refundable annual payment of £30 for child / £50 for adult by bank transfer on (date).....
Postcode	

Please return this form to the Music Centre Coordinator (**Please do not return it to your child's teacher**)

AGREEMENT

As parent/carer, I undertake to support my child in taking advantage of the opportunity being offered to him/her to learn a musical instrument. The provision of the instrument is conditional on my child's regular attendance, regular practice and, when assessed to be ready by the instrumental teacher, attendance at **SOUTH DERBYSHIRE MUSIC CENTRE**.

I understand that the instrument is loaned for a period of one year after which this loan agreement will be reviewed. I will ensure that good care is taken of the instrument, which remains the property of the South Derbyshire Music Centre. I will be liable for the cost of any repairs to the instrument which arise as the result of wilful damage or lack of care and for the replacement of a stolen/lost instrument.

I understand that in the event of damage, I will not undertake to get repairs done, but **refer to the Music Centre in the first instance**.

I UNDERSTAND I WILL NEED TO ADD THIS INSTRUMENT TO MY HOUSEHOLD INSURANCE AND CHECK THE COVER INCLUDES ANY MEANS OF TRAVEL MY CHILD WILL BE USING.

Please sign below, confirming you understand and agree to the conditions involved in the loan of this instrument.

> **Signed (parent/carer)**

> **Date**

> **Please print your name**