



MUSIC LEARNING COLLECTIVE

---

# Safeguarding Policy Statement

Version 1.0

Owner: Director of Operations

Approved by: Quality and Standards Committee

---

---

## Content

<b>Safeguarding policy statement</b>	<b>3</b>
<b>Examiners and Teachers</b>	<b>3</b>
<b>Centres</b>	<b>3</b>
<b>Employment</b>	<b>3</b>
<b>Protection of Candidate data</b>	<b>4</b>

## Safeguarding policy statement

MLC takes the safeguarding of children and vulnerable adults extremely seriously and has put in place as many preventative measures as possible within its assessments structure and processes.

An outline of these is provided below and full details of all MLC's Safeguarding procedures can be found in the safeguarding sessions of the websites [www.mlc-academy.com](http://www.mlc-academy.com) and [www.musiclearningcollective.com](http://www.musiclearningcollective.com)

All MLC safeguarding procedures have been prepared in conjunction with a safe network and in accordance with section 11 of the Children Act of 2004. It has also been checked and verified by a qualified safeguarding trainer.

All MLC staff and associates are expected to adhere to the DoF's advice "What to do if you're worried a child is being abused."

## Examiners and Teachers

- All UK examiners and Teachers hold a full Enhanced DBS check and these are re-done every 3 years.
- All UK examiners and Teachers have been checked as suitable to work with children on the Barred Persons List 99.
- Examiners and Teachers have also stated in writing that they agree to abide by the "Keeping Children Safe in Education Part 1 Only" document.
- As part of their training all examiners have completed the NSPCC Level 1 course, Child Protection: An introduction.

## Centres

- All stewards working for centres that MLC hire are strongly advised to obtain an enhanced DBS check.
- All Stewards must also follow a set procedure to minimise any potential situations arising.
- All MLC centres must have visibility into the exam room, for example glass in the exam room door, internal windows, or silent CCTV monitoring (through webcam or similar) which that steward undertakes to check regularly.

## Employment

- All key MLC employers of examiners and Teachers and moderators have received Level 3 Safeguarding training and where this has not been possible, MLC will include such people in any employment interviews.
- All examiners and moderators are made aware when offered a position of employment with MLC that this is subject to appropriate DBS vetting and barring arrangements.

### Reporting a concern

A clear process of reporting any concerns, witnessed disclosure and/ or events has been established and can be found within the Safeguarding section on the MLC website.

## Protection of Data

All student and customer data, regardless of age or ability is securely held and distributed only at need in line with the Data Protection Act 2018. This includes all online data collected for operation purposes, please see out our privacy statement for more information on this.