

SMASH HIT Songwriting School
Safeguarding Code of Conduct

SMASH HIT Songwriting School is committed to safeguarding and promoting the welfare of all children and young people. This Code of Conduct sets out the professional standards expected of all staff, freelancers, tutors, volunteers, contractors and representatives working with children.

1. Scope

This Code applies to all SMASH HIT Songwriting School activities including in-person lessons, school-based lessons, holiday clubs, performances, showcases, online lessons and off-site activities.

2. Professional Conduct Standards

- Act as positive role models.
- Maintain clear professional boundaries at all times.
- Treat all children fairly and without discrimination.
- Use appropriate language and behaviour.
- Avoid favouritism.
- Never engage in sexual or inappropriate relationships with students (including those aged 16–17).
- Never work under the influence of alcohol or drugs.
- Dress appropriately for a youth educational setting.

3. Professional Boundaries

- Avoid unnecessary physical contact.
- Ask permission before any physical guidance (e.g., posture or technique correction on instruments).
- Avoid being alone in closed, isolated environments where possible.
- Ensure sessions are visible or doors remain open where appropriate.

4. Communication & Social Media

- Use official SMASH HIT Songwriting School communication channels only.
- Always communicate with parents/guardians rather than directly with children.
- Do not friend, follow or privately message students from personal or professional social media accounts.
- Avoid sharing personal contact details.

- Keep all communication professional and transparent.

5. Online Teaching & Digital Safety

- Obtain parental permissions before any photos or videos are taken of any children and ensure that these are taken on official work devices only.
- Use approved, secure platforms for data management.
- Maintain professional dress and neutral backgrounds.
- Record attendance for every lesson.
- End sessions if a child appears in an inappropriate or unsafe setting.

6. Safeguarding Responsibilities

- Complete safeguarding training annually.
- Remain alert to signs of abuse, neglect or exploitation.
- Never promise confidentiality to a child making a disclosure.
- Record and report concerns immediately to the Designated Safeguarding Lead (DSL) of the child's school and send a copy of the incident form to the DSL at SMASH HIT Songwriting School.

7. Reporting Concerns

If a child is in immediate danger, call 999 immediately.

All concerns must be reported to the Designated Safeguarding Lead (DSL).

Name: Oscar Wenman-Hyde

Position: Company Director

Email: info@smashhit.co.uk

Phone: 07354362078

8. Confidentiality & Record Keeping

Safeguarding information must be shared strictly on a need-to-know basis and stored securely in compliance with UK GDPR. Records must be factual, dated and signed.

9. Breaches of This Code

Failure to comply with this Code may result in removal from duties, disciplinary action, referral to the Local Authority Designated Officer (LADO), or referral to police or statutory agencies.

10. Policy Review

This Code will be reviewed annually or following legislative updates.

Review Date: 24/09/26

Next Review Due: 31/09/26

Staff Declaration

The Company Director confirms that all staff have read, understood and agreed to follow the SMASH HIT Songwriting School Safeguarding Code of Conduct.

Name: Oscar Wenman-Hyde

Position: Company Director

Email: info@smashhit.co.uk

Date: 18/02/26