Safeguarding and Child Protection Policy

Applicable to: Apollo Audio, Atlantic Audio, and Billy Hills (hereafter referred to as "The Organization")

This policy outlines the commitment of The Organization to protecting children, young people (under 18), and vulnerable adults who engage in our teaching, mentoring, recording, and audio production services.

1. Core Principles

- **Welfare is Paramount:** The health, safety, and welfare of the student are always the primary consideration.
- **Equal Protection:** All students, regardless of age, disability, gender reassignment, race, religion, or belief, sex, or sexual orientation, have an equal right to protection from harm.
- **Zero Tolerance:** We maintain a zero-tolerance approach to any form of abuse, harassment, or inappropriate behavior.
- **Transparency:** All teaching operations, whether in-studio or online, must be conducted with maximum transparency and professional boundaries.

2. Code of Conduct for Teaching

Instructors and staff operating under Apollo Audio, Atlantic Audio, or Billy Hills must adhere to the following professional boundaries at all times:

- **Communication:** All digital communication with students under 18 should ideally include a parent or guardian (e.g., CC'd in emails or group chats). Direct, private messaging via personal social media accounts remains strictly prohibited. **However, with explicit, written parental consent, direct text messaging with a student is permitted strictly for logistical purposes related to studio work or lesson scheduling.** Such communication must remain entirely professional, and parents/guardians retain the right to review these communications upon request.
- **Physical Contact:** Maintain appropriate physical boundaries. Physical contact should only occur if necessary for demonstrating technical equipment (e.g., adjusting a microphone posture) and only after asking for and receiving explicit permission.
- **Appropriate Material:** Ensure all audio, lyrical, and educational content used during lessons is age-appropriate and does not contain explicit or harmful material unless studying a specific historical/cultural context with prior parental consent.

3. Safe Environment Guidelines

Environment	Required Safeguarding Measures
In-Person (Studio)	Doors with viewing panels should remain unobstructed. If a viewing panel is not available, the studio door should remain slightly ajar during 1-on-1 sessions. Parents/guardians are always welcome to sit in on sessions.
Online (Remote)	Instructors must teach from an appropriate, neutral space. Sessions should only be recorded for educational purposes with explicit prior consent from the student and parent/guardian. Students must wear appropriate clothing.
Events/Workshops	A minimum of two DBS-checked staff members must be present for any group workshops involving minors.

4. Recognizing and Reporting Abuse

If a student discloses abuse, or if a staff member suspects a student is at risk of harm, staff must follow the **4 R's**:

1. **Recognize:** Be alert to signs of physical, emotional, sexual abuse, or neglect.
2. **Respond:** Listen to the student without judgment. Do not promise absolute confidentiality, as you have a duty to report safeguarding concerns. Reassure them they did the right thing by speaking up.
3. **Record:** Write down exactly what was said using the student's own words as soon as possible. Include the date, time, and location.
4. **Report:** Immediately pass this information to the Designated Safeguarding Lead (DSL). If a child is in immediate danger, dial 999.

5. Personnel and Compliance

- **Designated Safeguarding Lead (DSL):** [Insert Name Here] is the appointed DSL responsible for overseeing this policy and handling any reported concerns.
- **Background Checks:** All teaching staff and frequent contractors must hold a valid, up-to-date Enhanced DBS (Disclosure and Barring Service) check before commencing unsupervised work with minors.

- **Review:** This policy will be reviewed annually or following any significant changes to safeguarding legislation.