

Amber Music Project - Policies and Procedures

The Amber Music Project is run in partnership with MIDI (Music in Devon Initiative). The project's principal aim is to give residents opportunities to access high quality music tuition to support both their personal and musical development.

Further aims of the project are to provide opportunities for residents to gain accreditation (in the form of Arts Award) and to provide opportunities to explore the music industry as a possible career choice.

Safeguarding

- All music leaders paid or unpaid are required to complete a satisfactory DBS check and provide references.
- All visitors without the above need to be accompanied at all times.
- Everyone working with residents must understand the work that we do and the vulnerability of the residents and their risk factors. Amber's policies and procedures will be made available to music leaders and they are required to read them.
- All music leaders and visitors must dress appropriately.
- When on site a radio must be carried at all times.
- When working alone music leaders need to check in with a staff member after each session.
- Any disclosure of a safeguarding nature by a young person needs to be reported to the centre manager immediately.

IT

- Refer to Amber's IT policy

Fire Prevention Policy

- Refer to Amber's Fire Prevention policy

Housekeeping

- All residents taking part are to be inducted to the project and the music rooms.
- New music leaders and volunteers also need induction
- There are 2 music room laptops. They are both to be stored in the administrator's office and signed out and back in when needed.
- Stocktakes need to be done monthly. Any items damaged or lost need to be reported to centre manager.
- All electrical equipment must be turned off.
- All equipment to be returned to the music room.
- Only participating residents can have access to music rooms out of hours.
- Staff to ensure it is locked when not in use.
- Music leaders to sign in and out in Nicki's office. Log sheets to be completed with hours completed and residents seen.

Amber staff

- All staff to read the precis of project and understand their role to encourage and support residents to make full use of the project.

Residents

- As part of induction residents are told about music project and invited to participate. Team leaders to encourage team members to take advantage of the project even if only for a taster session.

Arts Award

- At least two members of Amber staff to have Bronze & Silver adviser training.
- All staff aware that we offer arts award and to encourage residents to gain accreditation.

Monitoring and Evaluation

- The ongoing monitoring of this project is recorded on impactasaurus.org using resident reference numbers (from database) to ensure anonymity.
- Monitoring questions use Youth Music's Wellbeing Scale and Musical Development Scale.
- Amber staff to issue resident number to music leader when they start participating in project.
- Ongoing monitoring to be completed regularly.
- Music Leaders to complete session diaries and record quotes from participants on a regular basis.

Review of Policies

- These policies to be reviewed on an annual basis

Date written and agreed with programme staff and music leaders from MIDI: January 2020