

Key Music for Life Policies

Reviewed 25th October 2024

Health and Safety

- Music for Life (MfL) follows guidance and recommended procedures as provided by the HSE. This is a variable response to an unusual Not for Profit Service.
- Employees (e.g. admin staff) work remotely from home, no one working office has more than 5 employees in, so in line with HSE guidelines, a written policy is not necessary. Health and Safety is discussed at team meetings on an office need basis.
- All equipment provided or used directly by MfL for any teaching, groups or concerts directly provided by Music for Life is PAT tested.
- Tutors working in partnership with MfL are freelance, self-employed musicians and tutors. They are advised to make themselves aware of the health & safety policy evident in each school they work.
- All events directly organised by MfL have an individual risk assessment carried out according to the nature and requirements of the event.
- A First Aid kit must be taken to all rehearsals and events.
- An Accident Book is used to record any accidents at work or at rehearsals/events.

Data Protection

- MfL holds data of a sensitive personal and financial nature. MfL is registered under the Data Protection Act and complies fully with the requirements of GDPR. Our Privacy Policy is here: <http://www.musicforlife.org.uk/privacy>.
- In particular, pupils' data is securely protected held in an encrypted database stored on a Microsoft Azure Server accessed only via a VPN for secure transmission of data. System passwords are changed several times a year and access to this data is only available to 4 people. Freelance tutors working with Music for Life never have access or sight of sensitive information such as phone numbers, email addresses, postal addresses. Information provided by parents about Special Educational Needs is passed to freelance tutors who will be teaching them.
- Users of the database are contractually prohibited from copying personally identifiable or otherwise sensitive pupil data from the server by any means.
- Any personally identifiable information which is printed and needs to be disposed of must be shredded.
- PCs and any other equipment which may contain personal or sensitive data are disposed of professionally and securely using companies specialising in such matters.

Equality & Diversity Policy

Music for Life aims to promote equality and diversity in everything we do by:

- Creating a positive and welcoming environment for people to learn, work and engage with each other in school and across their community.
- Treating all people fairly and with respect and giving them all an equal opportunity to learn and progress.
- Encouraging people from different backgrounds to continue to learn and to achieve their potential in life.
- Adhering to legislation and regulations, and supporting legal requirements.
- Working proactively to combat discrimination, encouraging and promoting equality and celebrating diversity.
- MfL values the abilities and skills that all individuals bring with them. With very limited resources and no direct public funding, MfL's ethos is to ensure opportunities are accessible to everyone, regardless of gender, race, disability, physical ability, mental capability, education, sexual orientation, religious belief, values, age, personality, experiences and culture.
- MfL values social and cultural diversity and aims to ensure that all pupils have a positive experience while learning with Music for Life. MfL complies with the Equality Duty (section 149) which supports good decision making, considering how different people are affected by their activities, making sure that wherever possible that our services are accessible and meet different peoples' needs.

Training Courses

- Tutors working with Music for Life are self-employed, freelance musicians and tutors. As such, responsibility for their own professional development lies ultimately with them. Music for Life's role is to monitor and approve the work of a tutor, and although we can assist and support with training, that is not a primary function of Music for Life. We do not have access to public funding which makes this possible. If there are evident concerns over the quality of teaching however, Music for Life could suggest that training is undertaken as a condition of continued recommendation. If the tutor refuses, they are at liberty to continue offering their service to the school but Music for Life would withdraw recommendation, presenting the evidence for the decision to both the freelance tutor and the school(s).
- MfL offers a training event for freelance tutors, usually annually, with ongoing support on request, provided through a variety of different methods to suit the individual needs. This support can include for example, mentoring or working alongside other tutors/experts to develop teaching ideas and gain new experiences. Nearly all freelance tutors who deliver whole class projects for schools have been trained by watching and working alongside more experienced "experts" first.

Evidence of "Quality"

- Two independent peer evaluation reports produced as part of a national programme to assess the quality of school music services across the UK judged MfL's overall effectiveness to be "outstanding". The second report concluded: *"The agreed judgement is that Music for Life has maintained outstanding performance. Identified areas for development in the previous review have been addressed. Music for Life provides a very wide range of services to a high standard within a very limited budget and so offers outstanding value for money to stakeholders. The service, with the skill and expertise of its leadership team, is well placed for further developments."*
- Substantial documented parental feedback is collected every year, well over a thousand responses annually, which shows quite exceptional support and satisfaction with Music for Life. This information is carefully analysed yearly and action is taken based on feedback from parents as required.
- Feedback from Headteachers / Feedback from HODs / Feedback from students.
- Written and other feedback from music tutors working with us. MfL asks for anonymous feedback to be provided every few years, and also collects feedback from new tutors about their experience of working with us.
- Lots of video, photo and audio recordings evidence the exceptional quality of MfL performing groups, whole class work, workshops and public performances.
- Evident support and engagement of stakeholders and their very positive reviews of Music for Life, some of which are made on public forums such as Facebook.
- Music for Life was judged to be 'Not for Profit of the year 24-25' by Prestige Awards. The judges praised 'the exceptional commitment to inclusivity that is the foundation of every class and event held by Music for Life'.

A handwritten signature in black ink, appearing to read "Dan Gooch-Peters".

Dan Gooch-Peters
Managing Director - Music for Life