

## One Education Music

### Safer Music Centres - All parents/guardians attending our music centres

The information that we collect on Melded is stored and processed in accordance with the [One Education Data Protection Policy](#).

### Music Centre Safeguarding / Code of Conduct

Manchester Music Centres is run by One Education Music at 6 locations across the City of Manchester. Putting children first is at the heart of One Education. One Education believes that children and young people have the right to be safe and free from abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

To this purpose we ask parents/carers to please read the outlined procedures before creating an account on Melded on their behalf.

**1. All children and young people are required to register with One Education Music.**

Parents/carers create an account on [Melded](#) and book the child on the tuition / group activity(ies) they will attend. Membership fees and tuition costs where applicable will apply. Parents/Carers must provide contact details for use in an emergency. Members will be contacted by phone or email for emergency purposes.

**2. Members must sign in and out of music centres.**

Parents/carers and pupils must sign in and out of the music centre unless not staying on the premises.

If you wish to allow your child (Y7+) to make their own way to/from the centre, you must inform the office in writing at [music@oneeducation.co.uk](mailto:music@oneeducation.co.uk)

**3. Lessons times and collection of pupils**

**3.1 South Music Centre, Chorlton High School;**

To facilitate smooth transitions between sessions at our South Music Centre, parents/carers are asked to arrive 5 minutes prior to the beginning and the end of the activity and as follows;

- All children in **Nursery, Reception, Y1 & Y2** must be dropped off and collected by their responsible adult from the classroom where the activity takes place.
- All children in **Y3-Y6** can be dropped off and collected from the music centre reception area by their responsible adult.
- All responsible adults of children in **Y7 up** are required to collect their child from the waiting area unless permission has been given for the child to make their own way home.

Please be mindful that the South Music Centre is accessible to the public and that other activities are taking place in the building and during music centre hours. **All parents/carers are encouraged to stay in the designated waiting area whilst your child is in their activity/lesson.**

### 3.2 North Music Centre, North Steelpan Music Centre, Irish Music Centre, East Music Centre, Central Music Centre

- For all activities in the above music centres, all children and young people should be delivered to and collected from the music centre reception / sign in area.
- Unless otherwise agreed with the music centre lead, parents will not be permitted into the teaching area.

#### 4. Emergency procedures

- If you need to collect your child early from an activity, please let the music centre administrator know.
- Unless listed as an emergency contact on Melded, you must contact us in advance at [music@oneeducation.co.uk](mailto:music@oneeducation.co.uk) if someone else is collecting your child at the end of their session.
- In exceptional circumstances, if you are going to be late when collecting your child, you must inform the music centre lead on 0777 685 2203

#### 5. Members should behave in a sensible and safe manner during Music Centre time.

To facilitate smooth transitions between sessions, please move directly from room to room. Exploring areas of the school not used by the music centre is not allowed. Please do not enter rooms that are not being used for any centre purposes. Please do not enter rooms where there is no music instructor present. Music instructors are easily identified by their One Education lanyards. Members should behave in a sensible and safe manner whilst waiting for a session. Children and young people must not be unaccompanied in the school grounds or around the centre.

#### 6. Please respect the music centre environment and property

Please keep waiting areas tidy and litter free. No food or drink other than water is permitted in any of the teaching spaces. Please treat other centre members, staff and parents with respect. Please support us with informing your children to respect this rule and follow your example.

