

WMEHS Online Music Centre Lessons Safeguarding Policy

Rationale

In order to provide continuity of service for children and young people of Walsall, WMEHS will support the delivery of synchronous online music tuition during the period of social distancing in lieu of face-to-face lessons.

The safeguarding of children and young people is the highest priority during any remotely streamed video lesson. This Synchronous Online Music Tuition Safeguarding Policy has been developed in consultation with the Walsall Safeguarding and with reference to DfE guidance for online safety.

This policy operates in addition to, and does not replace, the general safeguarding policy for WMEHS. All points must be observed for the protection of both student and tutor.

PLEASE READ THIS ENTIRE DOCUMENT.

General safeguarding guidelines and conditions for online teaching

- WMEHS will distribute this policy and consent/ application forms to relevant parents and carers.
- The consent/ application forms **must** be completed before synchronous online music tuition can take place.
- Just as in a face-to-face lesson, all WMEHS safeguarding policies and procedures still apply when teaching/learning online.
- **All WMEHS teachers delivering lessons have an Enhanced Disclosure DBS certificate and receive regular safeguarding training in line with Walsall Council policies.**

Technical Information

All WMEHS lessons must take place via the *MS Teams* platform in order to ensure safeguarding protocols are specific to the functions of the software and to allow for greater technical support to teachers, parents and carers.

The use of laptop/desktop is preferable due to improved functionality and security. However, in order to increase accessibility for all teachers and learners, it is possible for lessons to be facilitated on mobile devices via the *MS Teams* app. In this case, additional precautions must be taken including ensuring that the tablet/phone is mounted on a stand or table and not hand-held to avoid the accidental sharing of private or confidential data/images. The device will need to have a working camera with audio/microphone and should be tested before the lesson begins.

Computers or tablet/mobile devices used for live lessons should be in an appropriate area, and where possible against a neutral background. *MS Teams* have a virtual background function to

hide the actual background of the room. The background must be appropriate for the lesson e.g. blurred, plain and not distracting.

Teachers and parents/carers must make sure their device / laptop is plugged in, so a power supply is not cut mid-way through a lesson.

Online Learning Code of Conduct:

Mandatory Guidance for music teachers, parents/carers, pupils and all members of their respective households

- All lessons, where possible, will be timetabled during Music Centre teaching hours (generally between 16:00 – 21:00) and kept to the timetabled length with no lesson lasting longer than 30 mins. However, there will be some element of flexibility and negotiation between the parent/carer and teacher in terms of times and accessibility.
- All video-lessons should be set-up in advance using the Outlook Calendar function and then the 'meeting link' emailed to the parent/carer before the lesson.
- The teacher will wear their Walsall Council lanyard and ID badge during lessons.
- *MS Teams* is our preferred online platform, and so an authorised channel of communication. It must only be used during a scheduled lesson or meeting time. Neither student nor teacher should use this as a means of contacting the other party outside of the scheduled lesson time. As with all music centre- based communications, the content and language of messages must, at all times, be professional. Teachers will advise parents/carers if they need to contact them to use formal channels. Lessons will be recorded and stored securely on WMEHS business cloud in Office 365 (in line with GDPR requirements) for a maximum of one term for safeguarding purposes and proof that the lesson has taken place. After this time these will be deleted, and no videos will be shared online.
- Teachers must only use their WMEHS business email addresses (@walmused.org.uk OR @forestartsmusic.org.uk) to communicate with parents/carers.
- Teachers should only contact students via their parents/carers email address.
- The *MS Teams* Lesson must be logged into by the **parent and not the pupil**.
- All participants must wear **suitable clothing**, as should anyone else in the household whilst the lesson is taking place. Attire which would ordinarily be worn in school on a non-uniform day is essential: clothing worn by student or a teacher, which does not meet this expectation is not acceptable and the lesson should be stopped immediately and reported to the Head of WMEHS, Scott Hollins shollins@walmused.org.uk or Designated Safeguarding Officer, Deb Whitehouse, deb.whitehouse@walsall.gov.uk

- **All lessons must be supervised by an adult with parental responsibility for the pupil.** The parent/carer must be present at the start and end of the lesson and remain in the room for the duration of the lesson, however this may not always be possible. As a minimum the parent/carer must be present and on-screen at the start of the lesson and remain within earshot to monitor the live stream throughout until its conclusion. Alternatively, the parent/carer could supervise the lesson digitally, by joining the *MS Teams* lesson on another device (please mute your device so as not to disrupt the lesson with background noise).
- **If a parent/carer is not present at the start of the lesson then the stream will be terminated by the teacher. The pupil may then re-join once an adult is present.**
- The lesson must take place in an **appropriate room**. Both students and teachers must be located in safe working spaces: a lounge or study is appropriate, a bedroom or bathroom is not. Recommended virtual backgrounds are available on the remote platform which blocks out any surroundings. **Pupils** should be in a room with or near an adult so that the adult can hear and see the lesson taking place. It is the responsibility of the parent/carer to ensure this is happening. **Teachers** should be in a room where others cannot see or listen in, if this is not possible, then headphones must be worn and screens angled away towards a wall and away from other people.
- **Language** must always be professional and appropriate during lessons, including any family members that may pass in the background.
- The live lesson must not be recorded on a personal device, nor should any photographs or screenshots be taken under any circumstances.
- Participants **must not** share any files other than **music or relevant supporting materials** over *MS Teams*
- Participants **must not** share any content with the teacher over social media.
- Teachers must ensure that the teaching environment, both physical and digital, are professional and neutral. Extra care must be taken to ensure that private or sensitive information is not accidentally shared. All other web browsers and programs **must be closed** before starting the lesson and both parent/carer and teacher devices should be in '*do not disturb*' mode.
- Participants will not be able to use the 'chat' function or the 'emojis', these will be turned off in Settings.
- At the end of the lesson, the teacher, as the host, should end (close down) the online lesson for **all** participants.
- The parent/carer/student/teacher all have the right to terminate the session at any time if they are not comfortable.

- Parents can share any concerns directly with WMEHS and report any safeguarding issues immediately to the Head of WMEHS, Scott Hollins shollins@walmused.org.uk or Designated Safeguarding Officer, Deb Whitehouse, deb.whitehouse@walsall.gov.uk
- Teachers must report any safeguarding concerns to the Head of WMEHS, Scott Hollins shollins@walmused.org.uk or Designated Safeguarding Officer, Deb Whitehouse, deb.whitehouse@walsall.gov.uk
- A member of WMEHS Management team may occasionally 'join' the lesson at any point for monitoring purposes, just as they would if they were observing a lesson in a school setting.

All parties will maintain professional standards in all respects. The online classroom should always be regarded as an extension of the physical classroom and the safeguarding expectations that pertain to this, such as professional communication, attire and language.

Any breach by a pupil will result in termination of the lesson immediately.

Any breach by a teacher will be seen as gross misconduct and dealt with in line with Walsall Council's disciplinary procedure.

If at any time during or after a video-lesson the terms and practical measures set out in the Code of Conduct are not followed by either party, the lesson should be terminated and the reason for this communicated afterwards.

If parents/carers, pupils and/or teachers breach the terms of this policy, WMEHS withholds the right to terminate their contract without further pay or cancel all remaining lessons without refund.

Music teachers: Additional Online Teaching Guidelines

- Teachers must only use their WMEHS business email addresses (@walmused.org.uk OR @forestartsmusic.org.uk) to communicate with parents/carers.
- WMEHS business email accounts (@walmused.org.uk OR @forestartsmusic.org.uk) are only to be used for work relating to WMEHS.
- Teachers must make sure their device / laptop is plugged in, so a power supply is not cut mid-way through a recording.
- Teachers must record the lesson by clicking on the 3 dots at the bottom of the screen and the select 'record meeting'. The recording will stop automatically when the teacher ends the lesson. The recording will be stored automatically and securely on WMEHS business cloud in Office 365 (in line with GDPR requirements) for a maximum of one term for safeguarding purposes and proof that the lesson has taken place. After this time these will be deleted, and no videos will be shared online.

- Ensure the camera placement is positioned appropriately for the lesson so that the tutor is not too near or far to the camera and that there is enough space to adequately show the instrument for demonstration purposes.
- Teachers must take care to accurately describe and discuss techniques that would usually be demonstrated.
- Have resources available and ready to use that will support and enhance the lesson.
- Set clear homework that progresses on from the lesson, ensuring required documents/resources have been emailed to the student's parents.
- Teachers **must not** share any files over *MS Teams* **other** than music or relevant supporting materials for the lesson. The use of 'screen sharing' could be a valuable pedagogical tool (for showing pupils notation, lyrics, etc.). Teachers are encouraged to use this feature, subject to the clauses of the Code of Conduct above.
- Teachers **must not** share any personal contact information with students or parents.
- Teachers **must not** share any content over social media.
- Teachers **should not** friend or follow pupils on their personal social media accounts.
- Teachers **must not** accept any further offers to do online teaching over webcam/video chats. This leaves them extremely vulnerable from a safeguarding perspective.
- Teachers **must not** accept or offer the opportunity to teach pupils privately outside of WMEHS.
- Teachers must report any safeguarding concerns **immediately** to Head of WMEHS, Scott Hollins shollins@walmused.org.uk or Designated Safeguarding Officer, Deb Whitehouse, deb.whitehouse@walsall.gov.uk

Parents/carers: Additional Online Safeguarding Information & Requirements

- Parents must present themselves at the start and end of the lesson, and remain nearby during the lesson so that they are able to monitor the conversation. They are welcome to stay on camera while the lesson is taking place, as long as this does not disrupt the lesson itself.

- Your child should be in a room with, or near, an adult, so that the adult can hear and see the lesson taking place. It is the responsibility of the parent/carer to ensure that this is happening.
- Parents must ensure that their child's language is always appropriate, including from any family members (siblings, other relatives) who might be in the background.
- Should your child receive a lesson from someone other than their regular teacher, please be assured that the replacement teacher will have been DBS-checked and will also wear their Walsall Council lanyard and ID badge during lessons. We will provide you with the replacement teacher's name and a photograph. They will be a current member of WMEHS staff.
- Your child must be physically located in safe learning space that is appropriate for online lessons (e.g. not the in their bedroom).
- You will need to provide your child with a suitable device for receiving lessons on. This would ideally be a desktop or laptop computer, but it can be a tablet or mobile device. The device will need to have a working camera with audio / microphone and should be tested before the lesson begins.
- Your device will need to be connected to the internet with notification and alerts turned off (so that they do not disrupt the lesson). Ensure that there is a stable online connection with the tutor before the start of each lesson.
- Your child must agree to concentrate and behave as they would in a face-to-face music lesson.
- There should be no eating during the lesson.
- Your child will not be able to use the 'chat' function or the 'emojis', as these will be turned off in Settings.
- Parents must not pass the teacher's email address on to the student or to any other families.
- Agree to not share any online passwords or redistribute any content in any way.

- Parents must share any concerns directly with WMEHS.

Please note: If the above conditions are not met, our teacher will immediately terminate the lesson and inform WMEHS.

DESIGNATED SAFEGUARDING LEADS:

Scott Hollins - Head of WMEHS – shollins@walmused.org.uk

Deb Whitehouse – Designated Safeguarding Officer – deb.whitehouse@walsall.gov.uk

Additional Information and Technical Advice

Joining the lesson on *MS Teams*

For Parents

Joining a lesson on *MS Teams* is really easy, just click 'yes' in the invitation email that we send to you to accept the lesson. Then 5-10mins before your lesson time on the day of your lesson, click on the '*join Teams meeting*' in the same email.

The **first time** you do this, you will be directed to download the *MS Teams* app.

Click on '*get Teams*' and install the app.

Once installed, open the app and **either** '*join as guest*'

or sign in and register an account and then '*join meeting*'.

If you already have the *MS Teams* app downloaded onto your device, click '*join meeting*'.

You will then automatically go into a virtual 'lobby' where you will wait for your teacher to admit you to the lesson.

You may have to enable your video and audio.

Before your lesson time make sure that you have the following:

- Instrument (already assembled and set up)
- Music
- Music stand
- Pencil
- Notebook