

Guidance for the safe use of remote online music teaching during the period of music centre closures – Summer term 2020

For Staff/Parents/Carers

Everyone must remember that safeguarding is just as important when teaching via online programmes as it is when teaching face to face. In order to maintain robust, high standards of safeguarding you must be aware of the following advice to enable a safe remote teaching environment

Remote online platforms are to be used for lessons only and not for other contact, e.g. sharing photos or general messaging. Encourage parents and students to restrict their own profiles so that they can only receive calls from known contacts.

Students may receive instrumental lessons from One Education staff via **Microsoft Teams** during a school closure, provided that it is with the agreement of parent/carer and this guidance is followed at all times.

Online lessons will require the use of a parent/carer email address to access the lesson platform. A pupil email address will NOT be accepted for contact. Lessons must be arranged in advance at as near to possible, the normal times you would be teaching.

Staff must use their One Education email account for the session.

Devices should be used in appropriate areas, for example, not in bedrooms, and where possible there should be a neutral background. Where 1:1 tuition occurs, a parent/carer should come in view of the screen both at the beginning and end of the sessions. Ideally they should remain in the room throughout the session.

Appropriate clothing should be worn by both the tutor and pupil and anyone else who is present during the video tutorial. The **language** of both the tutor, pupil and anybody who is able to be heard within the household, should remain appropriate.

The session should be recorded and backed-up securely so that if any issues arise, the video can be reviewed. Any safeguarding concerns will be reported to the Music DSLs

Additional advice to staff:

Staff will not accept or offer the opportunity to teach pupils privately outside of the One Education Music Centres

Teachers should protect themselves from accidental inappropriate contact with students by restricting their profile so that it does not automatically accept contact requests and is not accessible to students.