

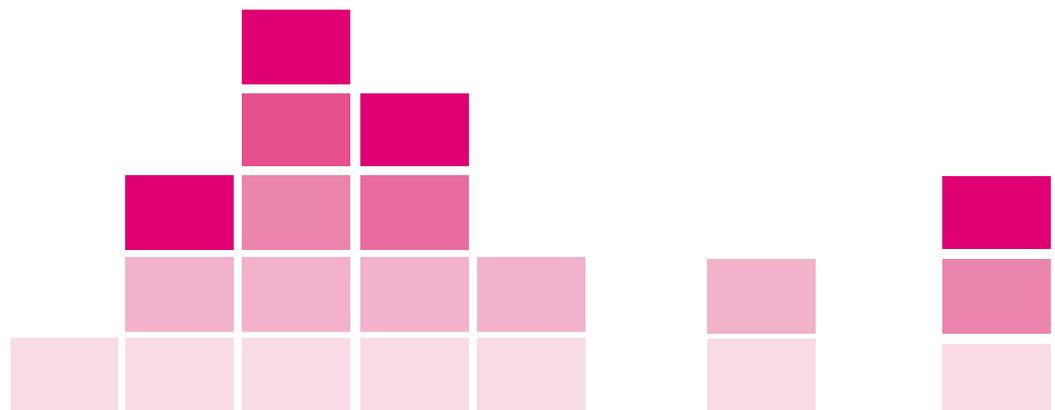


Cornwall Music **Education Hub**

Online Delivery Safeguarding Policy

12th April 2021

Cornwall Music Education Hub, Together for Families



All Cornwall Music Education Hub online activities are delivered in a way to keep both young people and the music teachers safe. In response to social distancing measures brought into force in March 2020, all delivery will take place online until restrictions are lifted.

This document outlines the steps we take to provide a professional and safe online learning environment.

- We will use a combination of video conferencing tools which have been deemed safe to use in order to provide learning through video call and screen sharing for demonstration and review of the course software and hardware.
- We will only use school/parent emails to invite participants into a session, unless a parent can consent to another email address being used (in the case of older participants aged 16 plus).

Remote Professionalism and Rules - Whilst a session is underway, music leaders and participants will employ the following:

- Our duty of care remains, regardless of location; Video backgrounds should be neutral and do not reveal personal life details, we ask the same of our students.
- Our computers are set to 'do not disturb' mode; All unrelated browser windows are closed.
- Others in our space are informed that we are working and are asked not to disturb.
- We dress appropriately and students are asked to do the same.
- We ask parents to be present and remain nearby during the calls in a supervisory capacity.
- Calls should be taken in an appropriate space such as a living room not a bedroom.
- In the event of any safeguarding concerns, the Hub's standard Child Safeguarding policy will still apply.
- The online platform is for lessons, rehearsals and workshops only and should not be used for other non-related activities.
- Recordings will only be made with parents' consent and will be stored securely.

Further guidance on how to operate online conferencing platforms securely control screen sharing

Sharing privileges should be set to "Host only", so teachers by default are the only ones who can share content in class. The host is responsible for all sharing within the session. We will not allow students to share any content in via online sessions (file transfer disabled).

Enable the Waiting Room/Lobby function

This should always be enabled so that the host is the only person able to 'allow' participants into the session. All participants wait in the virtual waiting area until the host admits them one at a time.

Lockdown to Chat

We will restrict the in-class chat so participants cannot privately message other singers. This will be controlled in the in-meeting toolbar controls, rather than disabled so that students can still interact with the teacher as needed.

Removing Participants

Any participants disrupting a session or who should not be in a session, can be easily removed. The host is responsible for this.

Security options When scheduling an online session

Password-protected classrooms will operate with the password given only to those who are invited to the session. These will be emailed to parents/carers.

Participants cannot enter before the host.

Hosts can disable a participant's video if they are behaving inappropriately during the session.

Participants can be 'muted' by the host, individually or all at once.

Posting Images of Virtual Sessions

We will not post pictures of the sessions on social media or elsewhere online including sending photos by email of the session. Participants and parents are instructed to not photograph sessions.