

Policy & Procedures for the Safeguarding of Children, Young People involved in Sefton Music Centre Online Activities - 2020

Policy Statement: Music Centre Online (Group Workshops) and (exceptionally) Online 1-2-1 and Small Group Sessions

Context

To support children and young people during the suspension of 'face to face' Music Centre Activity, Sefton Music Service has implemented a programme of Music Centre Online (Group Workshops). This also (exceptionally) includes 1-2-1 and small group sessions.

During this time, Sefton Music Service will do what it reasonably can in order to keep all of the children and young people we work with safe, as well as ensure the safety and protection of our tutors and vetted volunteers. In all cases, the children we interact with will not physically be attending the setting, therefore it is important that all tutors who interact with children continue to look out for signs that a child may be at risk. Any such concerns will be dealt with in line with Sefton Music Service Safeguarding Policy, Guidelines and local safeguarding arrangements. Where appropriate, referrals will be made to the Local Authority.

Purpose

This Policy Statement acts as a temporary addendum to the Sefton Music Service Safeguarding Policy (last revised in June 2020), with regards to the delivery online sessions during the Covid-19 pandemic. This addendum will remain in place (and subject to revision) until Music Centre activities can safely run again.

This policy statement and its attached appendices outlines the procedures that are to be adhered to by tutors, parents/carers and children/young people to ensure the safety of children and young people involved in Sefton Music Centre Online activities which includes

- 1. Students are safeguarded from potential harm or abuse;**
- 2. Tutors are protected from false or malicious allegations of misconduct by students or their families; and**
- 3. The levels of musical teaching remain of the highest quality.**

Definitions and Conditions

1-2-1 and small group sessions are defined as an interactive activity for up to 3 participants under 18, which are specifically musicianship, instrumental or vocal coaching. 1-2-1 and small group sessions will be delivered for children and young people under 18 under the following conditions only:

- Up to 3 participants under 18
- Parents/Carers sign up to the relevant Acceptable Use Agreement: Parents/Carers

- Tutors receive a specific online safeguarding information and sign up to the Acceptable Use Agreement: Tutors
- All procedures within the Acceptable Use Agreements are adhered to, and activity is suspended should they be breached by any party

Music Centre Online (Group Workshops) are defined as an interactive activity for between 4 or more participants under 18 which might include ensemble rehearsals, sectionals, musicianship or group instrument lessons, in which a tutor(s) leads interactive musical workshops, designed for the children to develop skills and knowledge. Participants in such sessions are expected to interact with the session leader, either verbally and/or on their instrument. There will also be an opportunity for online social interaction, where ensemble members can meet in a managed social environment.

Group online workshops will be delivered for children and young people under 18 under the following conditions only:

- 4 and above participants under 18 in each session and Breakout Rooms utilised for larger groups where appropriate and beneficial.
- At least 2 tutors should be present in the main session. When breakout rooms are used 1 tutor will be present. More tutors will be allocated to sessions where deemed appropriate to manage the sessions effectively.
- Parents/Carers sign up to the relevant consent.
- Tutors receive appropriate safeguarding training and sign up to the Acceptable Use Agreement: Tutors
- All procedures within the Acceptable Use Agreements are adhered to, and activity is suspended should they be breached by any party.
- Parents and carers, or participants (if over 18) will have to **register** for Music Centre Online sessions by returning the Consent Form. Parents will receive a passworded link (which must not be shared with anyone else) to access the sessions.
- The Sefton Music Service Online consent form (September 2020) confirms that parents and carers understand and agree to the terms of this document, the Acceptable Use Agreement and items listed on the consent form.

Privacy Statement

The collection, storage, management, processing and protection of any data relating to participants and parents/carers will be in accordance with The Sefton Music Service Privacy Statement which is available at skymusicclub.com

Any safeguarding concerns should be immediately reported to music.service@sefton.gov.uk and headed SAFEGUARDING.