

Sefton Music Centre Online Activities: Acceptable Use Agreement for Parents/Carers 2020/21

Purpose

This document sets out the procedures that must be adopted by parents/carers of Sefton Music Service Online participants and young people aged under 18, when participating in Music Centre Online sessions during the Covid-19 pandemic. These procedures are provided as an appendix to the document **Policy & Procedures for the Safeguarding of Children, Young People involved in Sefton Music Centre Online Activities** which is a temporary addendum to 'Sefton Music Service Safeguarding Policy 2020/21'.

Parents/carers are asked to agree to these procedures by returning the Sefton Music Centre Online Consent Form (September 2020). Should any of these procedures not be complied with by either party, online sessions will be suspended, and the Head of Music Service will investigate. If this is not possible, the online activity will not be able to continue.

Safeguarding

Definitions and Conditions

1-2-1 and mini group sessions are defined as an interactive online activity for up to 3 participants under 18 with at least 1 staff member, which may include musicianship, instrumental or vocal sessions, workshops and auditions. 1-2-1 and mini group sessions will be delivered for children and young people under 18 under the following conditions only:

- Parents/Carers sign up to the relevant Acceptable Use Agreement: Parents/Carers
- Staff members receive a specific safeguarding briefing and sign up to the Acceptable Use Agreement: Staff
- All procedures within the Acceptable Use Agreements are adhered to, and activity ceases should they be breached by any party

Safeguarding

- **At least 2** Sefton Music Service tutors will be present on any group sessions and one tutor in 1-2-1 or small group sessions.
- All participants should be ready for group sessions to start 5 minutes before the scheduled start time. All group online sessions will be **locked** after 10 minutes, and late participants will **not** be admitted.
- An adult, parent or carer **must** be with the participant during the start of the session. Tutors will request to see the accompanying adult at the start of the

session. If they are not present at the beginning of the session, the child will not be able to participate in the session.

- The relevant ensemble director will talk pupils through the Code of Conduct during the first session.
- Communication will only ever be between the Music Service and you as the participant's parent/carer. This may be by email or phone.
- Participants, hosts and parent/carers must not screenshot or share the meeting details (ID/Password) with anyone else, on social media or by any other form of communication.

Time of Session & Duration

- Activity will only be scheduled when the Music Service has received a signed and dated copy of the consent form from the parent/carer (by email) for session(s) to take place, along with commitment to adhere to this Acceptable Use Agreement.
- Sessions will take place as published. The start time of the session will be clearly communicated beforehand.
- Exact session duration will be clearly communicated in advance but will be no longer than 1 hour 15 minutes per session.

Learning Environment

- Participating in online sessions requires a calm, quiet space, free from distraction. This should be a place where the participant can stand or sit comfortably with their screen, music stand/prop and play their instrument.
- It is preferred that teaching and learning online takes place in a communal area in the home, i.e. a dining/living space; where possible. Sessions must not take place in the student's bedroom.
- The area behind the participant when they are on camera should be as neutral as possible, and not display any personal items, offensive images or words, or personal information.
- For participants under 18, parents/carers are asked to remain in the vicinity of the session, not necessarily in the same room but in the same building, with the door to the teaching room left open. Participants must not use headphones.

Appropriate Dress

- Participants may dress informally for the sessions, however, we ask that it is appropriate for an educational environment, for example what they might wear for a non-uniform day at school.
- Clothing worn by a participant which does not meet this expectation is not acceptable and their involvement in activity will be suspended if not adhered to.

Recording and Observation of Sessions

- Under no circumstances should you or your child record or screen shot the session. This is to ensure the safeguarding and privacy of your family and our tutors. Sefton Music Service tutors are also not permitted to record or screen shot sessions.

- Sessions may be supported by another tutor. This will be the Music Centre Online Coordinator to attend to logistical matters within the session.

Occasionally a staff member may observe the session for quality purposes and/or to ensure safeguarding procedures are being adhered to. If sessions are to be observed, the parent/carer, participants and tutor will be informed beforehand.

Session Content

- Parents/carers are asked to join the start and end of each session so you are clear of the goals and objectives for that session, and then to discuss how the session went and any home practise/follow up actions to be undertaken by your child before any future session.
- The session leader will set out ground rules, expectations and introduce all tutors at the start of each group session.

Equipment and platforms

- Sessions should only be conducted on a communal family or a parent/carer's personal device.
- All sessions will be undertaken using the Zoom.
- Once session days and times have been agreed, the details will be shared with parents/carers by email, including the relevant link to access the online session (e.g. Zoom link)
- Music Service Tutors will disable various features within the Zoom application, including the Chat function.
- The session leader may share their screen with participants to share music, resources or relevant videos/material.

Cancellation & Absence

- If a tutor is unable to take the agreed session and it needs to be cancelled, you will be contacted with as much notice as possible to inform you of the cancellation.
- Should your child fail to attend more than 3 sessions without advance notice they may no longer be allowed to access online activity.

As a parent/carer, it is your responsibility to ensure that you:

- Have talked through how the online sessions will work with your child and the Code of Conduct and to ensure they are happy to participate.
- Give written consent by returning the Sefton Music Centre Online consent form.
- Agree to the procedures and information within this Acceptable Use Agreement.
- Are aware of the date and time of each online session.
- Are aware of how your child will access the online session (i.e. the Zoom link) and on what device (e.g. a communal or parent/carer laptop, smartphone, tablet).
- Can ensure your child can access a suitable learning environment to participate in their online sessions.

- Ensure that the child and equipment is ready to begin all sessions on time at the agreed time (5 minutes before start time).
- Are aware of how you can contact Sefton Music Service if you have any queries or concerns in connection to online sessions.

Privacy Statement

The collection, storage, management, processing and protection of any data relating to participants and parents/carers will be in accordance with Sefton Music Service Privacy Policy which can be found at skymusichub.com