



Bexley Music Online Activities

**SAFEGUARDING POLICY and GUIDANCE FOR STUDENTS AND THE
PARENT/ CARER RESPONSIBLE FOR THEM**

1. All online activities will be led by Julie Stanning (Head), Andrew Raybould (Deputy Head) or a member of the Bexley Music teaching staff.
2. Video-link activities cannot take place until a parent or guardian has given consent by responding to the relevant email from Bexley Music or (in case of extreme short notice) by giving consent verbally over the phone to Julie Stanning/Andrew Raybould and following this up with written consent via email.
3. The zoom account must be set up using a parent or carer email address. Students must not share their personal email address, phone number or social media handle with Music Service staff.
4. Pupils may join an activity without opening their camera if they do not wish their image to be viewed. They will be able to see the Bexley Music staff member and can still take part, albeit partially.
5. A *Zoom* meeting invitation will be sent to the parent/carer's email address.
6. A designated adult must be within sight or earshot of the student at home for safeguarding and in case of an emergency. Bexley Music cannot be responsible for a child's/young person's safety when they are communicating remotely.
7. The Bexley Music management/administration team will require an emergency contact number for the adult supervising the pupil which will only be used in a genuine emergency such as a student fainting during the activity.
8. *Zoom* is the only method of communication used for the activities. The Music Service will only contact you via a Bexley Music email address, other than a phone call in an emergency.

9. Julie Stanning or Andrew Raybould will visit online lessons as part of the Quality Assurance
10. A “sound-safe” environment should be established in the room where the activity takes place. Microphones may pick up unwanted conversations in the background. No other person apart from the student (and if appropriate, designated adult) should be visible or audible during the activity.
11. Students are expected to dress and behave appropriately. Failure to comply with these expectations will result in the activity being suspended for that student.
12. A suitable room should be used for the online activity, preferably a room other than the student’s bedroom. Where possible, the student should make use of the virtual backgrounds available as part of the Zoom App.
13. Any online resources used or recommended will be checked by the Music Service for appropriate content. This may be displayed as a screen share to your device.
14. Activities will be recorded by the teacher and stored as archive material according to the Bexley Music GDPR Privacy Notice. Recordings may be used for staff training purposes.
15. It is forbidden for students to record, share on social media or reproduce the activity in any other way.
16. Should any safeguarding concerns be raised by a pupil, parent, carer or teacher, they should be reported to Julie Stanning, Bexley Music DSL, j.stanning@bexley-music.co.uk as soon as possible.
17. Teachers, parents and carers are all responsible for reminding children and young people about internet safety. It is important to make the distinction between these activities, where the adult is known and trusted in real life and talking to strangers online.
18. The digital world is constantly evolving so parents should continue to review what is appropriate for their children to do online. Bexley Music activities and suggested links are an opportunity to guide pupils to content that is safe such as *Charanga, Yumu, BBC Bitesize etc.*

GOOD PRACTICE

- To maximise the time for the activity, ensure that all hardware and software is set up and working before Bexley Music attempts to make contact. This includes testing the microphone and speakers on the Zoom software.
- Where appropriate, students should have their musical instrument (if necessary) and all other equipment ready to go, and within reach of the camera position, to save time.

