



Bromley Youth Music Trust

Online Learning Policy and Guidance

Bromley Youth Music Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Bromley Youth Music Trust is committed to valuing and celebrating diversity and promoting equality of opportunity for all its staff and students. We are working to create a learning and working environment which is free from prejudice, discrimination, intimidation and all forms of harassment including bullying. Respect for rights is at the heart of our planning, policies, practice and ethos and we expect all members of our community to model this in their behaviour and relationships.

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Reviewed by	GS /SB - Reviewed 5/01/2021
Date of next review	

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**ARTS COUNCIL
ENGLAND**

Policy:

RATIONALE

In order to provide continuity of service for our young people in Bromley we will support the delivery of lessons online.

All teachers should remember that safeguarding is just as important when teaching via video conferencing (or FaceTime, or any other equivalent) as it is when teaching face to face.

If the lesson normally takes place in a school environment, teachers must obtain a copy of the schools' online policy and adhere to it. If anything in the policy is unclear, it is vital that the teacher seeks clarification from the school before commencing online lessons.

TEACHERS

- Written parental consent must be provided in advance of any online learning, acknowledging that BYMT's Online Learning Policy has been read and understood. You can download the consent form [here](#).
- A parent/carer must be present in the room for at least the beginning and end of the lesson and must be within earshot for the duration.
- Teachers must 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.
- Employed BYMT teachers must use their work email account and licensed teachers should use their normal business address (used for invoicing). Only parental emails/video conferencing accounts should be used.
- Teachers must use a business-like profile picture and all parties should establish a serious and appropriate manner when using video conferencing. Video conferencing is to be used for lessons only and not for other contact, e.g. general messaging or sharing photos.
- Lessons must take place in a communal room within the home.
- Students' and teachers' clothing must be appropriate for a teaching and learning setting. If this is not the case, all parties should end the call and communicate the reason afterwards.
- Online lessons must be kept to the timetabled length.
- Language must always be professional and appropriate, including from any family members who might be in the background.

- Teachers must not pass their personal mobile number on to students, only parents/carers.
- Teachers must not accept any student contact details including mobile numbers.
- Teachers must not share any content over social media.
- Teachers must not friend or follow pupils on their personal social media accounts.
- Teachers must report any safeguarding concerns to BYMT Designated Safeguarding Lead (DSL) Sue Brown

PARENTS/CARERS

- Emailed parental consent must be provided in advance of any online learning, acknowledging that BYMT's Online Learning Policy has been read and understood.
 - A responsible adult must be present in the room for at least the beginning and end of the lesson and must be in earshot for the duration.
 - Parents/carers must not share the tutor's email address, mobile number or passwords.
 - Lessons must take place in a communal room within the home.
 - Students' and teachers' clothing must be appropriate for a teaching and learning setting. If this is not the case, all parties should end the call and communicate the reason afterwards.
 - Online lessons must be kept to the timetabled length.
 - Language must always be professional and appropriate, including from any family members who might be in the background.
 - Student contact details including mobile numbers must not be passed to their teacher.
 - Parents and students must report any safeguarding concerns to BYMT Designated Safeguarding Lead (DSL) Sue Brown safeguarding@bymt.co.uk
 - Parents/ carers must not record any part of the lesson without prior knowledge and consent of the tutor
 - Parents/carers must not share or redistribute any content of the lesson without prior consent from the tutor.
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GENERAL GUIDELINES FOR REMOTE VOCAL & INSTRUMENTAL LESSONS

- Ensure the camera placement is positioned in the correct way for the lesson: eg not too near/far to the camera, showing enough space for the instrument, e.g. with enough space to demonstrate bow hold.
- Take time before the first online lesson with each student to test your set-up. Ask the student to play/sing, and experiment with the sound levels for the best result. This extra time will also stop you feeling rushed if there is a technical glitch mid-lesson.
- Check the sound quality is clear, with no interfering background noises.
- Teacher should have resources available that will support and enhance the lesson. Both teacher and student should have copies of the music.
- Make notes as you teach so that you can email these to the student after the lesson.
- Avoid using the messaging function for sharing lesson notes, as this could normalise social media messaging between teacher and student. Similarly, switch off or mute notifications on all devices being used for the duration of the lesson.
- Teachers should set clear homework that progresses on from the lesson, ensuring required documents / resources have been emailed to the student's parents.

PRIVACY and SECURITY GUIDANCE WHILST USING ZOOM

Zoom is a popular platform used to host meetings and online instrumental lessons and has increased in popularity during the pandemic. Unfortunately, there have been some reports of "Zoombombing" - when unsolicited and inappropriate content is shared during the call. This can be avoided by ensuring that the following settings are used:

- Use a unique ID – you can do this by selecting generate ID automatically
- Use a password – and share this privately with the students
- Create a waiting room – this allows the host to choose who to let in
- Turn off screen sharing – this is in advanced sharing settings
- Lock your zoom meeting once it's started – you can find this in participants > more > lock meeting

- Turn off DMs (Direct Messages) – admin > account settings > disable private chat. Individuals can also personally block any uninvited attendees and can send the moderator names for removal
- Block gifs and file-sharing – to disable go to admin > IM management > IM settings

If someone joins the zoom who was not invited:

- Remove them from the call immediately
- If you can, keep a record of what the invited person wrote or did before you removed them as this can help Zoom deal with future issues. For video tutorials on using zoom please visit their website
- If parents or teachers have a query relating to teaching via video conferencing, we recommend that you contact BYMT.
- Additional guidance can be found on Union websites e.g MU and ISM.