



Leeds Junior Conservatoire

Safeguarding Guidance for Remote Learning

Though there is great potential using digital resources to support learning, if used inappropriately they can put young people at risk. This document identifies best practice and helpful resources to support your organisation in planning to deliver teaching online. Advice from Leeds City Council, NSPCC, ISM, and Making Music has been drawn from in creating this document.

Government guidance identifies the importance of safeguarding children and young people when working online. Organisations should be mindful of safe working practices and their duties and responsibilities under [Keeping Children Safe in Education](#). Online learning requires safe working policies and should follow the principles as set out in the [Guidance for Safer Working practice for those Working With Children and Young People in Education Settings](#) and [Safeguarding and remote education during coronavirus \(Covid-19\) Outbreak](#). The Local Authority Model Safeguarding and Child Protection Policy has been updated to reflect practice on live streaming lessons and video conferencing.

Student Guidance for Remote Learning

Staying safe online during lessons

- If you see anything upsetting or inappropriate online during a lesson tell your parent/carer who will report it to Junior@lcm.ac.uk
- Do not share any passwords or other sensitive information
- Only communicate through LJC's approved platforms. Tutors can be contacted through the music chat on the page for your class.
- Do not share or redistribute any content for example
 - Take screenshots only if you have been given permission by your tutor and this is for personal use only
 - Do not upload links to the chat
 - Do not upload images of copyright music
- Do not share your image online. Audio files only should be submitted when uploading your work to LJC Space.

How lessons will work

- You will follow your usual timetable as closely as possible
- Work will be released in advance on Fridays, but your tutors will only be available during your timetabled lesson time on Saturdays to answer questions and give feedback
- If you have a question for your tutor, you should use the music chat on the class page
- Work can be sent to your tutor by the 'upload your work' here on your class page.
- If you are uploading work of you playing please use audio, not video.
- Make sure you have a suitable space to work without distractions
- Put your phone away when you are working
- Keep any discussions focussed on the work set
- Please contact LJC@lcm.ac.uk if you have problems accessing your work.

Live online lessons

- For some students there will be a small number of online classes using video conferencing through Microsoft Teams.
- Make sure you have a suitable space and keep the door open. This should **not** be your bedroom or bathroom.
- Prepare the space and have everything you need so the lesson is ready to start on time
- Your parent/carer should be within earshot of the lesson.
- Wear appropriate clothing for your lesson

- Your parent/carer will open and close the link to the live session
- Be aware that any comments you make can be seen by others
- Test your set up before you go live making sure the camera is at suitable height.
- Make sure your language is appropriate and the discussion is focussed on the lesson
- A second member of staff may be present in some lessons or check in on a drop-in basis. Staff will wear Leeds Conservatoire ID badges