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.

Parent/Carer Guidance for Remote Learning

Staying Safe Online During LJC Lessons

- Information about lessons will be sent to the parent/carer email address
- If you see anything upsetting or inappropriate online during a lesson report it to Junior@lcm.ac.uk
- Do not share any passwords or other sensitive information
- Students should only communicate through approved platforms (Music Chat Forum on the course page)
- This is an indicative list of the type of online resources that may be used,
    - ☐ LJCs Virtual Learning Environment (Space)
    - ☐ BBC Bitesize https://www.bbc.co.uk/bitesize
    - ☐ BandLab for Education https://edu.bandlab.com/
    - ☐ Tonesavvy https://tonesavvy.com/
    - ☐ YouTube (please ensure that safety mode is set)
    - ☐ Piano Scales https://pianoscales.org/
    - ☐ Querty Keyboard https://apps.musedlab.org/aqwertyon/theory/
    - ☐ Chord Chord https://chordchord.com/ use the free version
    - ☐ Beepbox https://beepbox.co/
    - ☐ The Random Scale Machine http://www.therandomscalemachine.com/
    - ☐ Gobal OUP Voice Types https://global.oup.com/us/companion.websites/9780195310245/audio_photo_examples/chapter5/audio_files/
    - ☐ Forvo (pronunciation dictionary) https://forvo.com/
    - ☐ BBC Ten Pieces https://www.bbc.co.uk/teach/ten-pieces
    - ☐ Cmuse https://www.cmuse.org/georges-bizet-facts/
    - ☐ Classic FM https://www.classicfm.com/
    - ☐ Sheet Music Plus Blogs https://blog.sheetmusicplus.com/2015/05/07/10-interesting-facts-about-johannes-brahms/
    - ☐ Chord.com http://chord.com/
    - ☐ Education Quizzes https://educationquizzes.com

- Additional age appropriate educational resources may be used.
- Do not share or redistribute any content
- Do not allow a lesson to take place if the student is unwell
- Do not share the tutor's email address
- Set age appropriate restrictions on the devices used.
- If you would like advice on digital learning and keeping your family safe, visit https://parentinfo.org or https://www.childnet.com/parents-and-carers/parent-and-carer-toolkit

How Lessons will work

- Students will be able to access the lesson from an internet browser on a mobile phone or computer (recommended). They will still need their usual equipment such as instruments, music stands, music, pens and pencils for theory classes.
- Lessons will follow the usual timetable as closely as possible
- Work will be released a day in advance, but your tutors will only be online during your timetabled lesson time
- If there is a question for the tutor, you should contact LJC@lcm.ac.uk
- Work can be sent to the tutor by uploading on the class page.
- Make sure there is suitable space to work without distractions
- Please contact Junior@lcm.ac.uk if there are problems accessing the work.

Live online Lessons

- For some students there will be a small number of online classes using video conferencing through Microsoft Teams.
- Make sure these take place in a suitable space and keep the door open. This should **not** be a bedroom or bathroom.
- Prepare the space and ensure required equipment is ready so the lesson can start on time
- You are responsible for opening and closing the link to the live session
- If possible, consider editing the settings or setting up a separate account so the student's first name and an initial for the last name is shown rather than your own.
- Stay within earshot of the lesson.
- Ensure that the student and any other people who may be in view of the camera are wearing appropriate clothing.
- Make sure your language is appropriate, if you can be heard on the video
- If you are helping to set up the video, ensure it is at the correct height and the background is appropriate.
- 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

Resources

Childnet Parent and Carers Toolkit

DfE Keeping Children Safe in Education

DfE Safeguarding and remote education during coronavirus (COVID-19)

ISM Safeguarding for music teachers giving lessons remotely

Music Mark Online Music Teaching and Safeguarding

NSPCC Undertaking Remote Teaching Safely

NYMAZ Safeguarding: synchronous online music tuition

Parent Info Help and advice for families in a digital world

Safer Recruitment Consortium Guidance for Safer Working practice for those Working with Children and Young People in Education Settings