



ONLINE INSTRUMENTAL/VOCAL TEACHING PARENT/CARER INFORMATION

Music & Arts Service - Bradford

Remote Vocal & Instrumental Teaching where provision in school is not possible due to Covid-19 restrictions.

RATIONALE

In order to provide continuity of service for our young people across the Bradford District, the Music & Arts Service - Bradford will support the delivery of lessons online during the period of social distancing in lieu of face to face lessons. This is meant as a temporary measure until lessons are able to resume in school and forms a part of our billed delivery.

Music & Arts Service teachers will use Zoom Conferencing (**please note this may change dependant on success of connection**) to deliver live lessons via the internet.

TERMS & CONDITIONS

The normal Music & Arts Service Terms & Conditions apply.

Music & Arts Service reserves the right to update this guidance at any point.

SAFEGUARDING FOR PARENTS

- **Parents/Carers must** present themselves at the start of the lesson and remain nearby during the online lesson so that they are able to monitor the conversation.
- **Parents/Carers must not** pass the teacher's email address or mobile number on to the student.
- **Agree to** not share any passwords.
- **Will not** share or redistribute any content.
- **Will not** allow a lesson to take place if the pupil is unwell.
- **Will share** any concerns directly with Music & Arts Service to the email address below.

If you have any concerns or need support in ensuring online safety at home, help and guidance is available on www.saferinternet.org.uk

SAFEGUARDING GUIDELINES FOR TEACHERS

All instrumental /vocal teachers will follow the guidelines below.

Student safeguarding is the highest priority during any remotely streamed video lesson. The following points must be observed to protect both the student and the teacher.

- All lessons must be timetabled at Music & Arts Service discretion.
- Teachers must not teach a remote lesson unless they are healthy to do so.
- Teachers and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms or bathrooms; and where possible be against a neutral background.

- The live lesson audio will be recorded so that if any issues were to arise, it can be reviewed. The teacher will email the audio transcript of the lesson to the Music & Arts Service office.
- Staff must wear their Council ID during lessons
- Live lessons must be kept to the timetabled length - the length your lessons are normally timetabled
- Language must always be professional and appropriate, including from any family members who might be in the background.
- Teachers must only use their Bradford Council email address to communicate with parents and must have an appropriate Zoom Video Communications username.
- Music & Arts Service - Bradford email accounts are only to be used for work relating to Music & Arts Service.
- Teachers should only contact students via their parent/ carers email address/ Zoom Video Communications account.
- Teachers should check that the student is accessing the live stream in a communal room in their house, not in their bedroom or bathroom. A parent or carer must be present at the start of the lesson and remain in the house throughout the lesson.
- All lesson timing must match the newly set up Music & Arts offices master timetable and the Music & Arts Service Zoom Video Communications account must be invited to attend. A member of the Music & Arts Service team may then join that lesson at any point to monitor what is happening, just like they would if they were observing a normal lesson.
- Teachers must not pass their personal mobile number to anyone but may pass on their work's mobile number only to parents/carers (not pupils/students).
- Teachers must not share any content over social media.
- Teachers should not friend or follow pupils on their personal social media accounts.
- Teachers must not accept any offers to do online teaching over webcam / video chats. This leaves them extremely vulnerable from a safeguarding perspective.
- Teachers will not accept or offer the opportunity to teach pupils privately outside of the Bradford Music & Arts Service.
- Teachers must report any safeguarding concerns to the DSL at Bradford Music & Arts Service – Carl White, Acting Head of Service – carl.white@bradford.gov.uk

GENERAL GUIDELINES FOR REMOTE VOCAL & INSTRUMENTAL LESSONS

- Teachers must make sure their device /laptop is plugged in, so a power supply is not cut mid-way through a recording.
- Ensure the camera placement is positioned in the correct way for the lesson:
 - Not too near/far to the camera
 - Showing enough space for the instrument, e.g. with enough space to demonstrate bow hold.
- Check the sound quality is clear, with no interfering background noises.
- Teachers must ensure they can accurately describe and discuss techniques that would usually be demonstrated.
- Have resources available and ready to use that will support and enhance the lesson.
- Set clear homework that progresses on from the lesson, ensuring required documents/resources have been emailed to the student's parents.

By participating in online lesson provision you are agreeing to adhere to the above terms and conditions. Failure to do so may result in the lesson being terminated.

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Bradford Council is fully committed to compliance with the requirements of the General Data Protection Regulation and the Data Protection Act 2018. "To learn more about how we use your information, go to www.bradford.gov.uk/privacy-notice and the Music & Arts Service Privacy Policy go to <https://www.bradfordmusiconline.co.uk/site/changes-to-data-protection-legislation-25-may-2018/>

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