# Online/remote music teaching SAFEGUARDING guidance and resources for Associates providers

## (Schools – please share this with your safeguarding leads)

**This guidance was approved by Wiltshire Council on 07.04.20 and is in line with DfE Gov advice regarding Children and Online Safety Away from Schools published 27.3.20**

Because of the necessary school closures and restrictions, we are all following during the Covid-19 crisis many Associates are thinking about or are already teaching music to children and young people online.

You are all familiar with our safeguarding guidance and have your own safeguarding policies and procedures. However, if you are transitioning to online teaching – or have already started online teaching you need to consider **new aspects of safeguarding**, which you may not have had to consider before.

This guidance and advice is to protect yourself, as well as the children and young people you are interacting with online remembering that schools have ongoing responsibilities for the pupils.

**This is an updated quality assurance requirement relating to your status as an approved Associate provider for Wiltshire Music Connect.**

**If you are teaching online, you must ensure you have updated your safeguarding policy and practices.**

**IMPORTANT: Following updated advice from schools and Wiltshire Council:**

**If you convert lessons that you previously delivered in schools to online teaching for the duration of school closures during the Corona Virus outbreak, YOU MUST inform those schools.**

**Please see our template that you can use to send details to schools, available as a downloadable COPY & PASTE table here**

**You MUST** take the following actions:

a) **Let schools know** which pupils you are teaching - please use your usual contact at the school/s, and ask them to inform their school Designated Safeguarding Lead
b) **Obtain the schools approval** to teach these pupils online
c) **Check with schools whether any of the pupils you are teaching are considered vulnerable**. Schools may wish to work with you to agree / share any additional support / interventions. Remember: you may be the only trusted adult that some young people have contact with during this period.
d) **Establish with schools that the school Designated Safeguarding Lead or member of the school safeguarding team\* will be the first point of contact** should you have any concerns about your students. MASH should only be contacted directly if you are unable to contact the school to raise your concerns. You should also work with schools to agree any additional "school specific" support to ensure student safety.
e) **Confirm with schools that this is a temporary arrangement** to cover the period of school closure during the CoronaVirus outbreak.
f) **Tell them which platforms / software you propose using** for your tuition.

**You may find that some schools will ask you NOT to engage with some pupils online, and you must respect and comply with this request**. If this happens, and they are pupils whose tuition we have been subsidising this academic year, as we have already informed you and schools that we are happy for that subsidy to be released to you.

**\*All schools, even closed schools should still have an active Designated Safeguarding Lead – who may be working from home, or a school may be part of a cluster / merger with a DSL. If it is not possible to get a response from a school** (due to closure, sick leave, temporary school mergers) please get in touch as we may be able to find an alternative school safeguarding contact for you. **Never** leave concerns unreported – contact MASH if you cannot contact the DSL, or the police for immediate concerns.

- **If you engage NEW Wiltshire pupils for online tuition** please also make schools aware using the guidance above, making clear that this is a new relationship, rather than an existing music lesson conversion. Schools may wish to take a different position on how to respond to this.

- **If you are working with pupils outside of Wiltshire** we advise you to contact the relevant local authority / schools for advice.

# Further safeguarding advice

**Child Protection**

*"It is important to recognise that, sadly, there will be children kept home from school who aren't known to social services but who are still vulnerable to abuse."* **NSPCC CASPAR briefing 24.3.2020**

During the Covid-19 schools closures there are measures in place to support children known to social services - but not all vulnerable young people have access to support services. In the light of the NSPCC's prompt above, **please be aware that it is entirely possible that remote music teachers may be the only trusted adult a child has direct contact with outside of their immediate family.**

Please ensure that you are up to speed and confident about your responsibility to report ANY concerns, what to do, what to say. This is extremely important if you have been used to working in a school environment and used to referring to the school's own Designated Safeguarding Lead on a day to day basis. Online teaching is an arrangement between yourself and the child's parent/guardian, not with a school. However you must inform schools about pupils you are teaching, and contact the DSL with any concerns. You can use our cut and paste template which is here.

We also advise that you re-read our safeguarding flowchart, paying attention to what to do if you have any concerns when you are **working alone - where you are responsible for the activity.**

**Safe practice**

Online teaching brings a range of issues which you must address in order to fulfil safeguarding requirements and best practice.

**These include, but are not restricted to**:

- Which platform to use, and e.g. do not use personal profiles, set up restricted, professional teaching profiles with professional photos
- Do not engage with young people's own profiles – go through parents equipment and platforms
- Obtain written consent from parents/guardians – and issue clear guidance about your own safeguarding policy, safe teaching practice and expectations of online contact.
- Avoid teaching children in their own bedrooms
- Avoid teaching from locations at your home with personal items in the background – use a curtain / plain background for teaching
- Require students to be dressed in daytime clothes
- Have an organised, professional way of starting and ending online contact, with parent/guardian present

**You can use the downloadable checklist here to help you update your own safeguarding policy**

*"Do not allow students to wear excessively informal attire or present against a messy background. If this happens, terminate the call and communicate the reason afterwards. The same applies if a student behaves inappropriately, and it may be necessary to take further action if this happens, just as you would with a face-to-face lesson"* – **Musicians Union guidance**

There is a wealth of guidance and advice cropping up all over the internet. As your music education hub we would like to signpost you to these five trusted sources of advice and guidance – please check back regularly for updated and amended advice:

## Music Mark – collated advice regarding Covid-19 for music education stakeholders

https://www.musicmark.org.uk/

## Musician's Union safeguarding advice for online teaching

https://www.musiciansunion.org.uk/Home/Advice/covid-19/music-teaching/safeguarding-when-teaching-online

## ISM safeguarding advice for online teaching

https://www.ism.org/advice/safeguarding-for-remote-lessons

## NYMAZ (North Yorkshire Youth Music Action Zone)

NYMAZ Connect Resound resources for online teaching including guidelines and free webinars can be found here

https://www.nymaz.org.uk/connectresound/resources

## NSPCC

Webpage with resources to help schools keep children and young people safe while teaching in a remote or unusual setting

https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely/

# Thinkuknow

This website is provided by National Crime Agency /CEOP, a UK organisation which protects children both online and offline, and has information and advice for children and parents about staying safe when you're on a phone, tablet or computer.

https://www.thinkuknow.co.uk/

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Click here for our Safeguarding web pages

As always, please do get in touch with us if you have any feedback or anything to add, meanwhile we will be in touch as soon as we get further advice.

info@wiltshiremusicconnect.org.uk