**06.04.20**

**Safeguarding checklist for music teachers giving lessons remotely**

I have obtained written consent from parents/guardians to teach their child online

I have clearly outlined my safeguarding policy to parents/guardians

I have obtained written consent from parents/guardians to let their child’s school know that I am currently teaching their child online (if I normally teach them in school)

I have issued parents/ guardians with information about what to do if they have concerns\*

I have given parents/guardians the name and any relevant technical and security details regarding the online platform/s I am using to teach music:

**I confirmed with parents/guardians that:**

• I am using a professional profile (not my personal profile) to teach music online

• this account will be used exclusively for the purpose of teaching and solely for music lessons

• I will not be recording any lessons

• I will not share any personal details e.g. phone numbers, social media, etc with students

**I have agreed with parents/ guardians that:**

• they will use their own account / log in to enable their child to participate in online lessons (not child’s own account) – or have created an account for this purpose

• this platform is to be used only for music lessons, not for exchanging messages, photos, videos, etc

• online lessons will only take place at agreed times, which would usually Mondays- Fridays between 8.30am and 5pm or Saturday morning

• online lessons take place only when a trusted adult / parent is present at home and should be in a room with an open door, ideally NOT the child’s own bedroom

• I will always present and conduct myself as formally as I do in face to face music lessons

• students should always be dressed in daytime clothes, and should treat the lesson as a formal teaching situation

• should students be dressed in excessively informal clothing, or in a chaotic environment (too may personal items in background, other people distracting lessons, etc) the lesson will be terminated

• I will only contact students using a parent/carer email address / telephone number

I have contacted relevant schools to let them know about pupils I am now teaching online

There is a template that you can use to send details to schools, available as a download [here](https://wiltshiremusicconnect.org.uk/resource/copy-paste-table-online-tuition/)

**In the event of any safeguarding concerns:**

* My first point of contact will be my school’s Designated Safeguarding Lead or my usual contacts within the school unless they advise me otherwise
* I will only contact MASH through the numbers below if I am unable to contact (or receive no response from) the school about my concerns.
  + **Concerns about adults**: Designated Officer for Allegations (direct): 01225 713 945
  + **Concerns about young people** Multi-agency Safeguarding Hub (MASH): 0300 456 0108
  + **Out of Hours Duty number for both**: 0845 607 0888
  + **Police 999** with any urgent / immediate concerns

\*We recommended issuing **pupils and parents** with this website address as part of your agreement:

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

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.