

# Sound and Music

In accordance with the Disclosure and Barring Service's code of practice for registered persons and other recipients of disclosure information, Sound and Music will ensure the following practice.

## Policy and Procedure for Protection of Children and Young People

### 1. Introduction

Sound and Music recognises the right of all children and young people to be protected from any situation or practice that results in their being physically or psychologically damaged. It is committed to ensuring a safe and supportive environment for children and young people attending its events and activities and expects all adults involved in these events and activities to take responsibility for promoting the highest standards of care.

### 2. Aims of this policy

- To ensure the safety and security of participants on Sound and Music projects;
- To create an environment which enables all participants to achieve the maximum educational and personal benefit from their involvement;
- To ensure that staff involved are appropriately trained and fully understand child protection issues and procedures.

### 3. Designated Child Protection Officer

Sound and Music's Designated Child Protection Officer holds overall responsibility for child protection issues and is the Head of Education (currently Judith Robinson). The Designated Child Protection Officer must undertake Quality Assured Designated Officer training which should be refreshed every two years.

The Designated Child Protection Officer will nominate a senior member of project management staff (the Designated Person) to take responsibility for dealing with child protection issues in connection with specific projects. For the majority of Sound and Music's project delivery, this will be the Head of Education.

***For specific projects, the Designated Person and their deputy will be named here: xxx and xxx***

### 4. Responses to alleged or suspected abuse

4.1 All allegations or suspicions will be treated seriously and acted upon in accordance with the procedures outlined in this policy and its associated Code of Practice.

4.2 Staff who are approached by students with allegations of abuse will listen carefully and sympathetically, keeping questioning to a minimum. They will explain that allegations cannot be

kept secret and to whom the information will be conveyed. Further advice as to how a member of staff should deal with any such disclosure is included in Appendix 2.

4.3 Staff will report any allegations or suspicions only to the Designated Person and otherwise maintain absolute confidentiality. In the absence of the Designated Person, concerns should be addressed to the nominated deputy of the Designated Person.

4.4 The Designated Person (if they aren't the Designated Child Protection Officer) will report the allegation to the Designated Child Protection Officer, who will inform Sound and Music's CEO. The CEO will inform the Sound and Music Board if a prosecution results from the allegations.

4.5 The Designated Child Protection Officer will be responsible for initiating appropriate action in response to concerns, taking care to refer to the appropriate authorities rather than to investigate serious allegations of abuse.

4.6 A written record will be kept of any suspicion, allegation or incident causing concern which will detail the date, time, location, person reporting, person concerned, designated person handling the concern and action taken. The records will be held in a secure location by the Designated Child Protection Officer. Paper records will be stored in a locked filing cabinet accessible only to the Designated Child Protection Officer, digital records will be held on a secure area of the Sound and Music server accessible only to the Designated Child Protection Officer. Once all actions on referral, including any subsequent actions have been completed, the records should be deleted or destroyed.

4.7 If the reported allegation concerns a staff member of Sound and Music (including all freelance members of staff), this information will be communicated when contacting the relevant authorities (the Local Authority Designated Officer). A consequence of this may be the suspension from the project of the staff member pending an investigation by the authorities and, in a case where there is Gross Misconduct (the definition of which includes any Child Protection issue where abuse is found to have taken place), that person's contract will be terminated with immediate effect.

4.8 If, on investigation, the allegation is found to be an issue for disciplinary action, but not one of Child Protection where abuse is found to have taken place, the incident will be dealt with following Sound and Music's disciplinary procedures as outlined in the Staff Handbook.

4.9 Legislation in 2013 now requires employers to refer any safeguarding concerns to the Disclosure and Barring Service who will consider whether the individual should be barred from working in their sector. This legislation also stipulates that it is illegal for a barred person to work or apply for work within the sector in which they are barred, and that it is illegal for organisations to knowingly employ a barred person in the sector from which they are barred. Sound and Music acknowledges this legislation and will act accordingly.

## **5. Information for parents/carers**

5.1 This policy will be made available to parents/carers via the Sound and Music website.

5.2 In the event of an allegation or incident causing concern (unless the allegation involves the disclosure of information concerning a parent/carer) parents/carers will be:

- Contacted by telephone on the day of the incident;

- Informed by letter or email of the nature of the incident and action taken in response;
- Received by designated staff, if they wished to visit the venue in person.

## **6. Recruitment and training of project staff**

6.1 Staff (including freelance staff) involved in Sound and Music projects will be subject to enhanced police checking procedures where their duties will entail significant contact with children, young people and/or vulnerable adults.

6.2 Checks will be undertaken on all staff members who work directly with children, young people and vulnerable adults, or who process personal information about those children, young people and vulnerable adults in the office.

6.3 Checks will be undertaken every 2 years by means of a new check undertaken by Sound and Music, or by looking at the staff member's online record (only possible if they have registered with the Disclosure and Barring Service online system). Certificates processed by other organisations that are not registered with the DBS online service will be accepted if they are less than 3 months old.

6.4 Staff will be briefed on child protection issues and procedures, health and safety matters and the code of conduct for students (Appendix 3) prior to each project.

6.5 All staff receive a copy of this policy and its associated Code of Practice (found in Appendix 1).

6.6 The requirement to follow Sound and Music's Child Protection and Health and Safety policies is included in all contracts including freelance contracts.

## **7. Use and storage of digital images and social media**

7.1 All project participants' parents are asked to give permission for photography and video, unless the participant is 18 years old, in which case the young person may give consent themselves. Any requests not to be photographed/videoed will be respected.

7.2 Photographs/videos taken on behalf of Sound and Music are done by people with Enhanced DBS checks in line with this policy. Photographers and video makers working for Sound and Music on a freelance basis will not store copies of these images on their own systems once they have finished working on the project in question; they are contractually required to return all footage/images to Sound and Music on a hard drive and confirm in writing that they have deleted the footage/images from their systems.

7.3 All digital images are stored at Sound and Music on a separate area of the server that is only accessible to specified members of staff who hold enhanced DBS checks. These staff members are: the Head of Education, the Education Coordinator, the Marketing and Social Media Coordinator and the Fundraising Coordinator. Any footage/images on separate hard drives are stored in a locked filing cabinet; the key holder is the Head of Education.

7.4 No child or young person whose image is used by Sound and Music will be identified with their full name without additional consent from a parent/guardian.

7.5 Sound and Music staff should not connect with children and young people participating in projects via any social media; all contact should be through accounts especially created and owned by Sound and Music, so that all activity can be monitored and moderated.

7.6 Similarly, all tutors on projects (eg Summer School) are strongly advised to not communicate with students, whether this is by phone, email or through social media. Any contact (eg advice about Higher Education) should be through a work email address, copying in either the student's parent or the Head of Education; this policy will be presented during the Child Protection training session.

## **8. Health and Safety**

8.1 Project participants will be given a copy of the relevant Health and Safety procedures on arrival.

8.2 Contact information for students and details of any specific medical needs will be held in the appropriate office and distributed in summary to relevant staff. The project pastoral staff team will take responsibility for the administration of any medication, as requested by parents/carers as appropriate to the project.

8.3 Trained first aiders will be present at all times during projects, including activities which take place outside the regular premises.

## **9. Code of conduct for students**

9.1 All students are required to sign a Code of Conduct (where appropriate) outlining expected standards of conduct during the project. Where the students are under the age of 18, their parents are also expected to sign.

9.2 Serious breaches of the Code of Conduct (e.g. violence, racial abuse, use of illegal substances) will result in immediate expulsion from the project.

9.3 There are separate Codes of Conduct for residential, non-residential and online projects; they are included in Appendix 3 of this policy.

## **10. Additional considerations for online projects**

10.1 The COVID-19 pandemic of 2020 has seen the necessity for delivering work with children and young people through digital means. This raises the need for a number of additional ways of working to ensure the safeguarding of participants in Sound and Music's projects, in particular, the annual Summer School. A full set of guidelines drawn up for this purpose is included in Appendix 4.

## **11. Monitoring and dissemination of this policy**

11.1 This policy will be reviewed on an annual basis by Sound and Music.

11.2 The policy and Code of Practice will be distributed to all Sound and Music staff working on projects involving children, young people and/or vulnerable adults.

Sound and Music June 2021

This document is reviewed and updated annually – next review June 2022

### Code of Practice for Staff

1. Participation in Sound and Music projects should be a rewarding experience for both students and staff and, to this end, it is important for adults to recognise the particular responsibilities involved in working with children and young people. This Code of Practice is designed to ensure that staff are aware of those responsibilities and confident in dealing with participants.
2. All staff will receive a copy of the Child of Protection Policy which they should read carefully in conjunction with this Code. They will also take part in a training session prior to the commencement of the project, which will include guidance on child protection issues.
3. Staff should ensure that they behave in a friendly but professional manner at all times and maintain the highest standards of personal conduct in their dealings with students. They should not appear to favour or show interest in one child more than another. Any comment on a student's performance on the course should be constructive and supportive. At no time should students be sworn at or otherwise verbally abused.
4. Staff should take great care to avoid touching students at any time. This applies even, for example, when teaching instrumental technique, and tutors should develop the means for modelling and demonstrating the physical aspects of technique without the use of touch. Physical touching can make a student feel uncomfortable and may lead to charges of inappropriate behaviour.
5. For their own protection against allegations, staff should be alert to situations and behaviours which are open to misinterpretations. One to one contact with students out of sight of witnesses should be avoided where possible, as should use of or response to sexual innuendo.
6. Staff are strongly advised to not communicate with students, whether this is by phone, email or through social media. Again, this is for their own protection. In the case of social media, staff should not follow, make friends with, comment on or share students' posts, even if the student has followed/commented on the staff member. It is recommended that staff ensure that their privacy settings are at the highest possible settings, at least for the duration of the project.
7. Any email contact for a legitimate reason (eg advice about Higher Education) should be through a work email address where possible, copying in either the student's parent or the Head of Education so that communications can be monitored.
8. Staff who are approached by a student with a complaint about their treatment by another member of staff or with concerns about inappropriate behaviour by staff or students should immediately report this to the designated person with responsibility for child protection (named in the Child Protection Policy). Where allegations involve abuse, it is particularly

important not to become involved in discussion or investigation but to make sure the details are clearly recorded and passed on to the designated person. This procedure should be explained to the student.

9. Outside the specified reporting procedures, strict confidence should apply to any suspicions or allegations raised by staff or students.
10. All staff should remind themselves of the Health and Safety policy and procedures and ensure not only their own compliance but that of the students under their supervision.
11. Staff will be given a copy of the Code of Behaviour, which all students will have signed. They should immediately report any breaches to the Head of Education.
12. Staff will be asked to provide the necessary personal details for the police checks to be undertaken to confirm their suitability to work with children. This will be a condition of their employment on the project.
13. Any member of staff who is unsure of the correct procedure in terms of child protection or uncertain of how to deal with a situation during a project can seek advice and assistance from either the Designated Person or the Designated Child Protection Officer.
14. Nobody is perfect. There may be an occasion when you realise that you have behaved in an inappropriate way under pressure. In such a case, please inform the Designated Person or the Designated Child Protection Officer as soon as possible. Further action may still be necessary, but it is easier to support people who admit to their mistakes than those who seek to hide them.

### Advice to staff on the appropriate response to a child making an allegation of abuse

1. Stay calm.
2. Listen to what is said.
3. Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
4. Tell the child that the matter will only be disclosed to those who need to know about it.
5. Allow the child to continue at their own pace.
6. Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
7. Reassure the child that they have done the right thing in telling you.
8. Tell the child what you will do next, and with whom the information will be shared.
9. Record in writing what was said, using the child's own words as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure the record is signed and dated.
10. It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from the Designated Child Protection Officer in Sound and Music.

## Appendix 3

### Code of Conduct (for residential projects)

#### 10 Golden Rules

We want the Sound and Music Summer School to be an enjoyable week, memorable for all the right reasons! We therefore ask you to abide by the following set of rules. Failure to stick to these rules may result in you receiving a strike and ultimately being removed from the project. We have yet to resort to sending anyone home, and look forward to keeping yet another clean sheet in 2019!

1	Respect all other participants and staff.
2	Do not leave the Purcell School site unless you are 18 and have the permission of the member of staff on duty.
3	Please use the sign in/out book provided by your chaperone if you are going off-site (18 year-olds only).
4	The Purcell School is a no smoking site.
5	No alcohol or illegal drugs.
6	No sexual relations.
7	All project sessions are compulsory.
8	Please respect the Purcell School environment and property.
9	Make sure you are back in your boarding house by 10.00pm. Lights out at 11.00pm.
10	Please respect other people's property.

#### Three Strikes System

All serious incidences of rule breaking and/or bad behaviour will be reported to the Head of Education (Judith Robinson) via the Session Runners or Chaperones. A decision will be made as to whether the incident counts as an official 'strike'. Participants who receive three strikes will be asked to leave the Summer School according to the Early Leaving of Project regulations below. The final decision will be made by Judith Robinson. If an incident is considered to be of sufficient seriousness we will waive the three strikes rule and you will be asked to leave immediately.

Three strikes and you're out – be warned!

## **Behaviour**

Please treat all participants and staff members with the respect they deserve.

We require acceptable and reasonable levels of behaviour from all participants at all times. We are especially determined that there be no physical, verbal or digital bullying of participants or staff by others taking part in the Summer School, and all staff will be required to bring any instances of such mistreatment to the attention of Judith Robinson.

We expect everyone to be polite and responsible when communicating with others; students will not use strong, aggressive or inappropriate language. Students should appreciate that others may have different opinions. Students will not take or distribute images or videos of anyone without their permission.

Students must not upload material to social networking sites (eg Facebook/Instagram), or broadcasting sites (eg YouTube) that in any way contain associations with the Summer School without the permission of Sound and Music. Students must not create pages on social media that pertain or refer to students or staff of the Summer School.

Where incidents do occur we reserve the right to ask a participant to leave the project. Where this happens we will require that the young person in question is collected as at "Early Leaving of Projects" below.

## **Tell us in confidence**

If you are aware of any behaviour or actions of others that make you feel uncomfortable, or know of unpleasant or inappropriate material or messages online, please tell a member of Summer School staff. The information you give will be treated in complete confidence.

## **Early Leaving of Projects**

If you receive three strikes, or are involved in serious incidents of bad behaviour/rule breaking you will be asked to leave the project. Your parent/guardian will be contacted and asked to collect you as soon as possible.

If you are unwell or involved in an accident the Head of Education will contact your parent/guardian and ask them to collect you as soon as possible.

In both the above circumstances we would not allow you to leave the premises unaccompanied unless you are 18 years old.

## **Accommodation Block**

Everyone will be boarding in the New Accommodation Block, which is arranged over three floors and has a combination of single and shared rooms. Girls' and boys' accommodation is separate and there are also separate common rooms, as well as a communal area on the ground floor. We do not allow members of the opposite sex to visit the bedroom areas of the accommodation. Please note that members of the public are not permitted on site under any circumstances (except for family members and friends helping to drop off bags on the first day).

If you want to visit Sound and Music Summer School participants in another part of the accommodation block, you may do so during your free time. If you are visiting another part of the accommodation block you will only be permitted in the communal spaces (common room). Visitors

must not enter the accommodation area. Please note that you must return to your bedroom by 10pm.

### Bedtime

You should return to the New Accommodation Block between 9pm and 10pm in the evening, signing in with the Chaperone on duty as you enter the building (they will be sitting in the ground floor communal area). Once you have signed in then please do not exit the building again. Lights out is by 11pm. Chaperones will ensure that you have returned by 10pm. If you have not returned by 10pm, the chaperones will come and find you. Please don't make them do this!

In the case of an emergency during the night, one of your chaperones is wakeable. You will be given details of who you may wake in an emergency in the Summer School handbook and on arrival and this information is also displayed in the accommodation block.

### Attendance

Attendance is compulsory at all timetabled activity. If you are unable to attend because of illness please inform the member of staff on duty. Failure to attend these sessions without seeking prior permission from a member of staff will result in you receiving a strike.

### Security

Sound and Music will not accept responsibility for loss or damage to belongings during the residential.

All areas of the Purcell School have their own security codes which will be given to you on your arrival. In the interest of security, under **NO** circumstances must you give your code to anyone who is not a member of the course, or to students who aren't resident in your accommodation area, or to any tutors. Failure to abide by this rule will result in a strike.

When you check in you will be given your own ID badge which you must wear at all times.

### Valuable Items

Please keep your money in a secure purse/wallet. We recommend that you carry money and valuable items with you during the project. In the case of mobile phones, remember that you will be asked to switch them off during sessions. Bedrooms are not lockable but small items can be left in the safes that are provided in each bedroom. Larger items can be left in the staff office, which will have someone on duty throughout the day and locked at night.

Please note that the Purcell School owns a range of valuable equipment and musical instruments, a great deal of which the school kindly allows us to use during the week. It is essential that we take good care of this equipment and not only return it but ensure that it is in good working order, so that they are willing to allow us to use it again in future years. The school does take an inventory of their equipment at the beginning and end of the week and there are CCTV cameras in operation around the site.

Sound and Music will contact the police should they have reason to believe that a member of the Summer School has stolen or tampered with any property belonging to the school, other students or Summer School staff.

### **Smoking/Alcohol/Drugs**

Smoking is not permitted anywhere in the Purcell School (including the school grounds) and being found smoking will result in you receiving a strike.

Sound and Music does not permit the use of alcohol. Possession of alcohol will result in you receiving a strike. If you are found in possession of alcohol on more than one occasion you may be asked to leave the project.

Sound and Music does not permit the use of illegal drugs. If you are caught in possession of illegal drugs Sound and Music will contact the police.

### **Sexual relations**

Sound and Music does not permit young people to engage in sexual relations. Doing so will result in you receiving a strike.

## Code of Conduct (for non-residential projects)

### 8 Golden Rules

1	Please respect all other participants and staff; no bad language or bullying please.
2	Do not leave the site unless you have permission from your parents to do so. Please only leave the site during scheduled breaks and lunchtime.
3	Xxx (venue) is a no smoking site.
4	No alcohol or illegal drugs.
5	Please be on time and attend all the project sessions.
6	Please keep you mobile switched off and out of sight during the workshops.
7	Please respect the venue's environment and property and be mindful that members of the public also wish to enjoy using the venue.
8	Respect other people's property; ask the owner for permission before using other people's laptops/mobiles/instruments.

## Code of Conduct (online projects)

### 7 Golden Rules

We want the Sound and Music Summer School to be an enjoyable week, memorable for all the right reasons. We therefore ask you to abide by the following code of conduct. From previous years, we know that Summer School students are a kind, considerate and well behaved group of young people and we are looking forward to spending time with this year's group.

1	Respect all other participants and staff
2	No online bullying of students or staff will be tolerated
3	Please attend all timetabled Summer School sessions
4	Your timetable and zoom links are for your use only and should not be shared with anyone else
5	Please make every effort to be ready to start each session on time
6	Please dress appropriately
7	You should ensure that nothing containing personal information (eg contact details) is visible/available during the sessions

### Behaviour

Please treat all participants and staff members with the respect they deserve.

We require acceptable and reasonable levels of behaviour from all participants at all times. We are especially determined that there be no physical, verbal or digital bullying of participants or staff by others taking part in the Summer School, and all staff will be required to bring any instances of such mistreatment to the attention of Judith Robinson.

We expect everyone to be polite and responsible when communicating with others; students will not use strong, aggressive or inappropriate language or 'banter'. Students should appreciate that others may have different opinions. Students will not take or distribute images or videos of anyone without their permission.

Students must not upload material to social networking sites (eg Facebook/Instagram), or broadcasting sites (eg YouTube) that in any way contain associations with the Summer School without the permission of Sound and Music. Students must not create pages on social media that pertain for refer to students or staff of the Summer School..

Where incidents do occur we reserve the right to ask a participant to leave the project. Where this happens we will remove the student from the project.

### **Tell us in confidence**

If you are aware of any behaviour or actions of others that make you feel uncomfortable, or know of unpleasant or inappropriate material or messages online, please tell a member of Summer School staff. The information you give will be treated in complete confidence.

### **Three Strikes System**

All serious incidences of rule breaking and/or bad behaviour will be reported to the Head of Education (Judith Robinson) via the Session Runners or Chaperones. A decision will be made as to whether the incident counts as an official 'strike'. Participants who receive three strikes will be removed from the Summer School. The final decision will be made by Judith Robinson. If an incident is considered to be of sufficient seriousness we will waive the three strikes rule and you will be removed immediately.

### **Attendance**

We expect you to attend all the timetabled sessions during the Summer School. This will help ensure that you can be supported in learning new composition skills and in creating your new piece of music during the week. There will also be periods during the day when you will not be in direct contact with the tutors. If you are unable to attend because of illness please let a member of the education team know by email ([education@soundandmusic.org](mailto:education@soundandmusic.org)) or using the dedicated Summer School mobile number.

### Sound and Music Guidelines for Online Learning with Young People

1. Sound and Music is committed to working in a way that ensures maximum safety for all young people and tutors involved in online teaching and learning.
2. The following guidelines are in addition to the principles and practice outlined in Sound and Music's [Policy and Procedure for Protection of Children and Vulnerable Adults](#) and form an appendix to that policy.
3. Sound and Music will choose and test online platforms carefully. We will use Zoom as the main platform for all online teaching and learning. <https://www.zoom.us/>. Zoom has been thoroughly tested by Sound and Music staff and is recommended as one of the most secure online platforms by the ISM and a number of music education hubs.
4. All online teaching and other activity sessions and meetings will be conducted on a timetabled basis. There will be strictly no online 'chat' or interaction outside of these times.
5. Zoom works best on a desktop or laptop computer, so these should be used wherever possible. However it is also easily useable on a smart phone or tablet. It uses the camera and microphone functions of your device for communication, so these are needed on whatever device is being used.
6. Zoom will be supplemented with links to pre-prepared videos on private Sound and Music YouTube / Vimeo channels, or stored within a Sound and Music Google Drive and sound files shared on other platforms such as Soundcloud and Spotify.
7. For tutor groups using the Google Drive, there will be separate "hand in" folders for students and tutors so the tutors don't have access to the students' contact details. For the Film Group (the group using this facility most frequently), the Technical Manager will be responsible for copying over files from one area to the other.
8. The Sound and Music Zoom accounts are hosted by Judith Robinson (Head of Education) and Ayse Koklu (Education Coordinator) and are linked to dedicated Sound and Music email accounts. Nominated Summer School tutor group staff members will be appointed as 'co-hosts' for sessions and activities held within each tutor group.
9. For the Summer School, each tutor group will have its own Pro Zoom account, associated with a dedicated Sound and Music email address that the Key Tutor and Runner (and in the case of the film group, the Technical Manager) will have log in rights to.

10. The default setting for Zoom will be that students can't screen share (or message privately) but tutors, as Hosts/Co-hosts can temporarily allow screen sharing by enabling Co-hosts rights to students, if that facilitates tech support or looking at someone's score. Tutors will need to remember to remove the Co-host right afterwards.
11. Young people and tutors will be sent an e-invitation to their timetabled lesson, session or other online activity such as meeting or pastoral chat. Invitations can be linked to online calendars so timetabled sessions are clearly visible. Students will be pre-registered so only those signed up can enter the waiting room. The Runner will then have a list of students and admit them each session. Sound and Music is offering a Zoom try-out to all students a few days before the Summer School starts.
12. All teaching, learning and other sessions will be conducted with two members of Summer School staff on duty on Zoom. There will always be one 'host' or 'co-host' online, in addition to the tutor or staff member who is leading the activity.
13. The Sound and Music Education Team (Head of Education and Education Coordinator) will 'pop in' to online sessions at regular intervals to check all is well from a safeguarding point of view and also to support any technical questions with the platform. The session 'host' will end the session at the appropriate time at which time everyone will be automatically exited from the session.
14. Young people and staff must be physically located in safe working spaces, appropriate for online lessons; with an appropriate background.
15. Young people and tutors should make sure that nothing overtly personal (such as items showing contact details, school uniform, address) is visible in the space where they are accessing Zoom. They should dress appropriately for a learning activity as they would in a face-to-face session.
16. Sound and Music will share the timetable of online activities – both required and any optional sessions – in advance with parents and carers so that there is transparency about when online activity will take place.
17. Young people's parents or other responsible adult will be made aware the session is happening and are welcome to be present in the room or close proximity in the home if they feel that would be advisable for support or supervision.
18. Summer School staff should work from a room where others cannot see or listen in. If this is not possible, then headphones must be worn, and screens angled away towards a wall and away from any other people. In any event, a neutral background should be used with minimal personal items in view.
19. All Summer School tutors and staff will be expected to dress professionally for their sessions and conduct them to the same safeguarding and professional standards as required for face-to-face sessions.
20. Summer School tutors and staff may terminate a session (including a 1-2-1 session with a student) if they do not feel comfortable with any aspect of the session (eg the

student's dress or manner). If this occurs then this should be reported to Judith Robinson, Head of Education as soon as possible.

21. Staff are advised to check what is visible on the laptop / device screen to prepare for using the 'screen-sharing' function of Zoom.
22. Sound and Music reserves the right to use the record function to record all online sessions using video and or audio. This is as a safeguarding precaution. Sound and Music education staff will securely store and delete all sound and video files as soon as possible after sessions – at the latest within one month of the activity taking place.
23. Young people and parents are not permitted to record one-to-one sessions (whole or in part) unless for a specific reason (eg to support an identified learning need) and if agreed in advance with the Sound and Music Head of Education.
24. During Summer School activities, students can communicate with their tutors through the chat box in zoom (private messaging will be disabled, all chat will go to everyone) or via the dedicated Sound and Music email account for that group. They will also be able to contact the Education Team via the education@ email address and use the dedicated Summer School mobile number.
25. Students should be encouraged to keep themselves on mute when in group sessions to reduce background noise.
26. Students should be encouraged to speak one at a time and if they would like to say something or ask a question they should either raise their hand or use the 'raise hand' function to signal.
27. If you have an unstable connection, switching the video camera off helps.
28. Students might like to switch between [gallery view](#) and speaker view in Zoom, depending on whether they wish to see everyone in the group equally, or focus on the tutor speaking. It is also possible to hide the image of themselves if they don't like looking at it all day!

These guidelines have been produced by referring to the following online sources – which provide additional information that may be useful for staff, parents and young people.

BBC Own It - <https://www.bbc.com/ownit>

Incorporated Society of Musicians (ISM) – <https://www.ism.org/advice/safeguarding-for-remote-lessons>

Music Mark - <https://www.musicmark.org.uk/resources/online-music-teaching-and-safeguarding/>

Musicians Union (MU) – <https://www.musiciansunion.org.uk/Home/Advice/covid-19/music-teaching/online>

NYMAZ – <http://www.nymaz.org.uk/connectresound/resources>