

Orchestras for All Online Safeguarding Guidelines FOR PARENTS/CARERS

Version 1: 3 April 2020

Parent/guardian online activity checklist

Prior to all online activity with OFA please ensure that you:

- Are aware of the date, time and content of the activity
- Have talked through how the online activity will work with your child to ensure they are happy to participate
- Have given consent for your child to participate in online activity with OFA, and, if appropriate, for the online activity to be shared publicly
- Are aware of **where** your child will access the online activity (i.e. a Zoom or YouTube link)
- Are aware of **how** your child will access the online activity (e.g. laptop / smartphone / tablet)
- Know how to contact the OFA core staff team if you have a question or concern
- Have ensured your child has a safe working space, appropriate for online music-making activity.
- Have ensured your child is dressed appropriately – in an OFA t-shirt if available
- Have ensured the area behind your child where they will be on camera is as neutral as possible and does not display personal or intimate items, offensive images or words, or personal information such as home address or school details
- Have discussed with your child the importance of following the instructions of the session leader and behaving professionally, as at face to face OFA activities
- Have discussed the consequences for your child if they do not behave professionally or deliberately disrupt the session.

At all times, Orchestras for All's (OFA) priority is the safety and wellbeing of the young people we work with. Please note that the OFA online safeguarding guidelines are part of the OFA Safeguarding Policy, adhered to by all OFA staff and volunteers.

All adults leading OFA online activity have a clear Enhanced DBS check, completed in the last three years.

Guidance for Parents/Carers

Prior to OFA online activity, OFA will contact the parents/carers of all young people invited to participate in the activity with the following information:

- The content and outcome of the activity
- The date and time of the activity
- The equipment and resources the young person will need in order to participate
- Who will be involved in the activity
- How to access the activity (e.g. a Zoom link)
- If any of the activity will be shared publicly on social media or our website
- The OFA core staff team can be contacted via phone call, text message or email before, during and after the activity with questions or concerns on **07397987456** or info@orchestrasforall.org.

As a parent, it is your responsibility to ensure that you:

- Have talked through how the online activity will work with your child to ensure they are happy to participate
- Give consent for your child to participate in online activity with OFA
- Give consent for online activity to be shared publicly (your child will still be able to participate even if consent is not given for sharing of activity)
- Are aware of the date, time and content of the activity
- Are aware of where your child will access the online activity (i.e. a Zoom or YouTube link)
- Are aware of how your child will access the online activity (e.g. laptop / smartphone / tablet)
- Know how to contact the OFA core staff team if you have a question or concern

OFA expects the same levels of professionalism online as at all other NOFA activities. This ensures that safeguarding principles are met, and that everyone is able to enjoy participating in the activity:

- All online activity participants must be located in safe working spaces, appropriate for online music-making activity. As a courtesy, prior to the activity, participants should inform others in their location of the duration of their participation in a music activity
- Everyone should be dressed appropriately – in an OFA t-shirt if available
- Backgrounds should be as neutral as possible and not display personal or intimate items, offensive images or words, or personal information such as home address or school details
- If screen-sharing is necessary for the session, all participants should ensure that only windows relevant to the online activity being facilitated are open and visible.
- Participants should follow the instructions of the session leader
- The session leader will remove from the activity anyone who is not following these rules, or is being deliberately disruptive

OFA Safeguarding General Principles

1. Orchestras for All (OFA) is committed to working in a way that ensures maximum safety for all young people and staff involved in online activity.

2. The following guidelines are in addition to the principles and practice outlined in the OFA Safeguarding Policy and Procedures, which is available at:

<https://www.orchestrasforall.org/safeguarding>

OFA Online Content Platforms

3. OFA will use Zoom as the main online video conferencing platform for all online activity with young people. Zoom has been selected as an appropriate platform for these activities for its security and usability, through OFA core staff testing and recommendations from the Incorporated Society of Musicians and other national and regional music organisations delivering activity with under-18s.

4. OFA will recommend online activity is accessed via a desktop or laptop computer. However, smartphones and tablets are also permitted, with camera and microphone device functions enabled.

5. OFA online learning resources are also available via pre-prepared videos on the Conductors for Change online course (www.ensembleleadership.co.uk), the OFA YouTube channel, and password-protected Dropbox folders. OFA will make use of other secure and safe online resource-sharing websites as appropriate and will inform tutors, parents/guardians and young people of safe and straightforward ways to access these resources when necessary.

6. To enable hosting of multiple sessions simultaneously, Tutors will use their own Zoom accounts to set up sectional sessions. They will then share the Meeting link with OFA core staff team who will pass this to all NOFA members and parents. The OFA core staff team will be able to access the meetings throughout.

OFA Online Activity Delivery

7. All online teaching and other activity will take place within a pre-agreed timetable coordinated by members of the OFA core staff team. This timetable and the Meeting links will be shared with all staff, parents/guardians and young people involved. Tutors are responsible for setting up Zoom sessions and sharing the links with the OFA core team, to forward on to NOFA members and parents.

8. Zoom meeting links will not be accessed by tutors or young people outside of the pre-agreed timetable. Zoom meetings will begin and end at the pre-agreed time, with OFA core staff team overseeing.

9. All online activity will be conducted with at least two members of OFA core staff team on duty. OFA core staff will join all meetings for a short time during the timetabled session to check in on young people and the tutor for safeguarding, technical support and content quality and celebration purposes. OFA core staff will be available for contact by tutors, young people and parents/guardians via email and telephone throughout the session and for at least an hour before and after.

10. Freelance staff facilitating online activities will complete an online form acknowledging that they have read and understood the Online Safeguarding guidelines in addition to adhering to the general Safeguarding policy and DBS checks that are carried out on all OFA staff, as outlined in the general OFA Safeguarding policy.

11. Parents/Guardians will give their consent for their young person to participate in online OFA activity and enable any sound/video permissions on their device as necessary. They will be emailed prior to the activity with information outlining the time of the activity, OFA Online Activity Conduct (see below) and instructions, including a URL link, for accessing the activity. Parents/Guardians are welcome to be present during the activity.

12. Freelance staff facilitating an online session will be sent a list of young people due to attend their session. All of these young people will have gained consent from their parent/guardian to attend the session and enable any sound/video permissions on their device as necessary. Any young people who are not on the list will not be permitted entry to the session.

13. Staff facilitating an online session will record the full session for content quality and safeguarding purposes. Elements of the online videos will be used for marketing and fundraising purposes to celebrate and fundraise for this activity going forward.

14. Young people and parents/guardians are welcome to request the recordings from OFA for reference. The content must not be shared externally, including on social media.

OFA Online Activity Conduct

15. All online activity participants must be located in safe working spaces, appropriate for online music-making activity. As a courtesy, prior to the activity, participants should inform others in their location of the duration of their participation in a music activity.

16. Participants' clothing and the physical or virtual background visible in the meeting should be appropriate to a professional context, avoiding display of personal or intimate items, and offensive images and words. OFA staff should wear their OFA t-shirt and ensure their background is as neutral as possible.

17. If screen-sharing is necessary for the session, all participants should ensure that only windows relevant to the online activity being facilitated are open and visible.

18. Young people should ensure that no identifying objects, documents or items of clothing such as school uniforms or contact details are visible.

19. Parents/guardians will be asked to support their young person in meeting these standards of working space, video background, screen windows and clothing. OFA staff will remove anyone from a meeting who does not meet these standards.

20. All young people participating in online activity should follow the rules and instructions of the host tutor, for example, muting their sound or raising a hand to contribute. All young people should follow the same standards of conduct expected at face-to-face OFA activities. Host tutors will remove from the meeting anyone who is deliberately disrupting the activity.

OFA Online Delivery Reference

These guidelines have been produced with reference 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>