

Orchestras for All Online Safeguarding Guidelines

Version 1: 31 March 2020

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>