

## MUSIC EDUCATION ISLINGTON

### SAFEGUARDING PROTOCOL FOR REMOTE TEACHING

#### ADVICE TO PARENTS

In order to ensure we maintain high standards of safeguarding, Music Education Islington (MEI) would like to make you aware of the following advice to enable a safe remote teaching environment:

#### SAFETY DURING LESSONS

- It is recommended that ALL online lessons will be done in a **communal area** in the home where parents are in the vicinity to overhear or see the lesson.
- However, in exceptional circumstances where this is not possible (due to practical difficulties within the home) and a bedroom is the only available space, **you will need to ensure the following:**
  - Your child needs to be appropriately dressed (i.e no pyjamas or revealing clothing) and maintain a proper posture position during the lesson (for example not lying down on the bed);
  - The bedroom background has to be blurred or an appropriate virtual background needs to be used (this feature is available on MS Teams and Zoom).
  - As far as it is possible, the bedroom door needs to remain open throughout the lesson for safeguarding reasons;
- It will be required for you (parent / guardian) to be present at the start of each session.
- We still need you as the parent/carer to be within hearing distance of the lesson if you are not present in the room. We have asked teaching staff to confirm this before commencing a lesson. You are also welcome to pop into the room from time to time if this assists safeguarding.
- **Arrangements for lessons:** this is only allowed to be done via an official staff gsmd / guildhallschool email address to you. Please make sure that you are copied into **all** emails between your child and teaching staff.
- As per our usual [Safeguarding Policy](#) we do not allow communication between students / staff via social media, personal email, text messaging, gaming or other app platforms.
- We advise that lessons take during normal school hours or the hours when MEI Music Centre is held.

- The chat function during lessons will not be accessible to students unless a staff member can monitor the chat.
- Student conduct during lessons will need to remain in line with Music Education Islington policies. Bullying / inappropriate comments / discrimination etc will not be allowed and will be reported through to safeguarding staff should we become aware of such incidents.
- For safeguarding and security reasons Guildhall School has endorsed Microsoft Teams and Zoom to be used for remote teaching. **Therefore, please note that no other forms of video access for online teaching (such as Skype / FaceTime etc) are permitted.**
- Screen shots / photos of lessons are not allowed (i.e still pics being taken during a live feed).
- Recording of a lesson will only occur where this is for official purposes (such as a specific project), or when requested as part of an Islington School's safeguarding policy, and will be initiated by Music Education Islington.
- Student and/or parental personal information or photos / videos must not be shared online as per our usual Safeguarding Policy and Data Protection Policies.
- If you experience any technical difficulties or require IT support, please report this immediately to the Music Education Islington office. The Safeguarding Helpline should NOT be used for reporting technical difficulties, as this phone line has to be kept open for child protection and safeguarding related enquiries only.
- Please note we have provided guidance and advice to staff about Data Protection / GDPR and secure, safe management for remote working.

## HOW TO REPORT A CONCERN

### SAFEGUARDING / CHILD PROTECTION CONCERNS

If you feel worried about a child and/or would like some support or advice, please speak to the Music Education Islington Designated Safeguarding Lead, Mirjam James. You can reach Mirjam on **07784 016369** or email her at: **mirjam.james@gsmd.ac.uk**

If you don't have a safeguarding concern per se but would like some support regarding Special Educational Needs / Mental Health or other family support, please do not hesitate to contact Mirjam who would be very happy to assist you.

Please be aware that mental health concerns / online abuse / domestic violence / online bullying and cases of radicalisation has increased since lockdown and therefore **extra vigilance** will be required around these areas of safeguarding.

**For any concerns involving discrimination please report this immediately via the safeguarding channels mentioned above.**

### **SAFEGUARDING CONCERNS INVOLVING A STAFF MEMBER**

- If you have any safeguarding concerns about the conduct of a staff member, please report this **immediately** to the Music Centre Creative Director / the Music Education Islington Manager and/or the Islington Council CET Lead for Safeguarding.
- As per our usual Music Education Islington Safeguarding Policy we do not allow any communication between students / staff via social media, personal email, text messaging, gaming or other app platforms. If you become aware of such communication, please report this immediately to the MEI Designated Safeguarding Lead or the Islington Council CET Lead for Safeguarding – Segun Lee-French.

### **MENTAL HEALTH SUPPORT TO FAMILIES**

- If you experience a mental health crisis or feel unable to keep yourself or others safe, please contact the **Samaritans** free on: **116 123**.
- **You can also call your own GP and request an emergency appointment or ring 111 if it is out of hours. For emergencies where self-harm has occurred please attend your nearest A&E or ring an ambulance.**
- If you or your child are affected emotionally with the current situation, you can also seek advice and support from **Young Minds** (<https://youngminds.org.uk/>) Young Minds offer a service free of charge to young people and parents.
- **Childline** is an excellent resource for children too (<https://www.childline.org.uk> – phone free on: 0800 1111).
- For general updated health and employment / financial advice relating to Covid19 please use online services such as:  
<https://111.nhs.uk/>  
<https://www.gov.uk/coronavirus>
- Other online resources to support your mental health can be accessed here:  
<https://www.mind.org.uk/information-support/coronavirus/>  
<https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-anxiety-tips/>
- Bereavement Support  
<https://www.cruse.org.uk/>

# Music Education Islington (MEI) Delivery and Handling Concerns Music Centres and Out of School Activities

Before delivering a service to as part of MEI, all tutors, contractors and partner organisations will ensure awareness of the venue's DSL and safeguarding policy.

