

OFFICIAL

Risk Assessment and Safeguarding

Supplementary Advice for all GCC Music Staff/Pupils/Parents/Guardians

CREATE Music Service Safeguarding Policy

All Music Teachers and Tutors are required to meet the Professional Standards and Expectations outlined in the GTCS Code of Conduct, Information Security Policy and Glasgow City Council Council's Acceptable Use Policy.

All issues relating to online Child Protection (CP) should be dealt with in the same way as for face to face teaching, i.e. all CP issues must in the first instance be referred to the base school Child Protection Officer.

The child's local authority Child Protection Policy will be the reference point for all matters relating to CP.

All IMI and YMI are required to complete annual Child Protection and Information Security Training as well as hold a current PVG with Glasgow City Council.

In addition, Glasgow City Council has advice on Microsoft Teams which should also be taken into account where using Showbie Pro. There are links within this document to the policies listed above.

<https://www.glasgow.gov.uk/CHttpHandler.ashx?id=49707&p=0>

Glasgow City Council Education has thorough procedures in place to ensure the safety of all pupils and staff as follows;

1. Internet filtering is in place on all school managed devices for example PC's and iPads. The same policies apply at home and in school.
2. Different internet filtering levels are in place for Primary and Secondary year levels.
3. Apps are checked for GDPR compliance.
4. Acceptable use policy is in place for students and staff;

<http://www.goglasgow.org.uk/Pages/Show/2253>

<http://www.goglasgow.org.uk/content/UserGenerated/file/ICT%20Policies/PupilAcceptableUsePolicygeneric.doc>

5. Home school agreement for ipads is in place and has to be signed by parents.
6. Schools will provide guidance and run sessions with students on staying safe on the internet e.g. Cyber Security.

It is essential that before commencing Video Lessons on Showbie Pro all IMS and Young People are clear on the expectations to ensure safety for all involved:

Firstly, it is imperative that prior to starting Video Lessons on Showbie Pro, IMS should ensure that pupils & parent/guardians have completed the Acceptable Use Policy for ICT ensuring it has been countersigned by parents/guardians.

OFFICIAL

OFFICIAL

Where a child does not have a Connected Service ipad at the moment, then with parental permission a personal device may be used. The ipad roll continues to be a priority for all GCC Schools with the aim that all Senior Phase Pupils will have their devices by October 2020.

IMS Management continue to work with Secondary Schools to ensure all tutors have an ipad suitable to allow video lessons with Showbie Pro. In the meantime, it is acceptable to use a personal device to ensure children and young people are not compromised. This will be short term as the service works to ensuring all tutors have the required technology to continue to provide the highest quality lessons taking into account Government Health and Safety Guidelines.

In addition tutors should adhere to the following guidance and if in doubt check with Pamela Black in the first instance who has full access to all lessons and will be responsible for Quality Assurance;

- All tutors should use Glasgow Virtual Music Tutors on Showbie Pro to provide Digital Lessons.
- Where possible, lessons should take place during school timetabled hours and it must be recognised that this may require some young people to receive live video lessons from home during this time. This should be arranged in partnership with Faculty Head or Principal Teacher responsible for the Music Department. Timetables allowing and by arrangement and agreement with the school, pupils may access lessons from home first thing in the morning or late afternoon. For Senior Pupils this may be arranged during free periods but lessons for all pupils should not take place earlier than 8.30 a.m. or later than 6 p.m. and must be negotiated with individual schools.
- A record of all sessions conducted must be kept by the IMS and Music Department including start and end times. Any absences should be shared with the relevant Music Department immediately.
- IMI must not provide their personal mobile number to pupils and must not be in receipt of pupil's personal phone numbers.
- Digital Lessons must be conducted in locations and situations which meet professional and safeguarding expectations. Behaviour of all young people has the same high standards as for face to face lessons.
- IMI and Young People must ensure that the angle, focus and zoom facility of the camera is used to maximise the learning experience and to ensure the privacy of others checking that the background for teaching is professional and does not contain images or information that should not be shared.
- An expectation to all pupils should be made that when they are involved in a video session, they should also do so in a public room e.g. living / dining room where appropriate.
- No lesson should take place if a pupil is in a bedroom. The pupil should immediately be asked to re-join from an appropriate location in their house.
- Where possible, other individuals for example children, family members should not be in shot or be able to be heard during a video or audio session.
- IMI and Young People must adhere to professional standards of dress when in front of the camera. Lessons should be rescheduled if it is felt that they are not being met.

OFFICIAL

OFFICIAL

- Should IMI become concerned by anything that they see or hear during a session, then this should be reported to the Head Teacher or designated Child Protection Officer with immediate effect.
- IMI may not record any sessions conducted via audio or video, without full consent and agreement (e.g. to allow others to watch a lesson at a later date)
- Students may not record any session conducted via audio or video without full consent and agreement from both IMI and Parent or Guardian.

All Digital Lessons should be pre-arranged with Pupils, scheduled in advance with appropriate notice given.

Frequently Asked Questions

1. What do I do if a pupil joins the class from an inappropriate location?

Ideally pupils would log into the class from a public area in their home. In some circumstances this may place an unreasonable burden on family spaces.

Staff should assess each situation and confer with their line managers if they are uncomfortable with the location(s) pupils are logging in from.

If issues persist, pupils should be advised they will not be allowed to continue to access the lessons if they do not find a more appropriate location to log in from.

2. A pupil speaks or behaves inappropriately in the online classroom, how do I react?

All the normal standards of behaviour apply in the online classroom. Where possible, staff should work in partnership with the school if behaviour is inappropriate this should be dealt with in line with school policy as per face to face lessons.

Pupils should be dealt with in the same way as they would have been if the incident had taken place in a normal school environment.

3. A pupil shares something inappropriate on their screen - what do I do?

IMI should immediately terminate the lesson and inform the school Senior Management Team of the details of what has happened. If in a group lesson and it is not possible to identify the offending pupil, the lesson should be terminated for all pupils. All pupils in the digital classroom can then be contacted as soon as possible after the event to inform them what happened, and the arrangements for future classes.

As per Management Circular 57, the IMI must write a full account of the facts using the relevant Appendix.

4. What do I do if pupils are signing into their classes dressed inappropriately?

This should be dealt with in the same way as it would be in the face-to-face class setting. If pupil attire makes the teacher feel uncomfortable then the teacher should use turn their camera off and request the young person to do the same until the issue is addressed. If the IMI remains concerned they should terminate the lesson and contact the school CP co-ordinator.

OFFICIAL

OFFICIAL

5. A pupil asks for a one to one online chat about a serious issue that is concerning them. What is the protocol for that?

This should immediately be referred to the School Senior Management Team and preference would be to arrange a face to face meeting. Staff should try to avoid a one to one situation with a pupil online. Where it is judged that a pupil needs to discuss a serious issue, an arrangement could be made for another time online with two members of staff present in the meeting.

