

## Safeguarding Policy – extra detail re E-Safety (google classroom)

### Creating an online teaching policy for FastTrad from Mon. 20<sup>th</sup> April 2020.

In addition to All Set Project's Safe Guarding policy, an extra detail concerning E-Safety has been attached. This detail will be added to the Safe Guarding Policy (added to E-Safety), which can be viewed on [www.fasttrad.uk](http://www.fasttrad.uk)

**All Set Project** will comply with regulations in relation to:

- **GDPR** – ensuring our obligations to protect personal data in compliance with GDPR and the Data Protection Act (2018)
- **Safeguarding** – ensuring that policies and procedures are in place which comply with current safeguarding advice and that all mechanisms for Google classroom are safeguarding compliant.

#### For Parents/Guardians of children under 18yrs

As the lesson is not via Skype or Zoom, Parents/Guardians will not be required to remain in the room whilst a child is on google classroom except to offer guidance (in the case of younger children), nor does All Set Project require a signature from parents/Guardians.

Parents/ Guardians are responsible for providing suitable space and appropriate technology to enable online learning to be provided as advised by All Set Project. The organisation is not responsible for the loan of any equipment (e.g. computers, etc.) or responsible for any technical faults or failures of equipment used at the student's premises. You will receive a text with the code for your Google classroom in advance of the Google classroom commencing.

Parents/Guardians are responsible for ensuring that the online teaching platform recommended by All Set Project is in place (i.e. Google classroom) and ready for use prior to **Monday 20<sup>th</sup> April**.

Parents/Guardians are asked to ensure that their child submits the recording of the Monday tune by the end of week (Friday).

#### For all Students

The lesson will be recorded and uploaded by the Tutor onto their Google classroom for the Monday class, commencing **Mon. 20<sup>th</sup> April**. These lessons must not be shared with third parties or uploaded to social media. The online teaching platform must not be used by anyone for any other purpose than teaching, e.g. sharing photos or general messaging.

Students are asked to sign in each Monday to confirm they have accessed the tune/s. This can be a simple *thumbs up*. You can access the music and then submit a recording of the tune at the end of the week for tutor feedback. There will be a feedback facility whereupon Students can upload a recording of the music taught to receive feedback from tutors. An audio recording from the student is encouraged, however some instruments will require a video of your fingering etc.

If students (under 18yrs) are uploading their recorded tune via video, they are advised to wear appropriate attire and to not have their face on camera. Students under 18yrs can only submit recordings in the presence of their parent/guardian. Any defamatory, offensive or illegal material aired online by the Student, or inappropriate behaviour by the Student, will result in their immediate termination of lessons. What constitutes such behaviour will be determined in the reasonable opinion of the Tutor & project manager.

It is important to note that whilst a Tutor will use his or her best endeavours to ensure the Student makes satisfactory progress, this cannot be guaranteed. Careful regular practice as advised by the Tutor is a prerequisite of success on any musical instrument or in any musical endeavour.

#### Parents / Guardians / Students

In line with GDPR guidelines, the administrator will delete all recordings uploaded by the Student, after the Tutor has forwarded comment.

For the purposes of confidentiality and privacy, any communications between the Student and Tutor will be via Google classroom and not by phone, hence whatsapp groups involving children under 18yrs, will cease. Whatsapp facility may continue between adult students and tutor.

Students can access the weekly lesson in the Google classroom on the Monday. Music notes can also be uploaded, if necessary. Google Stream allows students to ask questions and also for tutors to provide feedback on the recordings submitted by students.

Tutors should only communicate with students via the FastTrad channel, and students will be advised to report any communication other than the sanctioned one to the safeguarding lead – Mary Fox, project manager.