

Camden Music

CMS ONLINE SAFEGUARDING POLICY (for Parents)

You trust your child's instrumental tutor when they meet your child in school, so there is no reason why you shouldn't trust them online, provided everyone observes sensible guidelines. All our tutors are DBS checked and have worked for us, often for many years, without incident.

Just as in a normal lesson, all the usual safeguarding procedures still apply. You should immediately contact Head of Service, Deborah Rees deborah.rees@camden.gov.uk if you have any concerns about your child's safety or the tutor's conduct, copying in camdenmusic@camden.gov.uk in case Deborah is unavailable.

ONLINE LESSONS

- The tutor's email address is a dedicated teaching address, and not their personal email. It should be used only for the purposes of arranging these lessons. **It must not be shared with your child.**
- For the lesson, the tutor should be dressed as they would be in school, and should be presenting from a tidy, clear space.
- Your child should be fully dressed (no pyjamas!) and in a tidy space, ideally without other people and distractions in the room. If a pupil presents unsuitably dressed, or in a messy bedroom, for example, or behaves inappropriately, we have told the tutor to terminate the call and communicate the reason to you afterwards.
- A parent or carer must be present at the beginning of the lesson, either in the room or online.
- It is highly recommended that students and tutors use headphones when teaching. This will help with technical issues such as feedback, and is useful for helping students to focus on the lesson, rather than other background distractions.
- Both student and tutor will have to get used to online lessons – turn-taking when speaking and playing is important, as is preparation and getting everything ready before the lesson – instruments, music and technology. The tutor will try to help you with this – everyone is learning as they go along.
- We recommend recording the lesson if the technology allows, by agreement with the tutor, so that your child can refer to it during the week whilst practising.

ONLINE ENSEMBLES

- The same rules apply to online ensembles, but **the recording of the session is not allowed.**
- You will receive a link and password to the session(s) you have booked. **Please do not share these with anyone else**, for the safety of the children and young people involved. People who are not registered to participate will not be allowed to join the session.
- Please take care that private or sensitive information is not being shared by mistake – you wouldn't leave private letters, bills or documents lying around when someone was visiting your house, so make sure they are not on display in the background during the session.
- Please make sure your **child's name** is showing on the screen before you arrive – not your name or a nickname – so that we know who is coming in.