

## **Soundpost guidelines for working online with young people.**

These guidelines are drawn from advice given by Musicians Union and Incorporated Society of Museums.

- The safety of you and your pupils is your TOP priority.
- You should not deliver online lessons using the online accounts of young people – all contact should be through the account of an appropriate adult (parent / carer etc)
- Written (email) permission must be given by parent / carer before the child / young person is engage in online lessons.
- You must not accept any interaction from any child over social media and will contact parents if this happens. On sites such as twitter and Instagram, pupils may follow staff, as it is their public/artists account, but Staff will not follow back or engage with any online communications. This will be the case until the child is 18 years old and has left any tuition with Soundpost.
- Notify the parent / carer that the pupil should be in a family room – e.g. living room. Do not deliver (cancel) the lesson if the pupil is in their bedroom.
- At the start of each lesson ensure you say a virtual “hello” to the parent / carer so they can see you and know that the lesson is taking place.
- If a child is home alone, depending on their age, this could be a safeguarding concern and you should report it using the usual methods.
- No online session material (audio or video) will be recorded by the tutor.

**The Google-Classroom complies with our partner Sheffield Music Hub guidelines on online learning, MU guidelines, and our own.**

It is not possible on this platform to directly message each other, all comments are public within the group, it is not a chat room. Staff can be messaged directly, for help and support, but parents, as the account holder, should be able to see everything that their child does. **Parents are advised to check in with their child on a regular basis whilst they are online.** By signing up to the classroom, they are agreeing to the safeguarding terms.

Over the process of online learning, several split-screen videos will be produced, to be shared on social media. These may be made by our artistic directors, Sheffield Music Hub, Soundpost, or other educational parties. Full information will always be given about the content and purpose of any videos, however, **by submitting a video of their child, parents are giving consent for their child to take part in that video and any resulting social media’s that it may appear on and will be made aware of this at the start of the year when signing up.** Staff do not take responsibility for this once parents have sent videos.