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Music Partnership North **Adult** Consent Form for Online Ensemble Sessions

A fully completed consent form MUST be received with an original (not digital) signature prior to receiving a link to attend the session.

By signing this consent form you are agreeing to the document which accompanies this form: MPN Online and Remote Learning Policy, MPN Online/Remote Learning Guidance for Parents, MPN Safeguarding for Remote Learning

Date Range of the activity: September 2020 to July 2021. This will be reviewed regularly to ensure we abide by both NCC and Government guidance.

Ensemble online sessions you wll be attending: (e.g Bedlington Community Brass Band)

Personal details:

Name	
Address	
Telephone number	
Email address (please write clearly)	(this address will be used to send invitation to video sessions and MUST be the email address of the person listed above)

Is there anything else we need to know: (e.g medical/emotional or logistical issues)

Please note that this consent form is for an adults participation in the ensemble rehearsal and all information relating to this session MUST NOT be shared with anyone else.

By signing this form I agree to: (if you do not agree please put a line through the statement below)
- Taking part in the stated activities
- Music Partnership North keeping a record of this form for health and safety/child protection reasons
- Being recorded during the sessions and taking part in a joint online activity, culminating in a final online performance where students will be visible. (please refer to guidance for more details on data storage and use)

You MUST advise MPN straight away if the situation changes or if you have any concerns as detailed in the guidelines.

Signature: _____ Date:_____

Please complete, scan or photographed and return to Rachel.Robbins@northumberland.gov.uk

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MPN ONLINE AND REMOTE LEARNING POLICY FOR ADULT PARTICIPATION IN ENSEMBLES
Updated 05/10/20

This policy establishes the expectations for Online/Remote Learning between Music Partnership North (MPN) tutors from a private home and ADULT ensemble members.

The purpose of this policy is:

- to ensure a high quality learning experience for Online/Remote Learning
- to make clear the responsibilities of all parties involved and the delivery of the sessions
- to safeguard all parties involved

Ensuring the Quality of the Sessions

MPN is committed to providing a high quality experience to our students in the online/remote learning environment. MPN's approach is to design an online learning provision that focuses on the following key areas:

- Adhering to our GDPR policy
- A well structured and designed sessions appropriate to the individual
- Full participants support, keeping everyone informed as to the arrangements for the sessions
- Carefully monitored progression of the participants
- All sessions to be open to observation/check in by members of the leadership team

Professional behaviour and dress

As sessions will happen in an informal home environment, it is important that both tutors and participants follow the same behaviour as they would in a rehearsal setting. This will help minimise any safeguarding risks. Best practice guidance includes:

- Having a parent or carer present for the duration of the sessions that include both adults and children
- Tutors to ensure their NCC ID badge is visible/worn throughout the sessions.
- Appropriate dress (e.g. not wearing pyjamas). Both tutors and participants should wear clothing that would normally be worn in public.
- Following the tutor's instructions.
- Not taking phone calls, messaging others, or using devices that are not requested by the tutor for learning.
- Not having other browsers or apps open during the online sessions to reduce the risk of inappropriate content being displayed.

Location of online sessions

The location in which both the participants and tutors take part in the online sessions should be in an appropriate room (not in a bedroom).

Whilst space in houses may be limited, and may be shared with others, the MPN tutor will work with the participants to make sure that whatever space is available to use is neutral, safe, conducive to learning, doesn't reveal any personal information, and doesn't present a safeguarding risk.

In order to prevent inappropriate content being shown to others via the webcam, the background shown should ideally be neutral, and not create a risk of offensive or age-inappropriate content being displayed. For example there should not be a TV or screen switched on, or posters that may cause offence.

Tutors should receive sufficient training to be able to lead by example, and be aware of:

- Making the visible background in their online teaching professional and neutral
- The teaching space should not reveal any details about the teacher's personal life
- Care should be taken to remove anything that would not be appropriate in a face-to-face sessions (e.g., personal items, laundry drying, or anything that may distract students)
- Tutors should check with theparticipants at the start of the sessions that they feel comfortable in the environment and to say if they are not comfortable at any time
- The parent/student/tutor all have the right to terminate the session at any time if they are not comfortable.

Multiple Attendee Online Sessions

Online ensemble sessions will include multiple attendees which will be visible to all. It is essential that tutors can visually see all participants to support their ensemble playing. Due to the time delay in online sessions participants will be muted and will play along with the tutor as directed. These sessions will be recorded and made available for individual rehearsal time between joint online sessions.   This material will only be made available through a direct link shared with the parent/participant and will not be available to the general public and the participants should not share this link.

If at any point the tutor leading the session sees that a participant is not acting or engaging in the session in an appropriate manner their involvement in the session will be terminated and then following the session the tutor will make contact with the participant to discuss their concerns.

Attendees are not allowed to record the session on their private device or capture images from the session.

Screen sharing and file sharing

Teams allow tutors to show their full screen or a chosen window, including teaching resources or websites. Tutors need to make sure they do not inadvertently display:

- Personal information - e.g., having a social media website open, which may reveal personal information
- Inappropriate content - e.g., photos, text, apps or websites that may display content unsuitable for children

For this reason, tutors should have a "clean" screen and desktop, and turn off any apps that may interrupt the session (such as alarms, alerts, or incoming calls). Tutors will be making video recordings of sessions to support participants individual learning beyond the joint sessions. Participants will receive instructions on how to record their own performance as required and submit to the tutors as requested.

Reporting of concerns by a participant

Participants will be told that if they have any concerns before, during, or after a session they should either discuss with the tutor leading the session or leave the session and discuss with the tutor after the session. This could include for example:

- Technical issues with the computer or internet connection
- Practical issues, such as arranging the appropriate space to play their instrument
- Tuning of or problems with the instrument
- Allowing additional time to set up the technology
- Other issues, such as not being comfortable with what is happening in a sessions

The participant should be aware that the reporting of any safeguarding concerns is the same as under general MPN policy. The online calendar of each MPN tutor and email correspondence will record the date and time of each session and which participants have been invited. This means any queries can be addressed.

GDPR - Personal information

MPN will not collect any information about participants personal IDs or logons. Unlike other systems (such as Skype, Facetime, or Messenger) Teams work by sending an invitation link to the participant email address only. If we do not hold a participants email address sessions cannot be delivered.

Material captured during the recording of the sessions will be stored on a secure NCC system and will be used solely for the purpose of participants individual rehearsal time. All recordings showing students/participants will be stored for 3 months and then destroyed. The data will only be made available by permission to the parents of students involved in that series of workshops.

All images and data captured for the creation of an online event will be stored and used to create a finished piece of work which will be made available through online social media platforms. This piece of work will be retained long term.

Adult Consent for online tuition

MPN uses an online signup form to join MPN ensembles and once all appropriate consent is received membership of the ensemble will be issued to parents/carers. The consent to having online tuition will be a part of theparticipants agreement, and by ticking to confirm they agree to the terms and conditions, participants are agreeing their consent to online tuition.
All participants must complete and return a signed copy of the MPN adult consent form prior to sessions starting.

Copies of these documents are also available under the policies and guidelines section within the ensembles section of our website at https://music.northumberland.gov.uk. Should these be modified, for example after the publication of Government guidance on remote teaching and learning, parents, carers and participants will be informed immediately.

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Music Partnership North - Safeguarding for Remote Learning for Ensembles With Adults

This document is not intended in any way to replace existing safeguarding policies and systems. It is a supplement to the MPN Safeguarding Policy.

The Department for Education's (DfE) statutory guidance 'Keeping Children Safe in Education' obliges schools and colleges in England to *"ensure appropriate filters and appropriate monitoring systems are in place. Children should not be able to access harmful or inappropriate material from the school or college's IT system."*

However, the guidance also recognises the value of being online and that schools "*should be careful that 'over blocking' does not lead to unreasonable restrictions as to what children can be taught with regard to online teaching and safeguarding.*"

Many music teachers have successfully used Skype, FaceTime, Zoom and similar audio-visual software to deliver sessions in recent years. In light of the recent restrictions regarding joint large scale musical activities with students from multiple schools for the foreseeable future many music services and hubs are now developing strategies for remote learning and ensemble experiences.

Safeguarding remains as important in this environment as anywhere else, and MPN is keen to ensure that all sessions are arranged and conducted in such a way that parents, children, participants and staff are kept safe.

All tutors delivering sessions for MPN have an Enhanced Disclosure DBS certificate and receive regular safeguarding training, in line with Northumberland County Council policies.

Administration of sessions

● Any communication outside of sessions should take place between participants and tutors and should not involve the child/student.

● Tutors must use their dedicated work email address and a dedicated work account for online delivery platforms.

● Tutors must use an appropriate image for any profile pictures. Tutors must not share any personal information such as personal telephone numbers, personal email addresses or social media details.

● Sessions should be accessed on a device that is logged in to a parent (rather than child/student) account.

Standards in sessions

● Only the participant who has joint the activity should be in the room or the duration of the online sessions.

● Tutors and participants must conduct themselves as they would in a rehearsal setting. Both tutor and participants should be dressed appropriately (no pyjamas!) and be mindful to use appropriate language and body language. The tutor must ensure their NCC ID badge is visible/worn throughout the sessions.

● Tutors and participants should both be in an appropriate room within the home. Online teaching should not reveal details about the personal life of the tutor or the participant. Where possible, both participants should be against a fairly neutral background and in a suitable location within the home (not a bedroom).

- The tutor should deliver the sessions from a private room that is free from distractions. Other individuals must not be present in the tutor's teaching room.

- A member of the MPN Leadership Team may occasionally 'join' a session for quality assurance purposes, much like an in-person session observation in school. This facility is also an important safeguarding measure.

- All browser windows that are not pertinent to the sessions should be closed, and both participant and teacher devices should be in 'do not disturb' mode.

- It may be useful to use 'screen sharing' in order to allow participants to view resources. Bearing this in mind, desktops/backgrounds should be carefully considered and like physical backgrounds should not reveal details about the personal life of the tutor or the participant.

- Parents/students/tutor/participants must keep in mind that multiple attendees are included in the online session and act appropriately.

- The parent/student/tutor/participants all have the right to terminate the session at any time if they are not comfortable.

Any safeguarding concerns should be reported to:

David Francis - Lead Officer, Music Partnership North
david.francis@northumberland.gov.uk
01670 620525

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Music Partnership North Online/Remote Learning for Ensembles -
Guidance for Adults
Updated 25/09/20

Learning online is a good way to help students continue to enjoy the many benefits of music education when it is not possible to attend ensembles in person. Although it is not the same as face-to-face music activities or sessions, it is still very effective for learning.

For those who do not have a fast-enough internet connection for live online video sessions, Music Partnership North (MPN) tutors will be able to recommend resources, and support students' practice at home by other means such as phone and email. But for the majority of people, live online sessions will be the best way forward. We will only deliver sessions using the participants email or phone and not a third party email address or child's email address.

This guide sets out what is needed to make online and remote learning a fun and safe way to continue a musical education. Should this document be modified, for example after the publication of Government guidance on remote teaching and learning, parents and carers will be informed immediately.

This guide will look at:

- How to get set up - devices, apps and internet connection.
- How the tutor will invite participants to the sessions.
- How to get the most out of a session - setting a space aside for the sessions, and having the instrument ready.
- How to stay safe online - and how to treat the sessions in the same way that you would in a normal rehearsal/tuition session.
- What we expect of all participants.

Getting set up

MPN uses the Teams app for online/remote music sessions and activities. The music tutor will send an email link to the participants email address, along with a date and time for the start of the session. At the time for the session the participants just has to click the link which will open Teams, click the button to join the meeting and the tutor will be visible to the participant.

Equipment needed

You will need a PC, Mac, a tablet or a smartphone. Whichever it is, it will need to have a built-in camera, or a webcam attached. It will also need to have a built-in microphone and speaker, or for better quality you can use a headset with mic, or a pair of headphones that have a built-in mic (as often used for phones).

Internet connection

For most people the internet connection should be fine for good quality video and audio. It is worth testing this with friends or family before starting the first sessions. If it seems slow there are several things you can try:

- Move your PC/device closer to the router (if you're far away the wi-fi signal is not as strong). Or use a network cable to connect your computer to the router.
- Check that other people in the house are not using the internet at the same time (e.g., streaming video or TV).
- Test the speed of the internet connection, for example, here: https://www.speedtest.net

- If there is a temporary problem with your line, you can contact your service provider to ask them to check for faults on the line.

Not everyone has a fast broadband internet connection, or good mobile data signal. This can result in lower video quality, but generally the sound will be prioritised so you should be able to hear the tutor. If the speed is permanently slow (for both landline and mobile data) where you live then there are alternatives for distance learning as mentioned.

Inviting participants to sessions - how it works

Once you have signed up and MPN have received a signed copy of the adult consent form, the tutors will email the participant with the day and time for the session. The tutor will then send a link which the participant should click on when it is time for the sessions to start. The link will open a webpage and you then click on the 'join meeting' button. It may take a short while before the tutor, video and audio all connect.

How to get the most out of a sessions - setting up a space for learning

Although homes may not have much "spare space" and may have other people around, it is helpful to think about where the participant is going to be and have things set up before each session. This should make it easier, quicker and safer to enjoy the sessions. As the sessions will have multiple attendees it is essential that parents are set up and ready on time so you can make the most of the sessions. It is also useful to have your instrument set up and ready to play so you can make best use of the sessions time. Warming up beforehand is particularly useful for some instruments.

Having multiple participants attend the online sessions

Online ensemble sessions will include multiple participants which will be visible to all therefore we ask all participants to be mindful of this at all times and act or comment appropriately at all times. As each session is limited in time it is essential that everyone keeps focused on the tuition taking place and do not distract each other with inappropriate behaviour. The tutor leading the session will provide full guidance on how the session will run including when and when not to mute their playing etc.. These sessions will be recorded and made available for individual rehearsal time between joint online sessions.

If at any point the tutor leading the session sees that a participant is not acting or engaging in the session in an appropriate manner their involvement in the session will be terminated and then following the session the tutor will make contact to discuss their concerns.

Attendees are not allowed to record the session on their private device or capture images from the session.

The space should be somewhere:

- That is an appropriate place. Not a bedroom.
- With room to play your instrument and see your music, and to set up your laptop/PC/tablet or phone
- Where you can focus, and not be disturbed (e.g., not with a washing machine on, or a TV, or other people coming and going)

Staying safe online - treating the sessions in the same way you would an ensemble rehearsal.

There are some other things to think about as sessions will be taking place in the informal space of people's homes rather than in the more "professional" setting. It is important for the learning experience and for the participants safety that the same behaviour is expected in online sessions that would be expected at a rehearsal/session.

Responsible behaviour and dress.

Just as in a standard ensemble rehearsal or other face-to-face sessions, participants are asked to:

- Dress appropriately (e.g. not wearing pyjamas). Participants are asked to wear clothing that would normally be worn in public
- Follow the teacher's instructions
- Ask the teacher before leaving the session (e.g. to go to the toilet or get a drink of water)
- Not take phone calls, message others, or use devices that are not requested by the teacher for learning
- Not have other browsers or apps open during the online sessions to reduce the risk of inappropriate content being visible
- Not take screenshots or record video of sessions
- Have a neutral background that does not show any personal information (e.g., screens with social media profiles), or personal items (e.g., laundry drying) and does not have anything that might offend others (e.g., posters with inappropriate language)
- Ensure there isn't a TV/screen showing in the background where there's a risk of age-inappropriate content showing

Chat or instant messaging

Chat is available on Teams but this will not be generally used as there are risks of participants:

- Becoming distracted by chat
- Sharing personal information such as phone numbers or social media accounts
- Using inappropriate language (such as swearing) or bullying

Participants will be reminded to only use chat when directed to by the tutor, and that the same standards of behaviour are expected during online sessions as would be expected at a rehearsal. If any behaviour becomes a distraction to a participant the tutor will ask for this to be stopped and contact the participant to explain.

If the participant has any concerns

Only the adult who has signed up for the ensemble/activity must be present for the duration of the online sessions. Participants will be told that if they have any concerns before, during, or after a session they should either ask the tutor for help or leave the session and at the end of the session ask the tutor for help. This could include for example:

- Technical issues with the computer or internet connection
- Practical issues, such as arranging the appropriate space to play their instrument
- Other issues, such as not being comfortable with what is happening in a sessions
- Tuning of, or problems with the instrument

If the tutor has any concerns

If the tutor feels the student has not followed the kinds of behaviour expected in a rehearsal environment, in spite of prompting, or is concerned about something (inappropriate dress or language, for example), the tutor will stop the session for that participant, and then contact the participant to explain, and to help resolve any issues. The tutor should also report this to their line manager.

Finally

MPN looks forward to continuing with you on your musical journey, learning and progression. If you have any questions, do not hesitate to contact your tutor, or the MPN office.