

Music Partnership North Parental Consent Form for Online Tuition

Prior to any online tuition taking place a fully completed consent form MUST be received with an original (not digital) signature from a parent or guardian.

Please take the time to read the attached policies and guidelines. By signing this consent form you are agreeing to the three documents which accompany 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.

Location of the activity: (e.g home or school name)

Child's details:

Child's Name	
Child's DOB	

Parent/guardian details:

Parents Name	
Parent Address	
Parent telephone number	
Parent email address (please write clearly)	<small>(this address will be used to send invitation to video lesson and MUST be the parent/guardian email address)</small>

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

Please note that a parent or carer MUST be present in the room for the whole of the lesson.

Parents/guardians must advise MPN straight away if the situation changes or if they have any concerns as detailed in the guidelines.

Parent/guardian signature: _____ Date: _____

Please complete, scan or photographed and return to Charlotte.Dyson@northumberland.gov.uk

MPN ONLINE AND REMOTE LEARNING POLICY

Updated 21/09/20

This policy establishes the expectations for Online/Remote Learning between a Music Partnership North (MPN) tutor from a private home and a student.

The purpose of this policy is:

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

Ensuring the Quality of the Lessons

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 lesson appropriate to the individual student
- Full parental support, keeping the parent/guardian informed as to the arrangements for the lessons and the need for them to be present during the lesson
- Carefully monitored progression of the student
- All lessons to be open to observation/check in by members of the leadership team

Professional behaviour and dress

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

- Having a parent or carer present for the duration of the lesson and within earshot of the student during the online lesson and visible at the start of the lesson.
- Tutor to ensure their NCC ID badge is visible/worn throughout the lesson.
- Appropriate dress (e.g. not wearing pyjamas). Both tutor and students should wear clothing that would normally be worn in public.
- Following the tutor's instructions.
- Asking the tutor before leaving the session (e.g. to go to the toilet or get a drink of water).
- 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 lesson to reduce the risk of inappropriate content being displayed.

Location of online lessons

The location in which both the student and tutor take part in the online lesson should be in an appropriate room (not in a bedroom), and with a parent or carer present in the room with the student. This will ensure the student can raise any concerns, whether practical or related to safeguarding.

Whilst space in houses may be limited, and may be shared with others, the MPN tutor will work with the parent or carer 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 lesson (e.g., personal items, laundry drying, or anything that may distract students)
- Tutors should check with the student at the start of the lesson 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.

Parental involvement and Expectations

Having the support of a parent/carers in setting up the lesson is often needed, and being present in the lesson is important for safety as well as for practical help. Parents are expected to be visible at the start of lessons. The level of involvement of the adult during the lesson will depend on the age of the student. Younger children may need the person in the room to help keep them focused and safe, particularly if it is a new activity. But too much parental involvement can also be distracting or cause shyness with older students.

Screen sharing and file sharing

Teams allows 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 not make any video recordings or screenshots of sessions. Students will also be instructed not to do this, and this is noted in the guidance for parents.

Reporting of concerns by a child

Students will be told that if they have any concerns before, during, or after a lesson they should ask the parent/carer 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
- 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 lesson

The parent/carer 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 - Children’s personal information

MPN will not collect any information about students’ personal IDs or logons. Unlike other systems (such as Skype, Facetime, or Messenger) Teams works by sending an invitation link to the parent or carer’s email address only. If we do not hold a parents email address lessons cannot be delivered. Students are asked not to share any personal contact information with teachers (such as social media names or phone numbers). If there are any issues with students doing this, the teacher will remove the student from the online session and contact the parent/carer to discuss how to stay safe online.

Parental Consent for online tuition

MPN uses an online signup form to express an interest in online lessons. The consent to having online tuition will be a part of the parental agreement, and by ticking to confirm they agree to the terms and conditions, parents/carers are agreeing their consent to online tuition. Parents must complete and return a signed copy of the MPN parental consent form prior to lessons starting.

Copies of these documents are also available under the policies and guidelines 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 and carers will be informed immediately.

Music Partnership North - Safeguarding for Remote Learning

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 lessons in recent years. In light of the recent decision to close schools to most students for the foreseeable future many music services and hubs are now developing strategies for remote learning.

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

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

Administration of lessons

- Any communication outside of lessons should take place between parents 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.
- Lessons should be accessed on a device that is logged in to a parent (rather than child/student) account.

Standards in Lessons

- A parent (or supervising adult) should be in the room with the student for the duration of the online lesson.

- Tutors and students must conduct themselves as they would in a school setting. Both tutor and student 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 lesson.
- Tutors and students 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 student. 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 lesson 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 lesson for quality assurance purposes, much like an in-person lesson observation in school. This facility is also an important safeguarding measure.
- All browser windows that are not pertinent to the lesson should be closed, and both parent and teacher devices should be in 'do not disturb' mode.
- It may be useful to use 'screen sharing' in order to allow students 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 student.
- The parent/student/tutor 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

Music Partnership North Online/Remote Learning - Guidance for Parents, Guardians and Students Updated 21/09/20

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 school. Although it is not the same as face-to-face music activities or lessons, it is still very effective for learning.

For those who do not have a fast-enough internet connection for live online video lessons, 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 lessons, using a parent/guardian's email or phone will be the best way forward. We will only deliver lessons using a parent/guardian's email or phone and not directly with a student.

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 learners to the lesson.
- How to get the most out of a lesson - setting a space aside for the lesson, and having the instrument ready.
- How to stay safe online - and how to treat the lessons in the same way that you would in a school.
- What we expect of parents and guardians.

Getting set up

MPN uses the Teams app for online/remote music lessons and activities. The music tutor will send an email link to the parent or guardian's email address, along with a date and time for the start of the session. At the time for the lesson the parent 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 parent and student.

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 lesson. 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 students to lessons - how it works

Once you have signed up and MPN have received a signed copy of the parental consent form, the tutor will email the parent/guardian to ask them to get in touch to arrange a mutually convenient day and time for the lessons. The tutor will then send a link which the parent should click on when it is time for the lesson 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 lesson - 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 student is going to be and have things set up before each lesson. This should make it easier, quicker and safer to enjoy the lesson. The tutor will likely have other students after the end of each lesson, so being set up and ready on time means you can make the most of the lesson. It is also useful to have your instrument set up and ready to play so you can make best use of the lesson time. Warming up beforehand is particularly useful for some instruments.

The space should be somewhere:

- With a parent or carer present
- 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 lessons in the same way you would in school

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

Responsible behaviour and dress.

To help make lessons safe and enjoyable, a parent or carer must be present in the online lesson. Just as in a school or other face-to-face lesson, students are asked to:

- Dress appropriately (e.g. not wearing pyjamas). Students 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 lesson to reduce the risk of inappropriate content being visible
- Not take screenshots or record video of lessons
- 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 students:

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

Students will be reminded to only use chat when directed to by the tutor, and that the same standards of behaviour are expected during online lessons as would be expected in school. If any behaviour becomes a distraction to a student the tutor will ask for this to be stopped and contact the parent/guardian to explain.

If the student or parent/guardian has any concerns

A parent or carer must be present for the duration of the online lesson. Students will be told that if they have any concerns before, during, or after a lesson they should ask the parent/guardian 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 lesson
- 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 school environment, in spite of prompting, or is concerned about something (inappropriate dress or language, for example), the tutor will stop the session for that student, and then contact the parent/guardian to explain, and to help resolve any issues. The tutor should also report this to their line manager.

What we expect of parents or guardians, and their involvement in lessons

Having the support of a parent/guardian is one of the key factors in young people's musical development. Support from a parent or guardian in setting up the online lesson is often needed. And being present in the lesson is important for safety as well as for practical help. This helps the tutor make sure the lesson can run smoothly and parents and carers know at the end of each session about plans for practice and the next lesson.

The level of involvement of the adult during the lesson will depend on the age of the student. Younger children may need the person in the room to help keep them focused and safe, particularly if it is a new activity. But too much parental involvement can also be distracting or cause shyness with older students.

Finally

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