



Northumberland County Council

MPN ONLINE AND REMOTE LEARNING POLICY **Updated 24/04/20**

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.



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- 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.



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Parental involvement and Expectations

Having the support of a parent/carer 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

Google meet 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).

Taking screenshots and recording video of sessions.

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



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- 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) Google meet 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.

By signing this consent form parents are agreeing to the three documents which accompany the form:

- MPN Online and Remote Learning Policy,
- MPN Online/Remote Learning Guidance for Parents
- MPN Safeguarding for Remote Learning.

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.



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Lessons are not able to take place unless a fully completed and signed copy of the consent form has been received by MPN.

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