



Online Lessons – Policy Statement

Legal framework

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in Scotland. Children and young people should never experience abuse of any kind. Children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are always kept safe.

Related Documentation

This Policy Statement should be read alongside our Child Protection Policy. Both aforementioned documents seek to ensure the safeguarding of all children/Young People connected to Bishopbriggs School of Music.

Our Responsibility

The online world provides everyone with many opportunities; however, it can also present risks and challenges. We have a duty to ensure that everyone using our Remote Lesson service is protected from potential harm online. We have a responsibility to help keep children and young people safe online, all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse. Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting the welfare of children and young people.

Platform information

We will use Zoom to facilitate our online lessons. A parent/guardian is required to set up an account on behalf of pupils under the age of 18. The online lessons will be accessed via the Bishopbriggs School of Music website. You will be provided with password specific to your tutor who is the only person that can grant you access to the online lesson. We ask that a parent/guardian connects the online lesson each time for pupils under the age of 18, this process should be completed at least five minutes prior to the designated lesson time.

Code of conduct/practice

- We will always discuss teaching online with the parents or guardians of pupils under the age of 18. This will give opportunity to address any concerns before online lessons are undertaken.
- We require an online safety agreement to be completed prior to online lessons starting.
- Our tutors will always present themselves in professional manner, they will be dressed appropriately and will conduct online lessons as efficiently as face to face lessons.

- We strive to have the best equipment to provide the best online service possible, if we experience any difficulties, we will act to rectify them promptly.
- Pupils are expected to dress and behave appropriately when participating in an online lesson, failure to do so may result in the termination of your online lessons.
- We ask that parents/guardians test the device/equipment that they are using ahead of the designated lesson time.
- Pupils must take lessons in a room with an open door and parents/guardians must guarantee that one of them or a trusted adult shall be in the same premises as the pupil while the lesson takes place.

Recording online lessons

- After agreement from Parent/Guardian we will record all online lessons to allow us to ensure the safeguarding of pupils. This agreement will be requested via an Online Safety Agreement.
- Our code of practice in relation to online lessons will be followed at all time by our tutors, we will have a written agreement between Bishopbriggs School of Music and each individual tutor. This agreement will cover any online teaching carried out for any pupil of Bishopbriggs School of Music and will be applicable to any lessons undertaken for Bishopbriggs School of Music, this will not cover any additional online lessons or work that tutors undertake out with Bishopbriggs School of Music regardless of who this external teaching is for.
- We will randomly spot check recordings and audit the Lessons to ensure it meets the requirements we set out in relation to our curriculum. We will also use these recordings to monitor the level of service we are providing our pupils.
- Lessons are recorded by the tutor via Zoom (they are not retained on the tutor's device), the recordings are uploaded to a centralised, password protected, encrypted cloud storage platform. Once the recordings are uploaded, they are removed from the tutor's device. Recordings are only accessed by the specific tutor, our 2 Child Protection workers and our owners Peter & Lee O'Neil.
- Recordings are permanently removed from our cloud storage platform after 6 months and they are no longer accessible to anyone.
- Parents/Guardians can make a written request to view recordings of their own Child/Young person as anytime within the 6 month storage period. They can also opt to make their own recordings provided they receive written permission from Bishopbriggs School of Music in advance. All types of written requests will be responded to within 7 working days.
- If you would like to withdraw consent to record, we require this to be requested in writing to enable us to keep it on record.

Contacts

Designated Child protection worker within organisation: Paul Bain

On behalf of Bishopbriggs School of Music, the undersigned, will oversee the implementation of the Child Protection Policy and Guidelines and take all necessary steps to ensure it is adhered to.



Name Paul Bain

Email address paul@townkrossmedia.com

Telephone number 07757431110

Supporting Child protection worker within organisation: Katie O'Neil

Our supporting Child Protection worker will be available to provide assistance to our Designated Child Protection worker to carry out their role. The supporting Child Protection worker will also carry out all main duties in the absence of the Designated Child Protection worker.



Name Katie O'Neil

Email address kateekrossmedia@gmail.com

Telephone number 07398095550

Complaints in relation to either Child Protection worker or in relation to our online service can be raised with either Peter or Lee O'Neil through the usual channels

Review

This policy and guidelines will be regularly reviewed:

- In accordance with changes in legislation and guidance on children's rights or following any changes within Bishopbriggs School of Music.
- Following any issue or concern raised about children's rights being denied within Bishopbriggs School of Music
- In all other circumstances, at least every two years.
(Date of next scheduled review March 2022)