

Continuity of learning

The response to COVID-19 has dramatically changed our lives. In this challenging context, the education system has been disrupted but remains of central importance.

During this time when most learners are not able to attend settings and schools in person, Merthyr Tydfil County Borough Council is working to find new ways to provide continuity of service and deliver education services to our learners. Online access to Instrumental and Vocal Music Lessons, support for Pupils with English as an Additional Language, Gypsy Traveller and Minority Ethnic pupils, and special tuition will be provided during the period of social distancing.

This policy covers the safeguarding protocols and operational requirements for both staff and parents, with learning being provided for pupils but delivered outside of the school setting.

Tutors will use Microsoft Teams via the Welsh Government's Hwb platform, rather than an external provider software, to deliver live lessons via the internet from a designated and appropriate teaching space in their own homes.

This policy is in place to ensure that the safety and security of students and staff is managed effectively and to the highest standards possible, with guidelines and protocols that are both carefully considered and clear.

Any concerns that may arise will be followed up immediately and investigated in order to maintain safe and secure online learning environments and experiences for both our students and staff.

The use of school ICT resources and services is approved at the discretion of individual schools, to pupils, and are governed by schools' Acceptable Use Policies, which are essential for managing and sustaining the integrity and legality of the schools' networks and computing resources. Pupils must abide by the terms and conditions of use set out by their school.

The following points form an agreement and must be observed and adhered to by all engaging parties in acceptance of the teaching and learning taking place. In addition, tutors will be expected to observe the guidance on safe online protocol set out in the Welsh Government publication "Live-streaming safeguarding principles and practice for education practitioners."

Remote Learning and using Microsoft Teams via HWB

General

- Parents and guardians are assured that all online lessons carry the same safeguards for our teachers and pupils as face-to-face lessons, and all aspects of our safeguarding and child protection policies apply within these lessons.
- Pupils are unable to call, chat or set up private groups between each other on Microsoft Teams.
- All communication will be made via pupils' secure Hwb email accounts.
- Any breach in the above conditions will result in the lesson being immediately terminated.

Tutors must:

- protect themselves from accidental inappropriate contact with students by restricting their profile and will not accept contact requests from students.

- be the last person in the meeting to hang up.
- only teach an online lesson if they are feeling fit and healthy enough to do so
- ensure that the teaching space is appropriate and safe to work in with suitable ventilation/heating, no personal items in view, a clear blank background and a good level of light
- ensure that they are happy with the learning space provided for the student in line with the points above.
- ensure that a parent/carer is present at least for the start of the lesson and monitoring nearby after this
- be dressed appropriately and language is professional and appropriate throughout.
- report any safeguarding concerns to the appropriate safeguarding officers.

Tutors must not:

- pass their personal mobile number and/or personal email address on to students or parents/carers
- record any of the lesson content and/or share it on social media or with anybody
- not befriend or follow students or their family members on any of their social media accounts

Students must:

- wear appropriate attire.
- behave in an appropriate manner.
- think carefully about what is acceptable language with regards to what they say, type and post.
- hang up at the end of the lesson once instructed to do so.
- ensure that their musical instrument is maintained correctly and cleaned thoroughly before and after use. For all wind instruments a disposable cloth should be used to catch moisture from the instrument and disposed of immediately after playing

Students must not:

- reveal their date of birth, personal address or contact number, nor the date of birth, personal address or contact number of other users.
- Attempt to start or record a meeting/lessons – Microsoft Teams via the Hwb platform will not allow users permission to do so.
- share recorded videos/lessons made by teachers.
- upload or share photographs, videos, links or any other form of general messaging

Parents/Carers must:

- must ensure that the student clearly understands that teachers will restrict their profile and will not accept contact requests.
- must ensure that students restrict their own profiles so that they can only receive calls from known contacts.
- must report any issues without delay
- must give consent for their child to take part in online learning
- must provide an appropriate learning space for their child with sufficient space, a good level of light, no personal items in view and with a window or open door

through which monitoring is possible. This space should not be the child's bedroom.

- will provide a suitable device with which their child can engage in the lesson including access to a camera and microphone. The device should be connected to power/a stable internet connection and turned on in advance of the lesson's start time.
- ensure that the child complies with their school's own IT and Acceptable Use Policy where the child is using school equipment.
- ensure that the learning space is equipped with any other supporting items required for the lesson e.g. music stand.
- must present themselves at the very least at the start of the lesson and either remain in the room or nearby throughout so that they are able to monitor activity and conversation and be available should the tutor need to summon them.
- ensure that both their child and themselves are dressed appropriately for the lesson, and that no other children in the household under the age of 18 can be seen by the camera at any point
- ensure that the child's musical instrument is maintained correctly and cleaned thoroughly before and after use. For all wind instruments a disposable cloth should be used to catch moisture from the instrument and disposed of immediately after playing

Parents/carers must not:

- record any of the lesson content and/or share it on social media or with anybody else
- attempt to befriend or contact the tutor on any form of social media or anywhere other than via the Merthyr Tydfil County Borough Council Office.

Accessing Online Sessions via Teams

- Parents and guardians must agree to the terms and conditions on the enrolment for lessons by signing and returning the written consent form.
- The only platform to be used is Microsoft Teams.
- Invitations to join the lesson will be sent via learners' Hwb email accounts. Parents must be present when pupils access the lesson and must confirm that they are content for the lesson to proceed. Ideally the parent should stay in the room, or close by and be on hand to be called back to speak to the teacher at any time.
- An appropriate space should be chosen for the lesson e.g. living or dining room. There should be no other activities going on for example other siblings playing, TV or other devices audible
- If possible, pupils should blur their background if in a conference meeting which involves a camera. If this is not possible, pupils should use the camera against a neutral background.

Online Synchronous Learning Tutor Consent Form

Please complete this form and return to MTCBC Music Service
music.service@merthyr.gov.uk as soon as possible.

- I have read the attached guidelines and Welsh Government guidance "Live-streaming safeguarding principles and practice for education practitioners" for online synchronous learning.
- I understand the measures required to ensure the safety of my students and myself while taking part in live online lessons.
- I understand that any safeguarding concerns should be raised with the Designated Safeguarding Lead without delay. The Safeguarding Lead will respond to any concerns as soon as practicable or within 24 hours.

Tutor Name:

Signed:

Date:

Online Synchronous Learning Parent/Carer Consent Form

Please complete this form and return to MTCBC Music Service
music.service@merthyr.gov.uk as soon as possible.

- I have read the attached guidelines and Welsh Government guidance "Live-streaming safeguarding principles and practice for education practitioners" for online synchronous learning.
- I understand the measures required to ensure the safety of my child while taking part in live online lessons.
- I agree to ensure that my child abides by the above guidance
- I understand that any safeguarding concerns should be raised with the Designated Safeguarding Lead without delay. The Safeguarding Lead will respond to any concerns as soon as practicable or within 24 hours.

Child's name:

Parent/carers name:

Signed:

Date: