



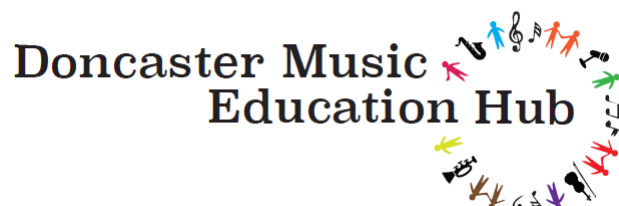
**Doncaster
Council**



Doncaster Music Service

Parent Guide

Online lessons during the COVID-19 Crisis



Introduction

During school closures as a result of COVID-19 we are going on-line! Our music tutors are gearing up to deliver music lessons via MS Teams for individual, shared or group sessions. During a time of great stress, we feel it is important to try and retain a sense of continuity, especially regarding music progression and simple enjoyment!

We hope that giving our pupils the opportunity to receive a regular music lesson with a tutor will be something to look forward to each week.

E-Safety

Understandably, the safety and well-being of children is paramount, and Doncaster Music Service (DMS) will do everything to ensure this is always of the highest importance. Tutors from DMS will be governed by the same, strict guidelines when delivering lessons online as they are when delivering lessons on school premises, during school time. All DMS staff are enhanced DBS cleared.

During the COVID-19 lessons will either be delivered from an assigned base or from a tutor's home. This has been given the approval of Doncaster Council.

All our staff have regular Safeguarding training to adhere to strict Doncaster Council regulations. The Department for Education's statutory guidance Keeping Children Safe in Education obliges schools and colleges in England to "ensure appropriate filters and appropriate monitoring systems are in place".

Websites such as childnet.com have excellent advice and resources for children (primary and secondary) and the professionals who work with them. The NSPCC's Online Safety resources are also extremely helpful:

<https://www.nspcc.org.uk/preventabuse/keeping-children-safe/online-safety/>

Consent

Specific consent for receiving music tuition online should be sought, in addition to any previous consent gained for video and still photography. Pupils and their parents/carers should be given information about the software being used, how video and audio data will be stored, and how and by whom it can be accessed.

Online safety awareness

The online instrumental lessons can provide an opportunity for a refresher on key issues around internet safety, and specifically on using webcams safely, how to block and report safeguarding issues on the software being used, and the importance of telling someone if a child or young person has been the subject of inappropriate approaches or messages. Tutors and pupils should be reminded that any concerns about online abuse or the way someone has been communicating online should be reported to Margaret Watson or Paul Davies, Designated Safeguarding Leads (DSL).

Any online abuse or the way someone has been communicating online should be reported to your DSL, or if a child feels in immediate danger you should contact the Police. The CEOP eye is also another option for parents see <https://www.ceop.police.uk/safety-centre>

Your school/academy/agency safeguarding policy will also contain information on PREVENT and how to report any concerns online and offline <https://www.gov.uk/report-terrorismCEOP>

What parents need to do

You need to be aware of the documents highlighted above and be aware that safety procedures will be put in place to ensure the safety of your child, during online lesson delivery. We ask that you ensure that your child is safe in their environment for the house at all times. Lessons should NOT take place in a bedroom.

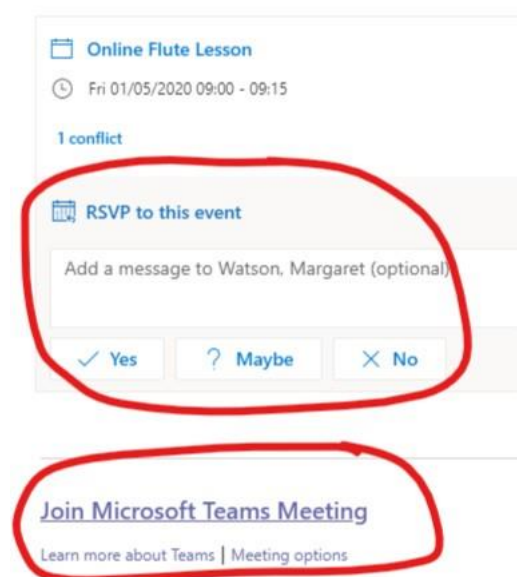
Once you are happy, please complete the consent form and submit it via <https://www.doncaster.gov.uk/musiconlineconsent>

Pupils

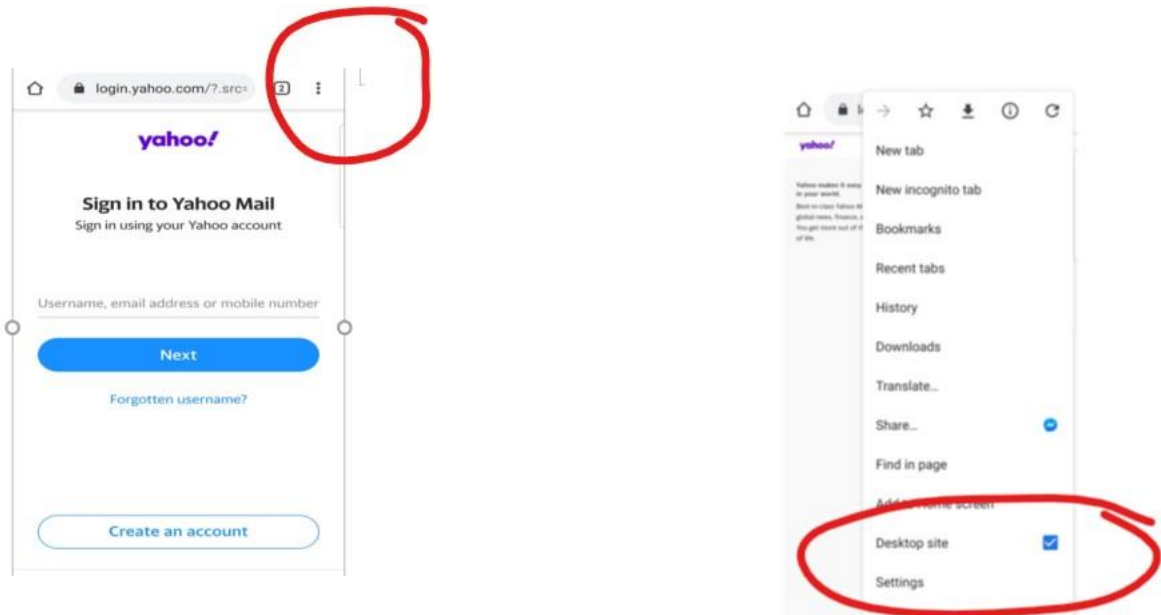
Pupils need to be aware that learning online is a different mechanism for learning and will learn in a different way. Pupils and tutors, will need to allow for feedback and be aware of potential latency in connection.

Connection

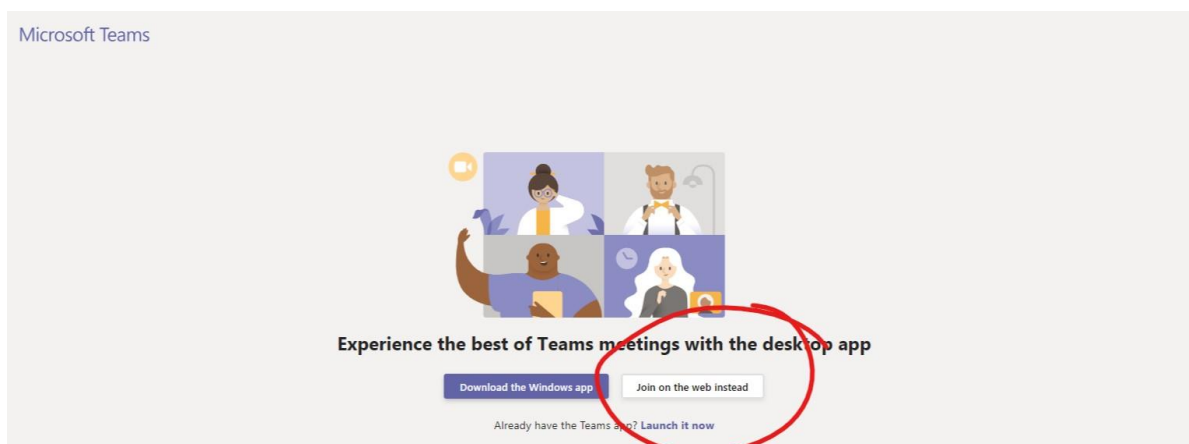
We will be using Microsoft Teams as the video conferencing platform for delivery. You will be sent a meeting request through your email address, please RSVP to the invitation (see below), a link to join the Microsoft Teams meeting will also be within the email, you should click on this at the start of the lesson.



***Please note for those using a mobile device ie: tablet, ipad etc, you should access this email through your email account on the web and not within an app. To ensure that you are accessing the email through the web please click on the three dots and tick Desktop site.



Once you are within the email invitation to meeting click on Join Microsoft Teams Meeting and it will direct you to the following screen



Click on 'Join on the web instead' and it will direct you straight to the meeting without having to download the app.

Should there be any connection issues at the time of the lesson a member of staff from DMS will contact the parent to discuss.

Equipment needed to receive lessons

You will need:

- a desk for the laptop, or PC;
- a music stand and chair for the pupil;
- a computer/laptop or iPad/tablet where you can access your emails with the Microsoft Teams meeting request (Most computers made in the last 5 years will be adequate but with a Webcam/camcorder attached);
- a microphone, if possible;
- a good power supply;
- a pencil;
- a minimum 2 MB/s broadband speed;
- and adequate lighting.

Equipment used to deliver lessons from DMS

During the COVID-19 pandemic, DMS tutors will be using personal computers to conduct their lessons from home and may, therefore, only be using the standard webcam and built-in microphone.

None of the computers or equipment will be used for the storing/recording of any video feed/lesson.

Setting Up

DMS staff member will set up a 'Meeting' and email the 'join Microsoft Teams meeting' request through prior to the agreed lesson time to the parent email address.

- The Tutor will be online, at the start of the lesson time.
- The Tutor will ensure that the best practice for securing the virtual classroom for 'Microsoft Teams' is adhered to.

Make sure your son/daughter has everything ready in the room for the lesson:

- music books;

Should there be any sound/picture quality issues a member of staff from DMS will contact the parent to discuss.

Camera Set-up

Please ensure that the full head of the pupil, and the instrument can be seen within the screen at all times. It is not appropriate to be spending lesson time fixing these images.

Please also ensure that you have given permission for your device to access the microphone and webcam on your device.

There is sometimes a delay in image delivery at the start. Please allow a bit of time for the image to appear before unnecessarily re-starting the meeting.

Withdrawal of Services

The Coronavirus scenario is changing on a daily basis and Doncaster Music Service will constantly be reviewing the services it offers during this time. As a result, Doncaster Music Service has the right to withdraw this offer at any time.

Contact Details

Doncaster Music Service:

Telephone 07920 274443 or email doncastermusicservice@doncaster.gov.uk