

Safeguarding and Online activity during RNCM closure

Participants in Creative Engagement (CE) activity may participate in online workshops or coaching sessions from RNCM staff and students, and external staff from other organisations via Zoom or through a recognised third party affiliate (hereby referred to as online learning platforms (OLP)) during a College closure or during an online event, provided that it is with the agreement of parents, and:

- (a) the pupil's parents and all associated delivery staff are clear about the arrangement and comfortable with it, and
- (b) the guidance below (published by the Musicians' Union) is followed at all times.

In the event that either party has safeguarding concerns, they should contact the Head of Creative Engagement, Fiona Stuart (fiona.stuart@rncm.ac.uk).

USE OF ONLINE LEARNING PLATFORMS

Staff and parents should remember that safeguarding is just as important when running activities via OLP as it is when teaching face to face. Staff should protect themselves from accidental and inappropriate contact with students by restricting their profile so that it does not automatically accept contact requests and is not accessible to students. Use a business-like profile picture and establish a serious and professional manner when using OLP. Emphasise to students and their parents that OLP are to be used for CE activities only and not for other contact, e.g. sharing photos or general messaging. Encourage project participants to only receive calls from known contacts.

When preparing a video or delivering an online activity, dress smartly and use a neutral background. Encourage participants to all dress appropriately and, if possible, to use a neutral background. Participants should also behave appropriately, and it may be necessary to take further action if this is not the case, just as would happen with a face-to-face session.

All delivery staff retain the right to terminate a session if necessary and to communicate the reason afterwards. It is essential that in these instances staff copy in fiona.stuart@rncm.ac.uk so that the situation can be monitored with care.

ADVICE TO STAFF

In order to ensure we maintain high standards of safeguarding; the CE department would like to make you aware of the following advice to enable a safe remote environment:

- RNCM staff must act as the “host” for all activities on OLP, and students will join via a parent’s/guardian’s email.
- Please ensure that you do not take part in an online session in any bedroom.
- It is preferred that online activities take place in a communal area in the home eg a dining/living space.
- It will be required for a parent/guardian to be in the vicinity for the duration of an activity.
- If a session is being delivered by RNCM staff or student all communication must be from an RNCM email address to the parent/guardian email. Please also make sure that a member of the CE team is copied into all emails. This will be Fiona Stuart.
- If a session is being delivered by an external practitioner a member of the CE team must be present at the session. It is likely that this will only apply to group activities.
- Delivery staff must be appropriately dressed for all sessions.
- As per our Safeguarding policy, we do not allow communication between students / delivery staff via social media, personal email, text messaging, gaming or other app platforms.
- Depending on the nature of the activity, parents/guardians may be asked to sign and return a consent form for the young person involved.
- If needed, the College’s Senior Designated Person responsible for safeguarding is Fiona Chiang, Executive Projects Officer, who can be contacted by email at fiona.chiang@rncm.ac.uk.

ADVICE TO PARENTS/CARERS

In order to ensure we maintain high standards of safeguarding, the CE department would like to make you aware of the following advice to enable a safe remote environment:

- Please ensure that your child does not take part in an online session in a bedroom.
- It is preferred that online activities take place in a communal area in the home.
- It will be required for you (parent / guardian) to be in the vicinity for the duration of the session.
- We will only communicate with you or your child via an RNCM email address. If you need to communicate with us, please make sure this is to an RNCM email address.

- Where possible, activities must be accessed using your device (laptop/tablet/PC), not your child's.
- Participants in activities must be appropriately dressed and, if possible, be against a neutral background.
- As per our Safeguarding policy we do not allow communication between students / staff via social media, personal email, text messaging, gaming or other app platforms.
- For some activities it may be necessary for you to sign a consent form. If this is the case it will be sent to you in advance of the activity.
- All delivery staff retain the right to terminate a session if necessary and to communicate the reason afterwards.
- If you have any questions please email Fiona Stuart, Head of Creative Engagement at fiona.stuart@ncm.ac.uk.
- The College's Senior Designated Person responsible for safeguarding is Fiona Chiang, Executive Projects Officer, who can be contacted by email at fiona.chiang@ncm.ac.uk.