

RNCM POPULAR MUSIC SUMMER SCHOOL

Policy on Use of Online Teaching by RNCM Staff for Staff/Parents/Guardians

Pop Summer School Students may receive instrumental lessons from RNCM tutor via Zoom during a school closure, provided that it is with the agreement of parents, and:

(a) the pupil's parents and the RNCM tutor are both 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 Popular Music, Andy Stott (popularmusic@mcm.ac.uk).

Teaching via Zoom

Teachers and parents should remember that safeguarding is just as important when teaching via online programmes as it is when teaching face to face. Teachers should protect themselves from accidental 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 Zoom. Emphasise to students and their parents that Zoom is to be used for lessons only and not for other contact, e.g. sharing photos or general messaging. Encourage parents and students to restrict their own profiles so that they can only receive calls from known contacts.

When teaching via Zoom, dress smartly and use a neutral background. It may be necessary to widen the frame depending on your instrument, so take care that the frame is well chosen and appropriate. Students should not wear excessively informal attire or present against a messy background. If this happens, staff retain the right to terminate the call and communicate the reason afterwards. It is essential that in these instances staff copy in popularmusic@mcm.ac.uk as we need to monitor these situations with care. The same applies if a student behaves inappropriately, and it may be necessary to take further action if this happens, just as would happen with a face-to-face lesson.

Teaching via Zoom may require you to alter your teaching and learning approach. Staff - you may wish to trial it with a suitable student to test out both the technology and your teaching before using it more widely.

Recording Project

Part of this programme will require a recording project. Each student will be assigned to a group and students will be required to produce a video recording playing their instrument to an assigned track. Recordings of students' performances will then be brought together to form a group performance video and each group's performances will be shared with other students on the programme only.

When producing this recording, parents/guardians will be required to take the recording of their child's performance. This should take place in a communal area in the home, i.e. a dining/living space not in the

child's bedroom. Students should not wear excessively informal attire or present against a messy background. If this happens, staff retain the right to exclude the recording from the final group performance video and communicate the reason afterwards. It is essential that in these instances staff copy in popularmusic@rncm.ac.uk as we need to monitor these situations with care. The same applies if a student behaves inappropriately in the recording, and it may be necessary to take further action if this happens, just as would happen with a face-to-face lesson.

Advice to staff:

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

- Staff must act as the “host” for all lessons on Zoom, and students will then join via their parent / guardian email.
- Please ensure that you do not take part in an online session in your bedroom (or any other bedroom - we have advised parents / guardians of the same);
- It is preferred that teaching and learning online takes place in a communal area in the home, i.e. a dining/living space;
- It will be required for a parent / guardian to sit in on the session, or if the lesson takes place in an open-plan area, to be in the vicinity for the duration of the lesson;
- Arrangements for lessons: these are only permitted to be made from a staff RNCM email address to the parent / guardian. Please make sure that the Popular Music School RNCM email (popularmusic@rncm.ac.uk) is copied into all emails between you and parent/guardian as per our usual safeguarding policy (we have advised staff to do the same).
- Staff must greet parent / guardian at the start or end of the lesson to ensure that safeguarding arrangements have been met.
- Staff must be appropriately dressed for the lesson.
- As per our usual Safeguarding policy we do not allow communication between students / staff via social media, personal email, text messaging, gaming or other app platforms.
- We advise that lessons take place during reasonable working hours during the 3-day period. We realise with the current COVID-19 restrictions that some flexibility may be required.
- Staff must only receive recordings submitted by the student's parent / guardian via the approved method of transfer. Never from the student and / or unapproved methods of transfer.
- All student performance recordings must be stored on a RNCM secure drive. Storage on unencrypted personal laptops, computers, USB sticks and / or any other portable device is not permitted.
- It is not permissible for tutors to record online lessons via Zoom or any other platform/device.
- Working files of recordings can be temporary stored locally on a RNCM laptop. Once work has been completed, the final product must be stored on a RNCM server and all local files of recordings must be deleted from laptops, computers and any other devices.
- Parents/guardians have been asked to sign and return the consent form attached. If you have any immediate questions or concerns, please contact popularmusic@rncm.ac.uk.
- Mental Health Support to families: If you or your child are affected emotionally by the current situation, please seek advice and support from Young Minds (<https://youngminds.org.uk/>). They offer a service free of charge to young people and parents. You can also contact your local Council if you have queries about support or for ongoing health advice continue to use the online service: <https://111.nhs.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@rncm.ac.uk.

Advice to parents/guardian:

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

- Please ensure that your child does not take part in an online and / or recording session in their bedroom (or any other bedroom - we have advised staff to do the same);
- It is preferred that teaching and learning online and recording sessions take place in a communal area in the home;
- It will be required for you (parent / guardian) to sit in on the teaching session, or if the lesson takes place in an open-plan area, to be in the vicinity for the duration of the lesson;
- It will be required for you (parent / guardian) to take the recording of your child's performance for the Recording Project of this programme.
- Arrangements for lessons: these are only permitted to be made via a staff RNCM email address to you, the parent/guardian. Please make sure that the Popular Music School RNCM email (popularmusic@rncm.ac.uk) is copied into all emails between you and teaching staff (we have advised staff to do the same).
- Arrangements for Recording Project: instructions will be made via a staff RNCM email address to you, the parent / guardian. Please make sure that only one recording is submitted to RNCM via the approved method provided in the instructions and by you (parent /guardian). Any recordings not submitted via the approved method or by your child will be excluded from the final group performance video.
- Where possible, lessons must be set up using your device (i.e. laptop/tablet/PC), not the child's.
- Children must be appropriately dressed for the lesson and recording. Staff have been advised that students should not wear excessively informal attire or present against a messy background. If this happens, they may terminate the call and communicate the reason afterwards. If this happens in the recording, they may exclude the recording from the final group performance video. The same applies if a student behaves inappropriately, and it may be necessary to take further action if this happens, just as with a face-to-face lesson here at RNCM.
- As per our usual Safeguarding policy we do not allow communication between students / staff via social media, personal email, text messaging, gaming or other app platforms.
- We advise that lessons take place during reasonable working hours during the 3-day period. We realise with the current COVID-19 restrictions that some flexibility may be required.
- All student performance recordings will be stored on a RNCM secure drive. Storage on unencrypted personal laptops, computers, USB sticks and / or any other portable device is not permitted.
- It is not permitted for parent / guardian / student to record online lessons via Zoom or any other platform/device.
- Tutors will be required to store working files of recordings temporarily on a RNCM laptop. Once work has been completed, the final product will be stored on a RNCM server and all local files of recordings will be deleted from laptops, computers and any other device.
- Please sign and return the consent form attached. If you have any immediate questions or concerns, please contact popularmusic@rncm.ac.uk
- Mental Health Support to families: If you or your child are affected emotionally by the current situation, please seek advice and support from Young Minds (<https://youngminds.org.uk/>). They offer a service free of charge to young people and parents. You can also contact your local

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