

## School Guide to Online Music Lessons and Additional Safeguarding Provision

The following points must be observed to protect both the student and the teacher.

- **In addition to normal safeguarding processes and procedures for your school please ensure you have made it clear to the teacher what your school policy is regarding supervised/unsupervised lessons and how these should proceed.**
- **Environment** In addition to your schools COVID-19 safe measures please ensure a suitable teaching space is made available. Please consider ventilation, social distancing and noise levels. Clear any clutter that will be distracting on screen and if possible, find a neutral background (like a blank wall). The camera on the laptop/desktop should be placed so that the student is not in front of a window or with a light behind them, as this will make it difficult to be seen.
- **Audio and Video Set up** We strongly recommend using a computer (desktop or laptop) for online lessons to allow for the best possible sound and functionality. Test and check computer/laptop settings before lessons commence. Check that students and their instruments will be clearly in the frame and that they will be well lit.
- **Lesson Platforms** We use MS Teams unless you have specified a different platform which we've agreed to. We use google classroom, charanga YUMU and e-mails to send resources
- **Be Ready** Please ensure lesson links are ready either via calendar invite or e-mail link. Students should be set up and ready to play for the start of the lesson.
- **Be Prepared** Students should have everything they need for the lesson within easy reach including a pencil and notebook. Music stands should be set up so that students can see their music clearly and that it is not obstructing the camera view.
- **Be on Time** Depending upon how students will access the lesson they need to be on time as our teaching staff will have other lessons planned during the day so a lesson may not be extended if they are late.
- **Distractions** close other applications down so that latency can be minimised

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