

Online Safeguarding Digital Teaching Guidelines March 2020

Due to the Coronavirus outbreak, the University of St Andrews is delivering teaching online, including the delivery of 1 to 1 instrumental or vocal lessons. We have devised the following guidelines for digital delivery for parents and guardians, as well as all Music Centre staff and Teaching Associates.

Guidelines for parents and guardians of children and young people under 18 years:

1. Please make sure that university staff have a parental email address for communicating information about online lessons or activity;
2. Please make sure you consent to you/your child taking part in the activity before the session/s takes place - a dial up invitation link will not be sent out until this is done
3. Please also consent to any documentation of the session and possible sharing in advance via email. This could include photos, recording and filming;
4. Please dial into live online activity from a public space in your home and consider the background that will be seen online;
5. Please ensure you/your child is appropriately dressed for the activity;
6. Please stay in the same room whilst the session is taking place, or close by so you are aware of what is happening all the time;
7. Talk to your child about online safety before taking part in any live online session/s;
8. Ensure your child understands that comments they make during live session/s or streaming will be seen by others;
9. Make children aware they should not share any personal information when online (such as give away address details);
10. Please make sure you contact the university's Designated Person if you or your child see or hear anything upsetting or inappropriate during an online organised by the University of St Andrews by emailing hrdirector@st-andrews.ac.uk.

Please view the University of St Andrews Safeguarding policy here:

<https://www.st-andrews.ac.uk/policy/staff-employee-relations-protection-of-vulnerable-groups/safeguarding-of-children-vulnerable-adults-prevention-of-radicalisation-policy.pdf>

Good practice advice for those teaching digitally from home:

1. Continue to use age-appropriate and fair language during online session/s;
2. Ensure that your communication is kept relevant to the teaching during the session/s;
3. Never share details of personal accounts or mobile numbers online and never contact participants online directly outside of the session/s;
4. Always be appropriately dressed for the session/s;
5. Ensure you are in public space within your home for any recorded or online activity (never use a bedroom) and be aware of what is in the background of your recording space;
6. Use a background blur available on some apps if necessary or required;
7. Please give advance warning to the rest of your household about live streaming events and try to keep others out of the room during any filming or dialling in if possible;

Additional responsibilities when teaching children and young people under the age of 18:

1. Music Centre staff and Teaching Associates will be responsible for scheduling online teaching sessions (regardless of platform);
2. All correspondence about the lesson with a child or young person under the age of 18 should be to a parent or guardian;
3. A parent or guardian must consent to a child's participation in any online event in advance of the session/s;
4. Staff and Teaching Associates must obtain specific and additional parental consent to take images of, record or film any online activity in advance of the session/s, and gain additional consent to use or share material afterwards;
5. A parent or guardian should be asked to be present in the same room as the child (up to 17 years of age) during the online session where possible, or close at hand.

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