



Online Teaching of Children Safeguarding Policy

We create a brighter future for young
people through performing arts

www.arts-insight.com

Introduction

Since the outbreak of Covid-19 and the enforced school closures across the UK. Arts Insight's aim is to continue to benefit the lives of children (students) across the UK with structured classes in all areas of the creative arts as online interactive sessions led by Laura Berridge (teacher), Artistic Director of Arts Insight.

This policy will clearly detail every procedure Arts Insight has in place to ensure both (student), (teacher) and Arts Insight (charitable organisation) are protected whilst delivering this new internet-based platform for the advancement of educational gain within the creative curriculum.

Within this document the (charitable organisation) will be referred to as Arts Inside and Arts Insight the latter being the official registered name of the (charitable organisation) and the former being the name given to the new online learning platform within it.

Platform for Teaching

The online platform that Arts Inside will use for the sessions is called ZOOM. The (teacher) will have a ZOOM account. The (student) will not, but instead their Parent/Guardian (member) living in the same household will hold the account. The first time a link is emailed by the (teacher) to the Parent/Guardian (member), they will need to install ZOOM on their device (phone, tablet, laptop or desktop). This is done very easily by following the prompts after clicking the link.

It's worth noting that on phones and tablets it's simply called Zoom and when using a search engine on a laptop or desktop it's called Zoom.us (it's the same app that requires the same login for both).

All contacts will be made through the (teacher) and Parent/Guardian (member) at all times. The (student) is not permitted to contact the (teacher) via Zoom or vice versa.

Safeguarding each Zoom Session

This section will be under constant review as both (student) and (teacher) become more familiar with this way of working over the coming months. Arts Insight has thoroughly researched this platform and insists all parties adhere to the following procedures, rules and regulations throughout the online sessions.

1. All sessions will always start and end with a short (teacher) and Parent/Guardian interaction.
2. The Parent/Guardian does not need to be present (in the same room) as the (student) throughout the session.

3. The (students) session should take place in an empty room, away from other family members to ensure minimal distractions and maximum gain from each session.
4. The (teacher) should be aware of their surroundings, have a neutral background and ensure their environment poses no distraction, inappropriate imagery or unprofessional experiences for the (student).
5. (Teacher) and (student) MUST be wearing suitable clothing as if a lesson were taking place in a school (that doesn't mean school uniforms).
6. The (student) must acknowledge and (teacher) and Parent/Guardian must reinforce that anything that would not be allowed in the school environment will not be allowed in this environment.
7. The (student) must remain on task throughout the entire session and remember that this is a professional setting and must act appropriately at all times.
8. In large groups the (teacher) may utilise actions which will visually instruct the group to follow specific techniques to ensure every (student) has maximum capacity to listen, understand and learn at all times. This could include the use of the 'mute' button for each (student) at certain points throughout the session so that the only voice being heard is the (teachers).
9. Students must remember that although these lessons will be fun and exciting, they are centered around learning and developing skills and NOT socialising with friends.
10. Language used by (teacher), (student) and any family members nearby must be appropriate and professional at all times.

Safeguarding the Closed Social Media Group and Live Streaming Sessions within it

Arts Insight will be creating a closed social media group which will be called Arts Inside linked to Arts Insight via our website: www.arts-insight.com. This will be offered and recommended for every (member) to join (but is not a requirement). No one who isn't a subscribed member of Arts Inside Creative Online Learning will be able to join the closed group. Within the weekly timetable the (teacher) will be providing a number of opportunities per week for all (students) to be involved in FREE Live Streaming sessions (to the closed group), where they can partake in interactive games and activities, be given fun performance based stimulus to work on throughout the week, as well as a platform to share work they have created with everyone in the group. Only parent/guardians (members) will be accepted into the group. Children (students) will not be permitted to join themselves.

Insurance

As documented in the Arts Insight Child Protection Policy the organisation ensures that any (teacher) working with a (student) has all the necessary up to date documentation to legally enable them to work with children. Copies of the following will be gladly sent to parents when requested by email to admin@arts-insight.com

- An up-to-date Enhanced DBS Certificate
- Valid Safeguarding and Child Protection Course Certificates.

To ensure every session goes ahead in the event of slow internet speeds or limited connection at any point during the session the (teacher) will have pre recorded the content of each session as an interactive instruction film. This procedure is in place to ensure (students) will never miss out on a session and (members) will always receive value for money if a technical incident was to occur.

Use of Personal Information

The personal data (as it is defined in the Data Protection Act 2018), of a Parent/Guardian (Member) will be processed by Arts Insight in accordance with its Privacy Policy, which can be found here ([link to Privacy Policy](#)).
Copyright

All original material supplied by Arts Insight (Arts Inside) to the (students) will be clearly marked: Copyright © 2020 Arts Insight. All rights reserved. This material to include scripts and sheet music, must only be used by the (student) for the purposes of the session and independent learning. This material must not be used online without the permission of Arts Insight and must not be shared with any third party.

Declaration

Signed:



Name:

Laura Berridge

Position within Arts Insight:

Artistic Director

Date:

14th April 2020