



Internet Teaching Child Protection Statement

Music Generation Offaly Westmeath is committed to a child-centred approach in all our work with children. We undertake to provide a safe environment and experience, where the welfare of the child is paramount.

This policy extends the Child Protection Policy of Music Generation Offaly Westmeath which is available from Music Generation Offaly Westmeath office (email musicgen@offalycoco.ie)

Music tuition via the Internet

In facilitating access to tuition for our students, Music Generation Offaly Westmeath extends the opportunity to study via the internet. In providing these opportunities, we commit to adhering to the following best practices in the interest of safeguarding both students and tutors.

Child Protection Concerns Related to Internet Tuition

Tutoring students over the internet raises the following concerns in relation to child protection:

- The situation introduces the student to the idea of communicating with an adult that is not part of their family group over the internet. This is not a practice that should come to be considered normal by the student and it should be emphasised by parents that communicating in this manner is something that requires permission and supervision;
- This method of teaching invites the tutor into the student's home, and vice versa, without being physically present and, therefore, possibly unknown to other members of either household. There should be an awareness on behalf of all involved that there is someone virtually present in their home and that everyone's actions need to be reflected in this. Insofar as is possible, the teaching situation should closely reflect that of teaching in a music school/rehearsal setting;
- Music Generation Offaly Westmeath's tutors undertake as part of our Child Protection Policy to report any concerns over child welfare to Margaret Broome, who is the designated liaison person with Music Generation Offaly Westmeath for child welfare matters. This relates not only to the student but to the welfare of any child in the location in which they are working, physically or virtually.

Parental Consent

Written parental consent shall be sought for the purposes of:

- Engaging with the young person in their home via live video calls (Zoom video calls);
- The recording of such lessons as a record of the interactions between tutor and student;
- The retention of such recorded materials for a specified time named by Music Generation Offaly Westmeath;

- The use of stills and photographs from such lessons for promotional purposes on the Music Generation Offaly Westmeath website and social media platforms (Facebook and Twitter), Music Generation National Office and partnership organisations.

Location and Supervision of Lessons

- All lessons should be held in an area of the home that is open and accessible to the parents/guardians of the student. Lessons should not, for instance, take place in a bedroom with a closed door.
- Lessons will, however, need to be held in an area where the student and tutor can concentrate on the lesson and not be unnecessarily interrupted. This may be hard to balance with younger children in the house and may take a few lessons to establish a good routine. All concerned need to show some patience in forming a routine and be willing to discuss ways to improve concentration during these lessons.
- A parent/guardian or other responsible adult should be available to drop in and out of the teaching space throughout the duration of the lesson.

Email addresses (for Zoom lessons)

- All lessons and student-teacher interaction on the student's part should take place using parent/guardian email addresses unless express permission has been given to the contrary.
- All lessons and student-teacher interaction on the tutor's part must take place using an organisational email address that is provided and controlled by Music Generation Offaly Westmeath, Music Development National Office and partnership organisations such as Sing Ireland.
- The tutor will not use their own personal videotelephony/email address for the purposes of contact with the student.

Alternative Contact Methods

- All arrangements / re-arrangements to lessons must be made through a parent / guardian.
- Student and tutor are not to communicate via alternative video / electronic methods other than specifically agreed with the parent / guardian.
- Any and all communications between student and tutor must be fully controlled by or accessible to parents.

Grounds for Concern

The grounds for concern laid out in Music Generation Offaly Westmeath's Child Protection Policy shall apply in all lessons given over the internet and shall apply to all children in the student's home. This includes things that happen in the background or off-camera.

If a parent has any concerns about the process or relationship between student and tutor, they should contact the Music Generation Offaly Westmeath Development Officer to discuss the situation. Music Generation Offaly Westmeath undertakes to investigate all complaints or concerns regarding its teaching staff in line with our Child Protection Policy.

Raising Concerns

Concerns for the welfare of students will be dealt with in line with Music Generation Offaly Westmeath's Child Protection Policy.

Recording of Lessons

In the interest of safety and transparency, all lessons conducted over the internet shall be recorded by the tutor and saved/stored by Music Generation Offaly Westmeath in our secure One Drive System.

- Given the educational nature of the lessons, it is not intended to encrypt all files during this process.
- The tutor will not record lessons on to their own computer / device.
- The student / parent may also record the lesson for their own record and also as a useful tool in learning.
- Music Generation Offaly Westmeath may keep copies of the recordings until the beginning of the following term for the purpose of reviewing and improving their teaching practice after which recordings will be erased.
- Music Generation Offaly Westmeath will keep copies of the recordings on a secure non-shared staff drive at their administration office for a period of three years after which they will be erased.
- All other data collected in relation to the student will be dealt with in line with Music Generation Offaly Westmeath's Data Protection Policy.

Signed:

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www.musicgenerationoffalywestmeath.ie