Chetham's
School of Music

Extract from Online Activity Policy And Procedures

Policy

Links
To be read in conjunction with Chetham's *Safeguarding and Child Protection*; *Remote Education*; *Data Protection;* and *Acceptable Use* policies.

Scope
The School has a duty to ensure the online safety of our staff and students engaged in School-related digital activity. Whilst the Acceptable Use policies (staff and student) govern self-disciplined everyday use of the School systems for ordinary timetabled lessons, this policy outlines the School's duty of care with regards to School-generated and monitored online activity outside of students' routine timetables, and in the interaction between students and external contacts for such activities. It covers activities away from the typical Chetham's Teams-hosted digital setting such as, but not limited to:

  lessons, and masterclasses in addition to those timetabled;
* meetings where our students might interact with: Chetham's staff; digital 'visitors' (specifically adults from outside of the Chetham's setting) such as conservatoire / university employees; teachers and students from other schools.

Chetham's believes that it is in everyone's best interests to be proactive in safeguarding and protecting staff and students from the potential threats and pitfalls of online interaction through School organised learning and media platforms. As online audio-visual activity continues to grow it is vital that, as an institution, we facilitate safe, supportive and robust measures to help guide individuals to achieve success in their online interactions with the global community.

Aims
This policy aims to meet our Safeguarding and GDPR guidelines; to promote good practice; and to maintain the School's and individuals' reputation(s). As such any proposed extracurricular online learning will be treated similarly to a proposal for face-to face extracurricular off-site learning and may be subject to Risk Assessment and individual approval. Given the fast-moving nature of the digital world the procedures herein outlined will be updated on a regular basis and at least once a year.

There are several areas to consider:

- **Safeguarding**, including online presentation, expectations of behaviour, and how to report safeguarding issues.
- **Data**: ensuring that all data is created, saved, transmitted and stored safely.
- **Platforms**: That the platforms used promote the above principles.
- **Chaperoning / monitoring**: that all such events are monitored to ensure the above principles are respected and that all participants can interact safely and without fear.

Activities Covered By This Policy And Its Procedures by Section

1. Online Extracurricular Music and Academic Tuition (including offsite tuition).
2. Online Activity: non-Teams-based Platforms (plus risk assessment)
3. Online Visitor Procedure and Guidelines (non employees working with students e.g. masterclass guests)
4. Student Requested Online Auditions; Interviews; Consultation lessons (plus letter templates)
5. Digital Recording Within Lessons and Other Settings
6. Online auditions from Prospective Students
7. Image and Recording Permission (Parents)

Online *Creative Engagement* Activity

8. Digital Content: Film and Audio Recordings
9. Digital Content Practical Guidelines
10. Leading Digital Activity e.g. workshops, classes, training
11. Checklist for Guests Participating in a Chetham's Digital Activity
12. Checklist for Students Participating in Chetham's Digital Activity
13. Violetta Parental Consent Form

This policy and its procedures is organic, constantly changing and adapting to digital trends. As such there will inevitably be elements in development such as any outlined in red above. We felt it important to let you know where our efforts are going. The list is not exhaustive; any online activity not covered here should be referred to one of the policy authors (below) for further consideration.

If you have any queries about this policy or have ideas about areas to be included please contact:

DC (Assistant Principal Music)
BLO (DSL)
IM (Music Dept. Manager)
VC (Creative Engagement Manager)
AP (Head of Communications)
JAR-C (Data Protection and Compliance).