

JMS Safeguarding for Online Learning *for Parents, Carers, Students and Teachers*

Please find below mandatory principals aimed at helping keep Jersey Music Service students and staff safe while teaching and learning online.

Jersey Music Service acknowledges that the Covid 19 pandemic has brought about unprecedented times. Our JMS team and JMS student's health, safety and wellbeing remain our priority. The expectations set out below are congruent with our understanding that:

- Some teachers may be asked to work as part of the rota of care in schools.
- it is not possible or desirable to seek to replicate the expectations of normal working in these extraordinary circumstances.
- teachers working from home will be dealing with competing priorities such as caring for someone in the household who is ill or looking after children who would normally be in school. and
- there will be limits to what can be effectively or usefully done from home.

This document does not replace any existing JMS policies and procedures. It is designed to be used alongside other general JMS online safety guidance and JMS safeguarding policies, procedures, and training with the inclusion of live video and online teaching.

Safeguarding for Students, Parents and Carers

- Parents of children in year 8 and below must present themselves at the start and remain nearby in hearing distance for the duration of the lesson.
- If a parent is not available for a lesson for a child who is year 8 and below, then that lesson may be stopped for that student. JMS reserve the right to stop a lesson of a student who is in year 8 and below, where the parent is not present as this contravenes JMS Safeguarding Teaching Online Policy.
- A parent, school teacher or carer aged 18 years and older is considered acceptable to supervise lessons of children in year 8 and below.
- Parents must present themselves at the start of the lesson and remain nearby during the online lesson so that they are able to monitor the conversation, help keep very young children on track, prevent other children at home from interrupting the lesson and help if required with technical issues
- Parents should not share any passwords, personal information with teachers such as phone numbers and emails without first contacting JMS office on jms.music.sch.je
- Parents and students are asked not to record, share or redistribute any information or content of the lessons online or with friends/relatives etc.

- Parents should disable screenshare and chat functions (JMS teachers will only communicate outside the sessions via their JMS email account (a.teacher@music.sch.je)
- Parents must share any safeguarding concerns directly with Jersey Music Service to the Designated Safeguarding Lead, 01534 832230
- Pupils and other members of the family in the vicinity of the video are asked to be dressed appropriately. For example, what would usually be deemed acceptable for a non-uniform day at school would be appropriate
- Parents may terminate a video link where they feel that the dress code or appropriate behaviour is not being adhered to or if they have any other safeguarding concerns
- If our teachers feel that the circumstances, setting or behaviour are inappropriate they will terminate the video call. The JMS office should be contacted if this action has been taken: jms@music.sch.je
- Lessons must take place in a communal room in your home and not in a bedroom

Safeguarding for JMS teachers

- If you are not following the JMS scheduled time table then you must ensure that the parent is aware of the new scheduled time which should be timetabled between 7.45am and 7.15pm
- Teachers must only teach a remote lesson if they are healthy to do so. Please follow the latest www.gov.je advice regarding Covid 19
- Teachers are expected to be dressed appropriately for work and should be wearing or displaying their JMS ID badge
- Lessons should be uninterrupted by teacher's family members
- Lesson set up and computers used should be in an appropriate area, for example, not in a bedroom. Please consider the background that can be viewed by your students
- Teachers may be flexible with the length of lessons to compensate for the challenges of online teaching, whilst ensuring that the package of support is maintained
- Teachers may not change group lessons to involve less pupils and must adhere to the timetabled groupings if it is possible to do so
- Language must always be professional and appropriate

- Teachers must only use their JMS email account to communicate to parents and must have an appropriate Zoom Video Communications username. Screen share in zoom should not be used and any content for pupils should be emailed to the parent
- Teachers must not record lessons
- Teachers should ensure that the student is accessing the live stream in a communal room in their house, not in their bedroom.
- A parent/carer must be present at the start of the lesson and should be in earshot of the lesson for all children who are in year 8 and below
- If a parent/carer is not available to be present for a lesson teachers may request that the lesson be “maintained”, by a member of SMT. Application should be made via the JMS office
- Teachers must not pass on their personal telephone numbers or e-mail addresses to students or parents
- Teachers must not share the link or the meeting ID on a public platform
- Never use their personal meeting ID, instead allow Zoom to create a random number for each meeting (teachers refer to “JMS Settings in Zoom”)
- Teachers must not share any content over social media
- Teachers should ensure that they have set their settings as instructed by JMS (refer to “JMS Settings in Zoom”) – amongst other things, this instructs file transfer and chat to be disabled
- Teachers must not friend or follow pupils on their personal social media accounts
- Teachers must not accept any offers to do online teaching over other webcam/video chats. Teachers and students would be extremely vulnerable from a safeguarding perspective
- If a teacher receives suspicious text messages or emails from an unknown address or number, they should not respond to it. They must report to JMS and block the number
- Teachers will not accept or offer the opportunity to teach pupils privately outside of JMS
- Teachers must report any safeguarding concerns to the Designated Safeguarding Lead, 01534 832230 and for any enquiries that are out of office hours and are an emergency, please contact the Children and Families Hub 01534 519000 or if you believe a child to be in immediate danger call the Police 999