

Safeguarding Protocol for Remote Teaching



**Guildhall School
of Music & Drama**
in partnership with
Islington Council

Advice to Parents:

In order to ensure we maintain high standards of safeguarding, Guildhall School would like to make you aware of the following advice to enable a safe remote teaching environment:

- It is preferred that teaching and learning online takes place in a communal area in the home. Please ensure that your child does not take part in an online session in their bedroom (or any other bedroom - we have advised staff to do the same).
- It will be required for you (parent / guardian) to be present at the start of each session, and remain in earshot for the duration of the session.
- Where possible, a quiet environment should be established in the room where the session is taking place. Microphones may pick up unwanted conversations in the background. No one other than the student and parent/guardian should be visible or audible during the lesson. (The parent/guardian does not have to be visible)
- For all online teaching sessions, please ensure that your child is appropriately dressed (no pyjamas!).
- Recording of lessons: Video recording of lessons can NOT be shared online / via social media as per our usual [Safeguarding Policy](#).
- Screen shots are not allowed (i.e still pics being taken during a live feed).
- Lessons will only be recorded when requested as part of an Islington school's safeguarding policy.
- Arrangements for lessons: these are only permitted to be made via a staff Guildhall / Music Education Islington email address to you. Please make sure that you are copied into all emails between your child and teaching staff.
- As per our usual [Safeguarding Policy](#) we do not allow communication between students / staff via social media, personal email, text messaging, gaming or other app platforms.
- We advise that lessons take during normal school hours or the hours when MEI/GYA-I is held.

Please complete the [MEI GYA Online Teaching Permission Form](#). If you have any immediate questions or concerns, please contact MusicEducation.Islington@gsmd.ac.uk

Mental Health Support to families: If you or your child are affected emotionally by the current situation, please seek advice and support from [Young Minds](#). They offer a service free of charge to young people and parents. You can also contact your local Council if you have queries about support or for ongoing health advice continue to use the [online service](#).

For any Safeguarding questions, please follow the Safeguarding Policy of your School. Advice may also be sought from Islington's **Principal Officer Safeguarding in Education**: 0207 527 5595

Hetsie Van Rooyen will be manning a safeguarding phone service for Guildhall Young Artists Centres Monday to Saturday, 9am–5pm during remote operation for safeguarding advice, enquiries and reporting. **Guildhall Young Artist Centres Safeguarding Helpline**: 07473 961279