

**GYA SAFEGUARDING PROTOCOL FOR REMOTE TEACHING 2020/21**

**Date Reviewed:** 17 August 2020

**Reviewed by:**

Hetsie van Rooyen, Head of Safeguarding, Guildhall School of Music and Drama

**Advice to parents**

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

**1. Safety during lessons**

- It is recommended that ALL online lessons will be done in a communal area in the home where parents are in the vicinity to overhear or see the lesson.
- However, in exceptional circumstances where this is not possible (due to practical difficulties within the home) and a bedroom is the only available space, you will need to ensure the following:
  - Your child needs to be appropriately dressed (i.e no pyjamas or revealing clothing) and maintain a proper posture position during the lesson (for example not lying down on the bed);
  - The bedroom background has to be blurred or an appropriate virtual background needs to be used (this feature is available on MS Teams and Zoom).
  - As far as it is possible, the bedroom door needs to remain open throughout the lesson for safeguarding reasons;
  - We still need you as the parent within hearing distance of the lesson if you are not present in the room. We have asked teaching staff to confirm this before commencing a lesson. You are also welcome to pop into the room from time to time if this assists safeguarding.
- **Arrangements for lessons:** this is only allowed to be done via an official staff gsmd / cym email address to you. Please make sure that you are copied into all emails between your child and teaching staff.
- If your child has a SEN(D) diagnosis, please make the office aware asap, especially if you feel that it may impact on remote lessons. We will require the most recent

SEN(D) assessment or EHCP for your child in order to ensure we provide the most appropriate support to them.

- Lessons should take place on a Saturday where possible and if not, lessons can only take place by special arrangement with the parents. The Head of Junior Guildhall / Head of Centre should be informed of any changes made to normal Saturday lesson times. Flexibility may be required on occasion due to potentially longer days in the buildings from September.
- The chat function during lessons will not be accessible to students unless a staff member can monitor the chat.
- Student conduct during lessons will need to remain in line with Guildhall School policies. Bullying / inappropriate comments / discrimination etc will not be allowed and will be reported through to safeguarding staff should we become aware of such incidents.
- For safeguarding and security reasons Guildhall School has endorsed Microsoft Teams and Zoom to be used for remote teaching. **Therefore, please note that no other forms of video access for online teaching (such as Skype / FaceTime etc) are permitted.**
- Screen shots / photos of lessons are not allowed. Recording of a lesson is only permitted where this is for official purposes (such as a specific GYA project) as initiated by the Head of CYM Centre or the Head of Junior Guildhall.
- If you experience any technical difficulties or require IT support, please report this to the Junior Guildhall or CYM office. **The Guildhall School Safeguarding Helpline should NOT be used for reporting technical difficulties, as this phone line has to be kept open for child protection and safeguarding related enquiries only.**
- Please note we have provided guidance and advice to staff about Data Protection / GDPR and secure, safe management for remote working.

## **2. How to report a concern**

### **2.1 SAFEGUARDING / CHILD PROTECTION CONCERNS**

- If you feel worried about a child and/or would like some support or advice, please speak to the **Designated Safeguarding Lead** or contact the **Guildhall School Head of Safeguarding (Hetsie van Rooyen)**. You can reach Hetsie on the Guildhall School Safeguarding Helpline number **07473 961 279** or email her at: **[hetsie.vanrooyen@gsmd.ac.uk](mailto:hetsie.vanrooyen@gsmd.ac.uk)**
- If you don't have a safeguarding concern per se but would like some support regarding Special Educational Needs / Mental Health or other family support, please do not hesitate to contact Hetsie who would be very happy to assist you.

- Please be aware that mental health concerns / online abuse / domestic violence / online bullying and cases of radicalisation has increased since lockdown and therefore **extra vigilance** will be required around these areas of safeguarding.
- For any concerns involving discrimination please report this immediately via the safeguarding channels mentioned above.

## **2.2 SAFEGUARDING CONCERNS INVOLVING A STAFF MEMBER**

- If you have any safeguarding concerns about the conduct of a staff member, please report this **immediately** to the Head of CYM Centre / the Head of Junior Guildhall and/or the Head of Safeguarding.
- As per our usual Guildhall School Safeguarding policy 2020 we do not allow any communication between students / staff via social media, personal email, text messaging, gaming or other app platforms. If you become aware of such communication, please report this immediately to the Designated Safeguarding Lead or the Guildhall School Head of Safeguarding.

## **3. Mental Health Support to families**

- If you experience a mental health crisis or feel unable to keep yourself or others safe, please contact the Samaritans free on: **116 123**.
- You can also call your own GP and request an emergency appointment or ring 111 if it is out of hours. For emergencies where self-harm has occurred please attend your nearest A&E or ring an ambulance.
- If you or your child are affected emotionally with the current situation, you can also seek advice and support from Young Minds (<https://youngminds.org.uk/>) Young Minds offer a service free of charge to young people and parents.
- Childline is an excellent resource for children too (<https://www.childline.org.uk> – phone free on: **0800 1111**).
- For general updated health and employment / financial advice relating to Covid19 please use online services such as:
  - <https://111.nhs.uk/>
  - <https://www.gov.uk/coronavirus>
- Other online resources to support your mental health can be accessed here:
  - <https://www.mind.org.uk/information-support/coronavirus/>

- <https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-anxiety-tips/>
- **Bereavement Support**
  - <https://www.cruse.org.uk/>

*Please know that Hetsie van Rooyen (Guildhall School Head of Safeguarding) could offer interim mental health advice and also general support to you and your child for various family matters. Hetsie can link your family with online and/or local resources where required, so please do not hesitate to make use of this support!*