

GUILDHALL SCHOOL

GYA SAFEGUARDING PROTOCOL FOR REMOTE TEACHING

Date Reviewed: September 2022

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 (where possible) online lessons will be done in a **communal area** in the home where parents are in the vicinity to overhear or can 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.
- **Arrangements for lessons:** Please note that 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 you notice that staff emailed from a personal account or did not copy you in, please make us aware asap.**
- If your child has a SEN(D) diagnosis, please notify us 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 which has to be agreed via the Junior Guildhall or CYM office. The Head of Junior Guildhall / Head of Centre should be informed of any changes made to normal Saturday lesson times.
- 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 other forms of video access for online teaching (such as Skype / FaceTime etc) are NOT 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 **Safeguarding Helpline** number **074 739 612 79** or email her at: **hetsie.vanrooyen@gsmd.ac.uk**

If you don't have a safeguarding concern but would like some support regarding Special Educational Needs / Mental Health / discrimination 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 over the past year and therefore **extra vigilance** will be required around these areas of safeguarding.

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 Safeguarding or the Director of GYA and Safeguarding.
- As per our Guildhall School Safeguarding policy 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 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**).
- **Bereavement Support:** <https://www.cruse.org.uk/>