School Guide

Online lessons during the COVID-19 crisis
During school closures, LMS staff have been online delivering lessons online to pupils across Lincolnshire. As the impact of COVID19 remains in all of our minds, there are still strict restrictions in place that LMS and schools must consider when setting up lessons.

We hope that giving our pupils the opportunity to receive a regular lesson with their tutor, whether it be face to face or virtual, will be something to look forward to each week.
Background:

Connect: Resound is a digital music education project, which uses new technology to deliver music education and enrichment activities to children living in rurally isolated areas.

Since 2014, NYMAZ (North Yorkshire Music Action Zone) has worked with Music Education Hubs, schools, music organisations and our technical partners UCan Play to develop new teaching and business models for delivering music education online.

Following a successful pilot project in North Yorkshire, Connect: Resound expanded to work with music organisations across the country to deliver and further develop this unique approach to online music education, alongside researchers from the University of Hull, who assessed the impact and potential of an online approach to music tuition.

The project has also engaged with music education professionals across the country through training and discussion events exploring the role that online technology can play in helping children and young people to engage with music, and has reached 1000s of viewers through our programme of live music broadcasts, delivered online to schools across the country.

Thanks to funding from the Paul Hamlyn Foundation, Connect: Resound is working in partnership with a cohort of Music Education Hubs across the country to develop their approach to delivering online music education as part of their programmes.

Lincolnshire Music Service, as the lead organisation of Lincolnshire Music Hub, have been selected to provide the next stage of the pilot, and we are very excited about the opportunities that this could bring to the children and young people of rural Lincolnshire.

Learning instruments over the internet can be a really useful and engaging part of music education in schools. Pupils can learn from specialists not available on their doorstep, and transport, cost and logistics issues that can affect availability of lessons in rural schools, for example, can be overcome.
**E-Safety**

Understandably, the safety and well-being of children is paramount, and Lincolnshire Music Service (LMS) will do everything to ensure this is always of the highest importance. Tutors from LMS will be governed by the same, strict guidelines when delivering lessons online as they are when delivering lessons on school premises, during school time. All LMS staff have an up to date, enhanced CRB/DBS clearance. During the COVID-19 lessons will either be delivered from an assigned base or from a tutor’s home. This has been given the approval of Lincolnshire County Council. from All our staff have regular Safeguarding training to adhere to strict Lincolnshire County Council regulation.

The Department for Education’s statutory guidance [Keeping Children Safe in Education](https://www.education.gov.uk/guidance/keepingchildrensafe) obliges schools and colleges in England to “ensure appropriate filters and appropriate monitoring systems are in place. Children should not be able to access harmful or inappropriate material from the school or college’s IT system”; however, schools will need to “be careful that ‘over blocking’ does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding.” UK Safer Internet Centre, [https://www.saferinternet.org.uk/advice-centre/teachers-and-school-staff/appropriate-filtering-and-monitoring/appropriate-monitoring](https://www.saferinternet.org.uk/advice-centre/teachers-and-school-staff/appropriate-filtering-and-monitoring/appropriate-monitoring)

This principle is important when liaising with ICT teams, partners and colleagues about balancing the needs of young people and education in the 21st century with concerns that may arise about online tuition.

Websites such as childnet.com have excellent advice and resources for children (primary and secondary) and the professionals who work with them. The NSPCC’s Online Safety resources are also extremely helpful:


**Consent**

Specific consent for receiving instrumental tuition online should be sought, in addition to any previous consent gained for video and still photography. Pupils and their parents/carers should be given information about the software being used, how video and audio data will be stored, and how and by whom it can be accessed.

**Online safety awareness**
The online instrumental lessons can provide an opportunity for a refresher on key issues around internet safety, and specifically on using webcams safely, how to block and report safeguarding issues on the software being used, and the importance of telling someone if a child or young person has been the subject of inappropriate approaches or messages.

Teachers and pupils should be reminded that any concerns about online abuse or the way someone has been communicating online should be reported to CEOP [https://www.ceop.police.uk/safety-centre/](https://www.ceop.police.uk/safety-centre/).

**What schools need to do**

You need to be aware of the documents highlighted above and be aware that safety procedures will be put in place to ensure the safety of the student, during online lesson delivery. We ask that you ensure that the student is safe in the environment for the duration of the lesson, with minimal disturbances, and with an open door policy.

Schools have returned information via the recent google form and can keep us informed of specific considerations by contacting their school lead tutor or the Area Manager.

*Insert current restriction guidance*

**Safeguarding measures for online instrumental lessons:**

1. **Security:** It is imperative that no other contacts are invited into the 'lesson', the lesson is for the tutor and pupil explicitly. Arrangements for the date and time of the lesson should be made between the parent/carer/school/pupil and the instrumental teacher only, it would be advisable to confirm the lesson time and date by email.

2. **Lessons MUST NOT** be recorded onto any device, by any person involved in the sessions.

3. **Direct communication of any kind** between the teacher and the student outside of the lesson should take place via email or via the SpeedAdmin studyplan. Parents and LMS superusers can track communications between tutor and pupil.

4. **You should adopt an ‘open-door’ policy** and expect some small interruption from a teacher during the session.

5. **Under no circumstances** will the teacher take any still images during any part of the lesson.

6. **The teacher and school should consider that,** during the lesson, they have effectively turned the room from which they are conducting the lesson into an educational setting. The teacher should therefore dress and behave appropriately and use appropriate language. The teacher should ensure that nothing inappropriate can be seen in the background by the student. Other people should not be in the room if it would not be appropriate for them to be in the same educational setting as the student e.g. it would not be appropriate for a non-DBS checked adult visitor to be in the room.

7. **Teachers will provide structure in the lessons.**

8. **The teacher should be aware that any safeguarding concerns or disclosures should be responded to and reported in the same way as they would if they had occurred in the school:**
Report to safeguarding lead: Lee Hextall and Jennifer McKie and the Head of Department immediately.

9. The parent/carer or any other person who has a safeguarding concern relating to the teacher, should report their concern to the Local Authority Designated Officer (LADO) – on 01522 554674 before filling out the report on the www.lincolnshire.gov.uk website.

10. DO not allow the device to 'remember password'.

Remember to LOG OUT of the meeting when the lesson has finished

**Pupils**

Pupils need to be aware that learning online is a different mechanism for learning and will learn in a different way. Since COVID19 broke, pupils have become more familiar with online lessons and these look like a feature of educational life for years to come. Depending on where the lesson is taking place, pupils will need to ensure they have arrived in good time to prepare any technical equipment, and their instrument.

Each school will have their own virtual lesson requirements which both LMS and parent must be informed about and agree to. **LMS will not automatically sanction any recording of instrumental lessons and any agreement must be made between the parent and school direct, seeking permission from the LMS staff member to also be recorded.**

**Connect**

LMS will Google Hangouts/Meet as the video conferencing platform for delivery or Zoom. Please see https://meet.google.com/ and https://www.zoom.us for further details.

**Equipment needed to receive lessons**

You will need:

- A desk for the laptop, or PC.
- Music stand and chair for the pupil
- A computer/laptop or IPad/tablet that can run Google Hangouts/Meet (An app might need to be downloaded). Most computers made in the last 5 years will be adequate but with a Webcam/camcorder attached.
- Microphone, if possible
- Good power supply
- Pencil
- Minimum 2 mB/s broadband speed.
- Adequate lighting.

**Equipment used to deliver lessons from LMS**
During the COVID-19 pandemic, LMS tutors will be using personal computers to conduct their lessons from home and may, therefore, only be using the standard webcam and built-in microphone.

*None of the computers or equipment will be used for the storing/recording of any video feed/lesson.*

### Setting Up

LMS staff member will set up a 'Meeting' and email the access code to the school, prior to the agreed lesson time. You should not need a Google Account to access this meeting if you are on a pc or laptop. An account may be needed if you are using school iPads, where the Meet app will also be required.

- The Teacher will be online, at the start of the lesson time.
- Please remember to use the meeting code to enter the lesson.
- There may be a new meeting/lesson code for each lesson.

Make sure you have a telephone number handy for the music teacher in case of any connection problems.

The pupil will need everything ready in the room for the lesson:
- Music books
- Practice diaries
- Instrument - fully set up and warmed up already to allow learning to commence immediately.
- Students should use an instrument tuner or tuner app for IOS and Android to have tuned up your instrument as best as you can.
- Reeds, shoulder rests etc

### Camera Set-up

Please ensure that the full head of the pupil, and the instrument can be seen within the screen at all times. It is not appropriate to be spending lesson time fixing these images.

Please also ensure that you have given permission for the device to access the microphone and webcam on your device.

There is sometimes a delay in image delivery at the start. Please allow a bit of time for the image to appear before unnecessarily re-starting the meeting.
Further Resources

The Connect:Resound website hosts a number of useful resources to help you:
- Informational video about online music teaching
- Three hour-long programmes featuring live performances and behind the scenes footage of rock, pop and folk musicians presented in partnership with Musicport, Grassington and Harrogate International Festivals
- Insights and case studies from the Connect:Resound team
- Useful links to support all aspects of digital music education
- Research report about our experiences of online music tuition

Contact Details
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