



Lincolnshire
Music Service



LMS *DigiTeach*

Parent Guide



Supported using public funding by



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Background:

LMSDigiTeach came into effect during 2018, whilst setting up trials to teach in schools where distance was a prohibitive factor.

During the Spring/Summer COVID outbreak, Lincolnshire Music Service used LMSDigiTeach as a way to deliver over 700 lessons per week to pupils in Lincolnshire. Our staff have been well-trained in the use of this equipment and now have their own, unique, ways of delivering whilst maintaining the very essence of instrumental tuition.

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 and lessons will be delivered from one of our assigned bases. 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](#) 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>

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:

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/>

Pupil lessons are not shared, stored or recorded in any way.

Teachers may be using their own personal equipment to deliver online lessons due to home-working rules and regulation.

Consent

Specific consent for receiving instrumental tuition online should be sought within the SpeedAdmin booking process.

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/>.

What parents 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 your child, during online lesson delivery. Once you are happy, please sign the booking form in SpeedAdmin. Invoicing for lessons will continue in the usual way; by LMS receiving a request for lessons from You. Once a pupil is assigned a tutor and the invoice paid, lessons can commence.

Booking Lessons

Lessons can be booked from the LMS SpeedAdmin page. For new registrations into SpeedAdmin, please use: <https://uklincsmusicservice.speedadmin.dk/register>

If you already have a username, please use <https://uklincsmusicservice.speedadmin.dk/> to log in and book your LMSDigiTeach sessions.

Select 'Ensembles and LMSDigiTeach' from the correct box and choose the correct lesson booking instrument and time.

Connect

We will be using Google Meet as the video conferencing platform for delivery. Please see <https://Meet.google.com/> for further details.

Equipment needed to receive lessons

You will need:

- Music stands and chairs for the pupils
- A computer/laptop that can run Google Meet: most computers made in the last 5 years will be adequate but with a Webcam/camcorder attached.
An iPad or similar decent sized tablet are functional, but App/Google registration is generally required.
- Microphone, if possible
- Good power supply

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

Setting Up

The Teacher will send You, the parent/guardian a 'Meet' lesson code that can be used on a week to week basis. Do not share this lesson code with anyone. You will be accepted into the lesson when the teacher is ready to commence the lesson.

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

Make sure your son/daughter has everything ready in the room for the lesson:

- music books
- practice diaries
- instruments
- reeds, shoulder rests etc