



# Music Generation Laois/Laoise

## Internet Teaching Child Protection Statement

Music Generation Laois is committed to a child-centred approach in all our work with children. We undertake to provide a safe environment and experience, where the welfare of the child is paramount.

This policy extends the Child Protection Policy of Music Generation Laois which is available from Music Generation Laois office (email [mgl@loeb.ie](mailto:mgl@loeb.ie))

### Musical tuition via the Internet

In facilitating access to instruments and vocal tuition for our students, Music Generation Laois extends the opportunity to study via the internet. In providing these opportunities, we commit to adhering to the following best practices in the interest of safeguarding both students and tutors.

### Child Protection Concerns Related to Internet Tuition

Tutoring students over the internet raises the following concerns in relation to child protection:

- The situation introduces the student to the idea of communicating with an adult that is not part of their family group over the internet. This is not a practice that should come to be considered normal by the student and it should be emphasised by parents that communicating in this manner is something that requires permission and supervision;
- This method of teaching invites the tutor into the student's home, and vice versa, without being physically present and, therefore, possibly unknown to other members of either household. There should be an awareness on behalf of all involved that there is someone virtually present in their home and that everyone's actions need to be reflected in this. Insofar as is possible, the teaching situation should closely reflect that of teaching in a music school;
- Music Generation Laois' tutors undertake as part of our Child Protection Policy to report any concerns over child welfare to Rosa Flannery, who is the designated person with Music Generation Laois for child welfare matters. This relates not only to the student but to the welfare of any child in the location in which they are working, physically or virtually.

### Parental Consent

*Written parental consent shall be sought for the purposes of:*

- Engaging with the young person in their home, or other locations as decided, via live video calls (Zoom video calls);
- The recording of such lessons as a record of the interactions between tutor and student;
- The retention of such recorded materials for a specified time named by the Music Generation Laois;

### Location and Supervision of Lessons

- All lessons should be held in an area of the home that is open and accessible to the parents of the student. Lessons should not, for instance, take place in a bedroom with a closed door.
- Lessons will, however, need to be held in an area where student and tutor can concentrate on the lesson and not be unnecessarily interrupted. This may be hard to balance with younger children in the house and may take a few lessons to establish a good routine. All concerned need to show some patience in forming a routine and be willing to discuss ways to improve concentration during lessons.
- A parent/guardian or other responsible adult should be available to drop in and out of the teaching space throughout the duration of the lesson.

## **Email Addresses (for Zoom classes)**

- All lessons and student-teacher interaction on the student's part must take place using parent/guardian email addresses.
- All lessons and student-tutor interaction on the student's part must take place using an organisational email address that is provided by and controlled by Music Generation Laois.
- The tutor should not use their own personal videotelephony/email addresses for the purposes of contact with the student.

## **Alternative Contact Methods**

- All arrangements / re-arrangements to lessons must be made through a parent.
- Student and tutor are not to communicate via alternative video / electronic methods other than specifically agreed with the parent.
- Any and all communications between student and tutor must be fully controlled by or accessible to parents.

## **Grounds for Concern**

The grounds for concern laid out in Music Generation Laois' Child Protection Policy shall apply in all lessons given over the internet and shall apply to all children in the student's home. This includes things that happen in the background or off-camera.

If a parent has any concerns about the process or relationship between student and tutor, they should contact Rosa Flannery with Music Generation Laois to discuss the situation. Music Generation Laois undertakes to investigate all complaints or concerns regarding its teaching staff in line with our Child Protection Policy.

## **Raising Concerns**

Concerns for the welfare of students will be dealt with in line with Music Generation Laois' Child Protection Policy.

## **Recording of Lessons**

In the interest of safety and transparency, all lessons conducted over the internet shall be recorded by the tutor and saved/stored by Music Generation Laois in our secure One Drive System.

- Given the educational nature of the lessons, it is not intended to encrypt all files during this process.
- The tutor will not record lessons on to their own computer/device.
- The student / parent may also record the lesson for their own record and also as a useful tool in learning their instrument.
- Music Generation Laois may keep copies of the recordings until the beginning of the following term for the purpose of reviewing and improving their teaching practice after which recordings will be erased.
- Music Generation Laois will keep copies of the recordings on a secure non-shared staff drive at their administration office for a period of three years after which they will be erased.
- All other data collected in relation to the student will be dealt with in line with Music Generation Laois' Data Protection Policy.