

Appendix – Protocol for Remote Learning (Choristers)

Issue date: 04/20

Rolling review in response to changing UK & IoM government guidance

1. **Introduction**

We are living in unprecedented times. Cathedral Isle of Man Music Department and choristers are adapting to remote learning. We are committed to ensuring the safety and wellbeing of all choristers. For the principles of safeguarding, we continue to work to the Cathedral's Safeguarding Policy.

- With regard to safeguarding, the best interests of children will continue to come first.
- If anyone has a safeguarding concern about any child, they should continue to act immediately in line with the established safeguarding policy and procedure.
- Safer working practices will be maintained.
- Children should continue to be protected when they are online.

As choristers are using their own devices at home away from the usual checks of the Cathedral systems, the only realistic way of doing this is through education and raising awareness. A common-sense approach is required and simple information will be provided for parents and choristers on a regular basis.

2. **Online Safety**

- a. Online Safeguarding concerns may arise for a number of reasons. In addition to intentional abuse, other reasons may include poor technical understanding or weak online security.
- b. It is hoped that parents will already be using some sort of filtering either at a network or device level to protect pupils from inappropriate content. Advice on how to do this can be found from the service provider or at <https://www.internetmatters.org/parental-controls/>
- c. Dialogue and discussion in the home is the most effective way of promoting online safety. Recognising that young people need privacy whilst taking an interest in their online activity is an important balance to strike.
- d. The pupils must feel that they can talk to someone (parents, the choir chaperones or the Director of Music) if something goes wrong.

3. Attendance

- a. Although there is not a requirement to complete the usual attendance registers at this time, it is important that the pupils check in with the Director of Music each week either at the allotted tuition time or at the chorister drop-in/chat zoom session. This is to briefly check on wellbeing and to share relevant information and maintain a continuing link with the group/choir.

4. Screen time

- a. Staff, parents and carers are going to be spending considerably more time online. We will endeavour to focus on screen use rather than screen time. A balance of activities will be provided and this will be monitored as much as reasonably possible by the Director of Music.
- b. Technology is wonderful and vitally important at the current time. However, we all need a break from it.

5. Peer on Peer abuse

- a. This can happen at any time. If people are following the social distancing guidelines, unless it is happening between family members, peer on peer abuse will only be taking place online.
- b. The chorister anti-bullying policy and Cathedral safeguarding policy remain in operation.
- c. Concerns should be raised with the Cathedral Safeguarding Officer, Director of Music or chaperones. The safeguarding policy can be found on the Cathedral website (www.cathedral.im)

6. Remote Learning Platforms

- a. The Music Department will only use the following:
 - Email system for general information
 - Facebook Cathedral Choir Parents closed group for general information
 - Microsoft Teams – interactive lessons from the Director of Music to groups of choristers will be made using Microsoft Teams
 - Zoom conferencing – a weekly 30 minute 'drop in and chat', monitored by the Director of Music and chaperone.
- b. There is valuable material on various websites which choristers may find helpful. The Director of Music will take the greatest of care in using department subscribed software and platforms, ensuring that the principles of GDPR are maintained.

7. Chorister Voice

- a. Choristers will have contact with the Director of Music and a choir chaperone once a week using Microsoft Teams. This will give an opportunity to raise any worries or concerns in a small group situation.
- b. Choristers are able to raise more sensitive issues via email to the Director of Music and/or Cathedral Safeguarding Officer

8. Wellbeing

- a. The Choir Chaplain, Rev. Ruth Walker is providing regular thoughts and prayers on the Cathedral's Facebook page.
- b. IsleListen are continuing to provide support to all members of the community. An email to support@islelisten.im will enable access to this. They are providing telephone, email and video conferencing support when required.
- c. The HR Manager/COO is available via email for staff. They will regularly issue information and updates to all staff members.

9. Guidance for Staff

- a. Staff must maintain the same professional boundaries online that they would offline.
- b. It is essential to follow the Media (and E-Safety) Policy
- c. Do not:
 - i. seek to communicate or respond to contact with pupils outside the purposes of choir work.
 - ii. give out personal details.
 - iii. discuss or share data relating to choristers in social media groups
 - iv. take images of choristers when online
 - v. make recordings of disclosures
- d. It is important to:
 - i. only use Cathedral and music department email addresses and accounts.
 - ii. keep to the agreed timetable – all webcam contact should take place during the day (between 9.30am – 5.30pm).
 - iii. only have groups in virtual lessons and tutorials, especially where a webcam is involved.
 - iv. please make sure that when delivering video lessons, you are dressed appropriately, as you would be for rehearsal and teaching, and that you consider what is visible in your working area on camera.
 - v. please try to make sure that the pupils are in an appropriate "family space" at home, and not in their bedrooms, for example.

- vi. consider the background that the pupils will see and carry out a video check from your camera to see what is visible. A neutral background is best – minimise mess and do not put anything too personal on display. It is advisable to blur the background where possible. It is recommended that video lessons and tutorials are done in the Song School when permitted.
 - vii. ensure that language is professional and appropriate, including any family members in the background.
 - viii. take care to ensure that suggested websites are age appropriate. For example, social media sites such as YouTube require users to be 13 years of age to hold an account.
 - ix. ensure that the students have left the meeting at the conclusion of the lesson before closing the meeting.
 - x. remember to "hang up" to end the video when the lesson is complete.
 - xi. communicate with the Safeguarding Officer at any interactions that are not appropriate or conducive to learning.
- e. With the permission of the Director of Music, staff who normally teach one-on-one lessons should also work to the following:
- i. Microsoft Teams is the preferred platform.
 - ii. Where possible, use the parents' or guardians' own account rather than the choristers' account.
 - iii. The chorister must take lessons in a room with an open door and an adult must be in the same premises as the chorister while the lesson is taking place.
 - iv. Professional judgement is key. It is best to check in with parents at the start and end of a lesson.
 - v. There is not a requirement to record lessons, though some choristers and parents request this (for musical accompaniments for example). If this is the case, ensure that you have parental consent. An alternative approach is to ask the parents to make the recording themselves. This way they can control what happens to the recording. It is advisable to seek agreement that they will not share, or post to social media any recordings, and that they will securely delete and dispose of any recordings as soon as possible on request.

10. Guidance for Parents

- a. <https://www.internetmatters.org/> for support for parents and carers to keep their children safe online
- b. <https://www.lgfl.net/online-safety/default.aspx> London Grid for Learning - for support for parents and carers to keep their children safe online

- c. <https://www.net-aware.org.uk/> Net-aware - for support for parents and carers from the NSPCC
- d. <https://parentinfo.org/> Parent info - for support for parents and carers to keep their children safe online
- e. <https://www.thinkuknow.co.uk/> Thinkuknow - for advice from the National Crime Agency to stay safe online
- f. <https://www.saferinternet.org.uk/advice-centre/parents-and-carers> UK Safer Internet Centre - advice for parents and carers

11. Key Contacts

- a. The Diocesan Safeguarding Officer is the individual with responsibility for child protection matters across the Diocese of Sodor and Man.
He is Tony Connell, -mobile 07624 235970 or email safeguarding@sodorandman.im.
- b. The Designated Persons for Child Protection at the Cathedral are:
 - i. Christiane Litman, Cathedral Safeguarding Officer. Mobile: 271326 or email safe.stgermans@gmail.com
 - ii. The Deputy Designated Person to contact in their absence is:
 - Dr Peter Litman. Mobile: 226356 or music@cathedral.im
 - iii. Chaperone/Choir Chaplain- Revd Ruth Walker. Mobile: 453008 or email curate@cathedral.im
 - iv. IOM Social Services Children & Families Division: Duty Social Worker: 01624 686179

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