Guildhall Young Artists Online Safeguarding Protocol for Students/Parents

<u>Practical safeguarding during lessons:</u>
Where possible lessons are to take place in a communal area within the home where parents are in the vicinity to see and/or overhear the lesson.

However, in exceptional circumstances where the rest of the family are working in the communal area of the home, or it is not accessible to the student for other reasons, bedroom teaching may be allowed <u>under the following safeguarding conditions:</u>

- The student needs to be dressed appropriately (no pyjamas or revealing clothing) and maintain proper postural position during the lesson i.e. no lying down on a bed.
- The background is blurred (this feature is available on MS Teams and Zoom or a suitable virtual background may be used).
- Parents/Carers still need to be in the vicinity so that the lesson content can be overheard: please check with the student that this is the case.
- Student/class photos/videos must never be shared due to Data Protection Policies.
- If you are not familiar with **Data Protection or GDPR requirements,** please refer to the Guildhall School **Safeguarding Policy.**

- Screenshots/photos of lessons are not allowed (i.e. Still pictures being taken during a live feed)
- If students wish to share their own personal data/videos and phone numbers with each other, they can arrange this in their own time. GYA staff will never facilitate or endorse data sharing between students.
- **Arrangements for lessons:** This is done via official staff/ GYA Online GSMD email addresses to the parent/carer. Students 16 and over can be cc'd into arrangements for lessons.
- **For any changes to regular online lessons:** Please cc in the Online Centre Managers to any changes to regular lesson times.
- Lessons should take place wherever possible on the same day and at the same time each week.
- **Registers:** Weekly registers of student attendance and dates of lessons given are taken. This is vital for safeguarding.
- **Student absence:** If a student is absent from a lesson, please notify the GYA online managers within 24 hours.
- No staff communication is allowed with students via social media or other messaging platforms such as WhatsApp/Instagram/Facebook/online chat rooms/gaming apps/text messages/personal email or phone calls.
- Please note that the Guildhall School's **Safeguarding Policy** will remain relevant and in place in terms of safe professional conduct and boundaries. **Please ensure that you are familiar with these policies.**
- The Guildhall has agreed that online lessons may be delivered using MS Teams and Zoom platforms.

How to report safeguarding concerns at GYA ONLINE for students or their families:

- Should there be any concern, safeguarding complaint or incident of child protection concern during or after an online lesson, please report this **immediately** or within 24 hours to at least one of the **DESIGNATED SAFEGUARDING LEADS (DSLs) FOR GYA ONLINE:**
  Julie Beaman Julie.Beaman@gsmd.ac.uk +44 20 3834 1574
  Joshua Jones [Joshua.Jones@gsmd.ac.uk+](mailto:Joshua.Jones@gsmd.ac.uk) 44 20 3834 1573
- Please remember you can also use the additional Guildhall Safeguarding Hotline which is manned by **Hetsie Van Rooyen Guildhall School's Head of Safeguarding** to seek advice or report incidents **074 739 612 79** or email her at: **hetsie.vanrooyen@gsmd.ac.uk**
- If you are aware of bereavement or other general support situations for a family, please let the Designated Safeguarding Lead or the Head of Safeguarding know.
- Please be aware that mental health concerns / online sexual abuse / domestic violence / online bullying and cases of radicalisation has increased and therefore **extra vigilance** will be required around these areas of safeguarding.
- If you come across any concerns involving discrimination of any kind, please report this via the DSL or Head of Safeguarding.
- **Students with SEN needs:** If you suspect a student has SEN concerns or are already aware of diagnosed SEN(D) and that this may impact during online lessons, please discuss this with your DSL / Head of Online Centre so that we can support you and the student.

<u>**Mental Health Support to staff:**</u>

- If you experience a mental health crisis or feel unable to keep yourself or others safe, please contact the **Samaritans** for 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.**
- Please let your GYA Online DSL know if you are experiencing any difficulties which may impact your experience of GYA Online so that we can provide support.