

### Teaching Instrumental and vocal lessons remotely and online

#### Safeguarding

The following advice has been agreed with the HCC Local Authority Designated Officer/safeguarding lead (LADO) and the Hampshire Inspection and Advisory Service (HIAS) computing inspector who is also the lead for online safety.

- All the rules for safe, professional behaviour that apply in an HMS instrumental / vocal lesson still apply here, for teachers and pupils.
- All teachers have been given comprehensive advice about delivering remote lessons safely.
- All our teachers have been safely recruited, have up-to-date training, are fully DBS checked (Disclosure and Barring Service) and are experienced professionals.
- All lesson invitations will go to a parent / carer email address, who will log in for children.
- When emailing your HMS teacher to request a lesson you must quote the code given at the end of the online lesson agreement form. Please only use the teacher's @hms.hants.gov.uk email address.
- With children over 16, parents / carers may choose to forward them the link if they wish to, and by doing so will retain responsibility for the online teaching session
- Only children participating in the lesson should be present.
- Lessons cannot take place in bedrooms.
- Please confirm the age of your child with their teacher before the lesson starts. For children under 13, parents must remain in the room for the duration of the lesson.
- For children aged 13 - 15, a parent needs to remain in the house and say 'hello' and 'goodbye' to the teacher at the beginning and end of the lesson. A parent may remain in the lesson if they choose to.
- Pupils aged 16+ may have an independent lesson. A parent may remain in the lesson if they choose to.
- Pupils must be dressed appropriately in daytime clothing – teachers will not deliver the lesson if a child is not appropriately dressed.
- Teachers can mute participants and end the lesson at any time and have been instructed to end immediately if anything happens that they feel uncomfortable about. Parents / children can also end lessons at any time.
- Google Meet is an end-to-end encrypted system which will record all lessons, which will be retained for 12 months.
- Parents should not make any additional audio / video recordings of the lesson.
- When accepting an online lesson please ensure that you see the **message 'This session is being recorded'**. If you do not, contact your HMS teacher before continuing.
- Lessons will be reviewed by the HMS leadership team on a sampling basis, and if any concerns are raised.
- If anything happens that you as a parent feel uncomfortable about, please contact [helen.d.walton@hants.gov.uk](mailto:helen.d.walton@hants.gov.uk) immediately (HMS Designated Safeguarding Leader).

## Scheduling of lessons

- Teachers will try to teach their lessons to their normal timetable but everyone may need to be flexible if lessons need to be rescheduled.
- Please **do** ask them for a different time if your situation with work / supervision etc makes your usual time difficult.
- If you can't hear and/or see the teacher, then make sure that the audio and video buttons on the bottom left of the screen are turned on.

## Lesson Preparation

- Select a suitable room where your child will be undisturbed – **they must not do lessons in their bedrooms for any reason.**
- Minimise any external noise so that it will not affect the lesson.
- Check the background to ensure there are no posters, pictures, signs or a window.
- Ensure there is no bright light source behind your child as this makes it difficult for them to be seen properly.
- Remember - pupils must be dressed appropriately in daytime clothing – teachers will not deliver the lesson if a child is not appropriately dressed.
- Please remind children to have their instrument, music and anything else they need ready before the lesson starts.
- Children need to remember that this is still a formal lesson and not a social media interaction. They should speak and behave appropriately as they would in a face to face live lesson.
- Blown instruments should be directed away from the microphone to minimise the risk of distortion.

## Lesson Delivery

- Children will need to get used to being quiet whilst a teacher is speaking or playing, as the system only allows one direction of audio at any given moment
- If it is a group lesson, be aware that participants can only hear one player at a time. Please remind children to follow teacher instructions carefully so that the lesson runs smoothly.
- If you have problems with video, or feel that you would prefer not to use it, then teachers can deliver the lesson using audio only.
- At the end of the lesson, the teacher will require each participant to leave the lesson before the teacher does.
- Due to the limitations of technology, please remember that an online lesson (especially group lessons) will be different to what children would normally experience, but we believe that children and teachers will adapt to the new format very quickly.

## Using the system

You can use any of the following devices, provided they have speakers / headphones, a microphone and, if required, video capabilities

### Windows 10 PC, mac, iPad, iPhone, Android phone / tablet

#### Windows 10

- Use one of the following browsers
  - Google Chrome
  - Edge (you may need to download an update – [microsoft.com/edge](https://microsoft.com/edge))
  - Firefox

#### Mac

- Use one of the following browsers
  - Safari (version 13 or newer)
  - Google Chrome

#### iPad, iPhone, Android phone / tablet

- Please visit the app store and download 'Hangouts Meet'
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### Joining a lesson (meeting)

Do one of the following:

- Open the Google Meet invitation you received by email in any of the above browsers.
- If on a Windows 10 PC or mac, navigate on your browser to **meet.google.com**
- If on an iPad, iPhone, Android phone / tablet, open the app

Then

- Enter the meeting code which will be in this format:  
xxx-xxxx-xxx (please note – you do not need to enter the '-s')
- Ask to join
- The message '**This meeting is being recorded**' appears.  
**Please ONLY 'Join now' if you see the message about the meeting being recorded.**  
If there was no message about recording, please contact your HMS teacher.

Try turning your tablet / phone to landscape (sideways) – it may give you a better screen layout

You will be asked to leave the session at the end of the lesson. The teacher will close the session once everyone has left. This prevents participants re-joining the room without the knowledge / presence of the teacher.

For information about Google Meet security please visit

<https://gsuiteupdates.googleblog.com/2020/03/hangouts-meet-edu-updates.html>

Technical issues accessing the lesson? Please email [e-support@hms.hants.gov.uk](mailto:e-support@hms.hants.gov.uk)