

NYJO Safeguarding Policy – Online Learning

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Background

In its 50-year history, NYJO has focused on delivering high-quality ensemble provision for young jazz musicians. During the Covid-19 pandemic we adapted our provision to deliver online sessions to enable participants to continue with their musical learning. The success of this activity led us to retain online learning as part of our output, supporting in-person activity, deepening and sustaining impact and widening reach. This development presents additional safeguarding considerations for the organisation in order to protect and support our professionals and beneficiaries.

Scope

NYJO is an organisation that values everyone who contributes to and benefits from our work. We are a community of employees, freelance administrators and artists, guest artists, trustees, education partners, funders, audiences, young performers, students, project participants and families. For the purposes of this document, we will use the terms ‘professionals’, denoting employees, freelance administrators and artists, guest artists and trustees; and ‘beneficiaries’, denoting young performers, students, project participants and their families, and communities.

Risk Assessment

The following risk assessment identifies possible issues and suggested control measures:

Possible risk of online teaching	Control measure(s)
NYJO professionals and beneficiaries may make contact via personal mobile phone numbers or other personal details	<ul style="list-style-type: none"> • NYJO professionals to be reminded that direct contact with young people on mobile phones is a risk. Contact should be made via the NYJO L&P team. If there is necessary contact, they are advised to use their @nyjo email address, and copy in both the parent and NYJO's Safeguarding Lead. • NYJO professionals, other than the NYJO L&P team, will not have access to contact details of young people under 18 (except with the express agreement of their parents) and their own private contact details will not be distributed. • NYJO will use an online platform that does not require users to share personal data such as mobile phone numbers • NYJO beneficiaries will be sent a short list of guidelines.
NYJO professionals and beneficiaries will have visual access to each other's homes, and something inappropriate may be seen in the background of the calls	<ul style="list-style-type: none"> • NYJO professionals and beneficiaries will be sent a list of guidelines prior to taking part in their first online session, which will include appropriate dress, behaviour, and backgrounds. • NYJO will utilise an online platform that allows users to set a virtual background
Some forms of video calling offer the option of recording – neither professionals or beneficiaries should be able to record, store or distribute recordings of lessons	<ul style="list-style-type: none"> • NYJO professionals and beneficiaries will be sent a list of guidelines prior to taking part in their first session which will include guidance on not recording. • The member of the NYJO L&P Team who is overseeing each session will record the session as a safeguarding precaution. It will be stored securely and deleted within one month of the session.
In a normal rehearsal situation, other DBS-checked adults are nearby and drop into sessions. This offers a degree of safeguarding protection for the MD and student.	<ul style="list-style-type: none"> • NYJO beneficiaries will be sent guidelines that make clear a parent or responsible adult must oversee their child's participation. • A member of NYJO's L&P team or Artistic Director will be present for all or part of each online session, as they would in a physical session.

Suggested Platform for Sessions

Whilst a number of different platforms are on offer, Zoom is suggested for this purpose for the following reasons:

- It is already commonly used amongst NYJO professionals and is widely used elsewhere
- It is recommended by the Incorporated Society of Musician and widely used by other National Youth Music Organisations
- MDs could be set up with a centrally initiated meeting invitation and no further identifying information would be required for the sessions to run
- A second DBS-checked adult could be easily included for safeguarding reasons
- A 'virtual background' could be used if wanted for further privacy

As NYJO's DPX platform is developed, the above advantages of zoom will be considered during product development, to retain these safeguards.

Review

Policy last reviewed: September 2021
Policy approved by board: October 2021
Next review due: September 2022
Trustee Responsible for Policy: Linda Hill

Guidance for NYJO Professionals: Online Sessions

Introduction

Online Teaching is a new environment. This document aims to give NYJO professionals guidance on how to conduct themselves and outline how they will be supported by the NYJO team.

As with any NYJO activity, we expect you to adhere to our Safeguarding Policy and Code of Conduct. However, online sessions can enhance existing, or cause new, safeguarding risks. We have conducted a risk assessment and by following the guidance below we'll be able to ensure that the online sessions are as simple and safe as possible so that our young musicians continue to develop their jazz skills with NYJO.

Responsibilities for NYJO professionals

1. All usual expectations about professional behaviour and dress will apply, in accordance with NYJO's Safeguarding Policy and Code of Conduct
2. The workshop leader must be physically located in a safe working space, with an appropriate background. NYJO recommends that there is nothing overtly personal (contact details, location information, personal pictures) visible in the background of the sessions.
3. Only use Zoom to conduct sessions scheduled by the NYJO team (unless alternative guidance received from NYJO's Safeguarding Lead). There will be strictly no online 'chat' or interaction outside of these times.
4. If using the 'screen sharing' function during a session, the workshop leader must ensure anything visible is appropriate to the workshop context.
5. When the session has finished, the workshop leader will end the session for all participants simultaneously.
6. The workshop leader will not record the session and will not give the parent/participant permission to record the session. NB the NYJO Safeguarding Lead WILL record the session, to ensure any safeguarding complaints can be dealt with appropriately. This will be stored securely and deleted within one month.
7. Should any safeguarding concerns arise during the session, the session will be terminated immediately and the concerns reported to the Safeguarding Lead (as per the Safeguarding Policy).
8. A member of NYJO's team will be present for all, or part of, each session to observe. NYJO's Safeguarding Lead will be available during session times in case of difficulty and can be reached on 07837 344673.

Training and activity management

Prior to running online sessions, NYJO professionals will be required to take part in a short Zoom tutorial with NYJO's Head of L&P, and a briefing conversation with the Artistic Director on the curriculum for forthcoming weeks, utilising the resources created for the NYJO Virtual Academy and DPX. These briefing conversations will subsequently take place every week.

Zoom sessions will be scheduled by the NYJO Team, and the MDs and appropriate parents/students will then be invited. A password will be required to access sessions which will be changed weekly. A list of attendees will be taken by the NYJO L&P team at the start of the session.

These guidelines have been produced with reference to the following online sources, which provide additional information that may be useful to NYJO professionals and beneficiaries.

[Incorporated Society of Musicians \(ISM\)](#)

[Music Mark](#)

[Musicians Union \(MU\)](#)

[NYMAZ](#)

[DfE revised KCSIE 2020 Annex C- \(online safety\)](#)

Guidance for NYJO Beneficiaries: Online Sessions

Introduction

During the Covid-19 pandemic, NYJO adapted its work to provide continued engagement and enjoyment for its beneficiaries. Our online sessions have been adapted subsequently to support in-person activity, deepening and sustaining impact and widening reach.

NYJO is committed to providing a safe for both our professionals and beneficiaries. Of course, our usual rigorous Safeguarding policy and code of conduct remain applicable, but this guidance responds to a thorough risk-assessment of the challenges associated with delivering activities online. Our full safeguarding policy is available on our website for you to view.

All of our NYJO professionals are DBS checked and will be provided with a set of guidelines and training before delivering their first online session.

Responsibilities for beneficiaries and their families

1. The participant has access to suitable technology to access the Zoom session – ideally a laptop or desktop computer, rather than a phone, with working video and audio.
2. The participant takes part in the NYJO Academy online session from an appropriate space, ideally a communal room at home rather than a bedroom. It is the parent/guardian's responsibility to ensure that nothing private or inappropriate can be seen in the background during the call (such as contact details, location information, personal pictures).
3. For younger students, a parent or guardian should be present at least at the beginning and end of the session. No one else should be in the session, and pets should be moved elsewhere!
4. The session must not be recorded in any way.
5. Participants are dressed appropriately for a session.
6. Participants behave as they would in a usual rehearsal session. i.e. concentrating, communicating politely and supporting other participants.

Zoom Etiquette

- Please mute your microphone when not speaking/playing to minimise background noise
- Use the 'raise hand' function if you wish to ask a question
- Use the chat function to type a message to the group. Private chats between individuals on the session will be disabled for safeguarding reasons.

As with our usual rehearsals, negative behaviours will not be tolerated and we reserve the right to remove individuals from sessions.

Media Permissions

When beneficiaries joined NYJO, permission was given for NYJO to take images and video recordings.



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For safeguarding purposes, the NYJO L&P team will make video & audio recordings of all sessions. These will be stored securely and deleted within one month.

The NYJO L&P team may also take occasional screenshots of the session to use for promotional purposes (e.g. on our social media or in reports to our charity's funders).

If you wish to revise permissions given to NYJO, please contact NYJO's Head of L&P prior to participating in any session.

Contact

If you have any questions or concerns about NYJO's online teaching, please feel free to contact NYJO's Head of L&P (and Safeguarding Lead), Vikki Moorhouse on vikki@nyjo.org.uk or 07961 964964.