



ONLINE SAFE PRACTICES

Guidelines for online lesson delivery and staff responsibility for ensuring student safety online in the context of COVID-19.

As a part of our commitment to ensure the safety of children and those who work with children at Dalkeith Road, this is what you can expect from us and what is expected of parents/guardians in relation to *online* safe practice with children.

Outlined you will find safe practice measures for your child while they attend their *online* music lesson. By attending any *online* lessons, it is our understanding that you have read, acknowledged and agree to the following outlined in pages 4 and 5, and will receive care from DRSoM teachers and staff in line with pages 2 and 3.

<i>Teachers</i>	<i>pages 2 and 3</i>
<i>Parents/Guardians and Students</i>	<i>pages 4 and 5</i>
<i>Resources and Contacts</i>	<i>page 6</i>

Teachers

- You are responsible for scheduling Zoom meeting details and ensuring they're forwarded to students in advance of the scheduled lesson time.
- Please do not contact students outside of lesson times other than lesson/practise related communication, please include the parent/guardian where possible.
- Live recording of lessons is not permitted unless explicit verbal consent is provided by both students and teacher prior the recording and again once the recording has started.
- Ensure you join your class prior to the scheduled start time in order to secure proper connection. To avoid annoying feedback loops, test your audio, webcam and speakers in advance and encourage students to do the same.
- Your video lesson should be pre-set with the waiting room enabled so students are not in an online room without a teacher. For students under 16 years of age, a parent or carer has been requested to join the class alongside them in order to verify the online setting is appropriate and they are comfortable for their child to participate.
- Where possible, set yourself up in a quiet space with a simple background. The background where possible should not include thoroughfares or active spaces that might accidentally lead to inappropriate vision or distractions. Zoom also has the ability to customise backgrounds either by blurring the background or loading a static picture.
- Start with your camera turned on. This provides a prompt the session is live and establishes a more personal connection with students. Student's microphone will be muted automatically upon entry and their video disabled. Teachers choose to switch these on selectively to allow student participation.
- Welcome students and engage in light conversation. Discuss online behaviour and expectations of the students in your first virtual class, and the functions of the program including the recording function and consent agreement.
- When a student turns on their video acknowledge them and any features of their background that may be visible. This allows you to raise awareness that the environment of the student is visible to you.
- Be careful when using screen sharing – it can be easy to accidentally share confidential information. We strongly recommend that you shut down any email programs during the lesson.

Reporting an incident:

Fill out an “ouch report” form located in the kitchen cupboard with one copy going to the parent/guardian, the other copy being filed at Dalkeith Road. Refer to the Teacher Handbook for more details under 2. HEALTH AND SAFETY PROCEDURES.

Procedure for making a Complaint:

If you believe that another employee breaches any of the above guidelines, please bring the problem to the attention of the Principal or Acting Principal. If the complaint relates to the Principal or Acting Principal, please contact the Senior Minister of Dalkeith Church of Christ (contact details below). Any complaint will be handled in a confidential manner (except where disclosure of information is necessary to allow the adequate investigation of the claim).

We will retain in confidence information and documentation of all allegations and investigation, except when disclosure is necessary in connection with legal or other administrative proceedings.

Dalkeith Road School of Music Principal – Naomi Geste 0419 809 593 naomi@drsom.org

Dalkeith Road Church of Christ Senior Minister – Grant Cullen 0439 935 922 grant@dalkeithroad.org.au

Consequences of Breaching the Guidelines

Any breach of these guidelines will result in disciplinary action. Depending on the severity of the case, consequences may include an apology, counselling, demotion or dismissal from your employment.

Responsibility

Each employee has an obligation to play their part in ensuring that they comply with these Guidelines.

All supervisory staff are accountable, as part of his or her responsibility in directing the work of others, for taking action to prevent the misuse of email, social media or alternate forms of digital engagement in his or her area. Failure to ensure compliance with this obligation is a serious issue and will result in disciplinary action where it can be established that staff have not acted in accordance with these guidelines.

Online lesson delivery and safety for students and parents/caregivers

Background and Context

In response to the rapidly changing landscape and the increased transition to learning from home, we have taken into consideration applicable national and state laws, policies and procedures and trained our teachers to use Zoom in a safety conscious manner to support ongoing lesson availability through the Dalkeith Road School of Music.

The below should be read in consultation with the Dalkeith Road School of Music Terms and Conditions, and COVID Safe Practice documents available <http://www.drsm.org/safe-practices>. Together, these seek to reflect our commitment to ensuring your safety and well-being while engaging lessons with us (particularly to child safety in accordance with the National Principles for Child Safe Organisations, links on page 6). Recent changes to lesson fees, and the transition to online delivery of lessons reflects a specific response to the COVID-19 pandemic with reference to the Government of Western Australia restrictions and recommendations.

Setting up the technology and environment - how we are seeking to promote online safety for students at this time:

- Zoom meeting details inclusive of a password and meeting code or link will be forwarded to you prior to your scheduled lesson by your Teacher (or substitute Teacher where your regular Teacher has provided advice they're unavailable).
- Students are requested to set up for their lesson in a comfortable environment where they will feel best able to learn/engage. The background where possible should not include thoroughfares or active spaces that might accidentally lead to inappropriate vision or distractions. Alternatively, Zoom also has the ability to customise backgrounds either by blurring the background or loading a static picture.
- No PJ's to be worn, but casual clothes are fine.
- In lieu of student sign in procedures required to support face to face lessons, we recommend a best practice approach and encourage parents or caregivers of students aged 16 years or younger to participate in the Zoom call, at least until connection is secured with the teacher and the learning environment created for the student is considered appropriate and comfortable for the student.
- Functionality such as live recordings and one-on-one chats are enabled however only for the purpose of assisting learning such as sharing links or capturing examples to be reviewed after the lesson. The recording function must be used with explicit consent (from both parties) prior to recording and once the recording has started. The recording will be stored on the computer of the

person who recorded. Best practise is for teachers to temporarily make student a host in order for them to record the appropriate material.

- Students' microphone and video functions will be muted and disabled on entry, upon seeing their teacher, they may then switch these on to enable participation.

What to do if you have concerns and/or feel that you or your child's safety is at-risk via online delivery of lessons:

1. Discuss concerns with your Teacher, or if not possible/suitable contact the Dalkeith Road School of Music Principal or Acting Principal to discuss further (contact details on page 6).
2. If the matter can't be resolved or you are dissatisfied with the response received, please contact the Senior Minister of Dalkeith Road Church of Christ to discuss further.

If you are under the age of 16 and want to provide anonymous feedback/complaint on your experience, please utilise the "Complaint" section of our website and include your message in the online form here:

<http://www.drsom.org/complaints>

For this purpose, leave all fields blank and include your feedback/complaint in the message section.

Resources

For more information on the National Principles for Child Safe Organisations WA, see:

<https://www.cyp.wa.gov.au/media/3948/child-safe-organisations-wa-parent-resource-updated-november-2019.pdf>

For further information regarding eSafety considerations associated with the Zoom platform, please refer to the eSafety Commissioner's guide here: <https://www.esafety.gov.au/key-issues/esafety-guide/zoom>

The eSafety Commissioner has also released COVID-19: an online safety kit for parents and carers we recommend you review: <https://www.esafety.gov.au/about-us/blog/covid-19-online-safety-kit-parents-and-carers>

Contacts

If you have questions or concerns relating to any of the information outlined above or otherwise, please contact:

Dalkeith Road School of Music Principal – Naomi Geste 0419 809 593 naomi@drsom.org

Dalkeith Road Church of Christ Senior Minister – Grant Cullen 0439 935 922 grant@dalkeithroad.org.au