

RockAcad Limited

Online Learning Policy

Director: David Green

Date of Last Review: August 2022.

Next Review Date: August 2023.

1. Mandatory code of conduct for music tutors, parents, guardians, pupils and all members of their respective households:

- All classes will be timetabled during RockAcad Limited's regular working hours.
- All participants must wear suitable clothing, as should anyone else in the household whilst the lesson is taking place.
- The class must take place in an appropriate room. Preferably this would be a communal space and not a bedroom.
- Classes will start at the designated time and will not carry on beyond the end to make up any lost time if participants are late. Participants should be ready in the online waiting room 5 minutes before the lesson starts.
- At login, the name of the Zoom/Skype/Microsoft Teams account must be renamed if required to match the student name.
- Language must always be professional and appropriate during lessons. This advice also applies to any family members that may pass in the background.
- All classes must be supervised by an adult with parental responsibility for the child. Ideally the parent/guardian will remain in the room for the duration of the class. As a minimum the parent / guardian must be present at the start of the class and remain in the general proximity until its conclusion.

- Participants must not share any files other than music or relevant supporting materials over Zoom/Skype/Microsoft Teams.
- Participants must not share any content with the tutor over social media.
- Web browsers or other software not to be used during the class should be closed before starting the lesson.
- Tutors and facilitators must ensure that the teaching environment, both physical and digital are professional and neutral. Extra care must be taken to ensure that private or sensitive information is not accidentally shared.
- RockAcad Limited's team will occasionally observe classes digitally for the purposes of quality assurance and safeguarding.
- Parents can share any concerns directly with RockAcad Limited and report any safeguarding issues immediately to RockAcad Limited's designated safeguarding lead David Green via david@rockacad.com

2. Additional Safeguarding Guidelines For Tutors

- Where possible the class should take place against a neutral background.
- The class must not be recorded on a personal device, nor should any photographs or screen shots be taken, unless permission has been specifically granted by the parent or guardian to provide content for RockAcad Limited's promotional materials.
- Tutors should check that the participants are accessing the class in an appropriate location and that a parent or responsible adult is present and available throughout the class.
- Tutors must not share any personal contact information with students or parents. Communication with families outside of scheduled lessons must take place via RockAcad Limited's info@rockacad.com email

address.

- Tutors must not share any content over social media.
- Tutors must not friend or follow pupils on their personal social media accounts.
- Tutors must report any safeguarding concerns immediately to RockAcad Limited's designated safeguarding lead David Green via david@rockacad.com