

Code of Conduct for Zoom sessions

King's Junior Voices

Registered Charity No: 1138969

In order to ensure we maintain the highest standard of safeguarding, King's Junior Voices would like to make you aware of the following advice to ensure the protection of both pupils and staff. KJV recognises that in the light of the COVID-19 pandemic, the way in which our activities are delivered has had to change for the time being. We will offer singing classes online until such time as we can meet again in person.

We believe that no one participating in KJV activities should ever experience abuse of any kind, including when they are online. Children should be able to use the internet to continue their musical development; however, we also realise that additional safeguards need to be in place to ensure children are kept safe at all times. KJV staff will do all it can to protect children by ensuring that Zoom lessons are passcode protected and suitable security settings are enabled to limit risk. The guidelines are to be followed in conjunction with other documents such as the Safeguarding and Child Protection Policy and general Code of Conduct.

Staff and parents are reminded to NEVER share passwords or lesson links on social media or in public

- Parents must complete the *Online Remote Lesson Permission Form* before a child can be included in any lesson
- Emails will only be sent to parents, not to children's email addresses
- Personal information will never be used or shared without consent
- The most recent version of Zoom should be installed and updated regularly
- At least one other member of staff or volunteer will be present in each session. If not actively involved, they will be able to hear/view the content and will assist with registration and online security. All staff and volunteers have had enhanced DBS checks.
- Suitable clothing must be worn, and appropriate language used at all times, including by anyone else in the household who may be seen/heard on screen. If staff are concerned about anything inappropriate the person will be removed from the session immediately.
- It is very important that a parent or another responsible adult (nominated by the parent) is present in the room for the duration of the lesson (and able to see the screen)
- Devices should be used in appropriate areas (for example, not in bedrooms) and where possible be against a neutral background. We recommend that sessions take place in a communal area
- No session should be recorded by anyone, including pupils, parents and staff. Should KJV wish to record a session at a later date for training/performance/publicity purposes we will get in touch separately.
- As per the King's Junior Voices Safeguarding and Child Protection Policy, we do not allow communications between children and staff via social media, personal email, text messaging, gaming, or other app platforms