

# Kid Prodigy safeguarding policy for Online Learning

## 1. Overview

Lessons taking place should be normal teaching practice and the video environment should be considered a 'classroom'. Tutors will have the same expected professional behaviours and safeguarding roles as set out in Kid Prodigy Tutor Handbook. There are additional responsibilities and considerations as laid out below.

Any lesson must take place using Kid Prodigy approved platform, which is currently the **Zoom Education Platform**.

Staff are not permitted to use private Zoom or other accounts to teach Kid Prodigy students.

Kid Prodigy Zoom accounts are only to be used for lessons arranged by Kid Prodigy. Staff are not permitted to use their Kid Prodigy Zoom account for private or social purposes.

Advanced security procedures have been implemented within our set up to ensure the learning environment is safe and secure in case of Zoom sessions. These include:

- A unique password for teacher's Zoom room
- Recording feature is disabled
- Student screen sharing is disabled (a teacher can temporarily make a student a co-host for the purpose of screen sharing, see below)
- File sharing via the Chat is disabled
- Private Chat is disabled
- Instructor controls who can enter from the Zoom Waiting Room
- Instructor can remove anybody from the lesson at any time
- Instructor can lock the lesson at any time (preventing any further participants from entering)
- Students are not allowed to rename themselves after entering the lesson

All lessons will be accessible for Kid Prodigy managers to 'drop in' and oversee at any time for the purposes of quality assurance and safeguarding.

Staff, parents/carers, and students will all have Kid Prodigy contacts they can report any issues to. Contact channels will be disseminated for both safeguarding and technical issues.

As per our standard safeguarding policy, a member of management staff will always be on call at all times when teaching is taking place, to report any urgent safeguarding concerns.

All tutors taking part in the programme will take part in specific Kid Prodigy training. This will cover safeguarding procedures, use of the software and appropriate teaching methods. Training should be renewed every year and will be logged centrally with other safeguarding training.

## **2. Information for parents, carers and students**

Parents/carers and students are reminded that for the duration of the session the space in your home where the session takes place is public and will be audible and visible via your camera. With respect to particular behaviours, language and dress-code, that space should be regarded as equivalent to a school classroom.

Parents/carers must give prior consent to their child taking part in Kid Prodigy lessons delivered through the **Zoom Education Platform**, and agree to the following code of conduct:

- Parents/carers should ensure their child's name is correctly entered in the Zoom profile before starting the session
- Parents/carers should be nearby when the lesson takes place, but are not expected to directly take part in the lesson.
- Parents/carers should announce their presence to the tutor at the start of the lesson.
- If a parent/carer is not present at the start of the lesson, then the lesson will be terminated by the tutor. The pupil may then re-join once an adult is present.
- Other children are not allowed to be present during lessons.
- Students should receive lessons in a shared family space (or school classroom) and not in a student's bedroom, unless there is no alternative (e.g. because of instrument location, such as drum kit)
- Parents/carers should maintain an 'open door' policy during lessons.

- Students and parents/carers should know how to act if they have any concerns with regards to a tutor or other Kid Prodigy staff member. Concerns should be sent to [info@kidprodigy.co.uk](mailto:info@kidprodigy.co.uk)
- Students should be dressed appropriately for a lesson, wearing clothes suitable for being seen in public.
- Parents/carers must also adhere to the expectations of dress and setting.
- Language must always be professional and appropriate during lessons, including any family members that may pass in the background.
- Parents/carers and students should stop lessons by leaving the Zoom room if they feel the tutor is not meeting expectations and report this to Kid Prodigy centre director / manager.

### 3. Information for parents/carers and students participating in group sessions

As above, parents/carers and students are reminded that for the duration of the session the space in your home where the session takes place is public and will be audible and visible via your camera to a potentially large group of students and Kid Prodigy staff. With respect in particular to behaviours, language and dress-code that space should be regarded as equivalent to a learning centre.

Please ensure your child:

- Keeps their microphone muted when asked to.
- Does not private message other participating students during a session (for example via text message or social media).
- Keeps their video camera switched on throughout the session.
- Has their name correctly entered in the Zoom profile **before** joining the session.
- Does not to share session IDs and passcodes via the internet.

**Please note:** Expectations of student behaviour are the same as those for a learning centre lesson. Kid Prodigy staff are authorised to remove any student from a session who is not meeting acceptable behaviour standards. Kid Prodigy reserves the right to exclude students from online activities in the event of unacceptable behaviour.

### 4. Information for instructors

#### 4.1 Session and data management

- Instructors must ensure that the operating system and Zoom App in use during lessons are kept updated, to ensure that lessons are protected against emerging security threats
- Instructors will have access to all lesson sessions. Instructors will all have individual log-ins to the system as 'hosts'.

- The list of instructors who have access to Kid Prodigy Zoom licence will be monitored regularly by Kid Prodigy administration to ensure it includes only those currently delivering Kid Prodigy learning.
- Lessons will be scheduled in advance by Kid Prodigy Instructors.
- Session ID in the form of both Zoom number and hyperlink will be generated by instructors for students.
- Staff should ensure their name is correctly entered in the Zoom profile before starting the session.
- Staff should use an approved Kid Prodigy logo as the profile picture for their Kid Prodigy Zoom account (jpeg available on request).

## **4.2 Computers and equipment**

- If using their own desktop or laptop computer instructors should set up a dedicated user account with a clear desktop and only related programmes in order to prevent accidental sharing of unrelated or inappropriate material.
- Instructors are permitted to use the 'share screen' function taking special care to choose specific resources and not their entire desktop. Students are permitted to use this function only under adult supervision.
- The live lesson must not be recorded on a personal device, nor should any photographs be taken under any circumstance.
- All other web browsers and programmes not related to the lesson must be closed before starting the lesson

## **4.3 Location of lessons**

- Lessons should ideally take place in front of a neutral plain background (applies to both instructor and student).
- Instructors can use a Zoom Virtual Background setting if preferred to hide the teaching space, but this is a choice as it may interfere with learning.
- Any furniture, pictures and ornaments visible in the instructor's teaching space should be non-distracting or school appropriate (e.g. posters, images).
- Care should be taken to minimise visibility of any personal items (e.g. family photos).
- Lessons should take place in a suitable quiet space, without intrusions from others, or movement taking place behind the instructor visible on camera.
- Instructors are advised to situate themselves so that their webcam is not pointing towards a window. This will help to make their video stream clearer.

- Instructors may wish to invite an Kid Prodigy colleague or manager to visit their Zoom space to help risk assess their teaching area.
- Instructors should know how to act if they have any concerns about a student/parent/carer.

## **5. If you have any questions, who do I ask?**

Please ask your Instructor or contact Kid Prodigy using the details below.

Contact information:

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Centre Director

Kid Prodigy:

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