Dark Peak Music

DARK PEAK MUSIC FOUNDATION

ONLINE SAFETY AND SECURITY POLICY

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1. Policy Statement

The Foundation recognises that the online world provides everyone with many opportunities, however, it can also present risks and challenges. It further recognises that it has a duty to ensure that its children and young people, trustees, staff, volunteers and anyone else involved in the Foundation's activities, are protected from potential harm when participating in the Foundation's online activities.

This policy details the measures that are in place to minimise risks

2. Access and Content Restrictions

Website

The Foundation's webpage is accessible at www.darkpeakmusic.co.uk. This has been set up by the Principal Musical Director and is administered by him. It includes information about the Foundation, the ensembles and the calendar of events, plus photos of recent performances. It does not include names or details about any of the individual children or young people.

Facebook Pages

The Foundation's public-facing Facebook pages are accessible at "Dark Peak Music" and "Orchestra of the Peaks". The pages are administered by selected ensemble directors, adult players and trustees. They include details of previous and forthcoming events plus photos of recent performances. They do not include names or details about any of the individual children or young people.

Parents, carers and the Foundation's students aged 13 or over are permitted to post content relating to the Foundation's activities. When posting, they should be aware that the sharing of personal information should be kept to a minimum. The page administrators reserve the right to edit or remove individual posts.

No page administrator will add any of the children or young people involved in the Foundation's activities as a "friend" on any social media platform or Direct Message any such individual from their personal social media account.

YouTube Channel

The Foundation's YouTube channel has been created to facilitate the development of an online musical community to support the Foundation's students, their families and carers. The channel administrators are the Ensemble Directors. The channel is private, meaning it is only accessible via a link circulated by the Foundation. A link to the YouTube channel will only be circulated via email to parents and carers of Foundation students. By clicking on the link parents and carers are undertaking not to share the link with any third parties.

All videos on the YouTube channel will be stored securely and uploaded by the channel administrators. Videos will be submitted to admin@darkpeakmusic.co.uk. Only videos submitted by parents and carers of Foundation students will be accepted for inclusion on the private YouTube channel. Any additional copies of these videos, together with any unsuitable for inclusion on the YouTube channel, will be deleted.

Use of email

The Foundation has a range of email addresses all ending in @darkpeak.co.uk for necessary communications with parents and carers of the Foundation's students and other third parties.

All communications are directly with parents or carers. Staff will not retain children's email addresses nor communicate with them directly. Parents or carers will always be an intermediary between the Foundation and a child or young person (except where the child or young person has reported a safeguarding and/or child protection concern when it may be necessary to email the individual concerned directly to the extent necessary to deal appropriately with the concern).

3. Use of Photographs and Images

From time to time during ensemble rehearsals, performances and other Foundation activities staff or volunteers may take photographs and images to record and promote the activities of the Foundation. These will be stored securely and uploaded by the administrators of the Foundation's website and/or social media and/or used in printed materials approved by the trustees. The Foundation will ensure that written consent is obtained from all parents and carers before obtaining or using such photographs and images.

4. Online Teaching

From time to time the Foundation may want to deliver ensemble lessons online through a platform such as Google Meet or Zoom.

In order to act responsibly the following guidelines will be adhered to:

- The sessions will be held at a fixed time each week, ideally corresponding to the time of the live rehearsal.
- Parents / carers will be emailed the date, time and login details of the meeting and these guidelines will be shared.
- The meeting will be set up the meeting with a password protected login.
- Parents / carers will be assured that participation is entirely optional.
- Each child must have an easily identifiable on their login, so it is clear who is onscreen. A parent's surname is a good example.
- Children must be in a communal area of the house, not bedroom etc.
- All parties must be dressed in normal clothing, as for a live rehearsal.
- A parent / carer must be present within ear shot (not necessarily on screen).
- The sessions will not be recorded under any circumstances.
- In the event of any 'zoombombing' (unwanted arrivals crashing the session), the session will be terminated immediately, and the incident reported to the Foundation's Safeguarding and Child Protection Team. Parents / carers will be emailed to explain the situation.
- Any parent/carer/children/young people receiving a link must not forward it to anyone else, as that is where the biggest risk lies in terms of 'Zoombombing'.
- If a 'breakout room' in Zoom is to be used, there must be a minimum of three people per breakout room.

The Foundation is mindful of the increasing dangers posed by the rapid rise of social media and other online activity. Many young people have an online profile but may not be fully aware of how publicly visible or how harmful their activity can be. The Foundation will observe the guidelines of Derby and Derbyshire Music Partnership, and has adopted the following policy:

- The Foundation has a commitment to oppose sexism, racism and all forms of online abuse and to uphold the highest standards of behaviour amongst its students.
- The Foundation will take appropriate action if it becomes aware of a student posting anything on social media which constitutes online bullying, or which violates the Equality and Diversity Policy in relation to another member of the Foundation, or where it has a direct or indirect impact on the Foundation. This includes comments which are deemed to be sexist, racist or which attack others on any grounds including disability, creed or sexual preference.
- Where the Foundation has reason to believe that a child is at risk through online bullying it will be regarded as a safeguarding issue, and the appropriate authorities will be informed.
- The Foundation will work within the framework of its legal rights and its duty of care to its members to decide the most appropriate course of action if it becomes aware of an incident of online bullying, abuse, sexist or racist behaviour. This may involve liaising with schools, who in many cases would be the most appropriate organisation to deal with the matter. It will in most instances also involve liaising with parents or carers.