

The National Youth Brass Band of Great Britain

Remote Learning Policy

Policy Code: NYBBGB-POL005

Policy Statement

The National Youth Brass Band of Great Britain (NYBBGB) provides exceptional musical learning whether in person or online. Remote learning allows us to maintain continuity and support members where circumstances, such as a pandemic, mean they cannot attend in person. Our approach puts the welfare and safety of young people first, ensures equality of access, and upholds the same standards of teaching, behaviour and respect as on any residential course or rehearsal.

1. Purpose and Scope

This policy outlines how NYBBGB delivers and manages musical learning through online platforms. It applies to all participants, staff, tutors, contractors, volunteers, and trustees whenever NYBBGB activity takes place remotely.

It operates alongside:

- NYBBGB Safeguarding and Child Protection Policy (POL006)
- Data Protection Policy (POL010)
- Health and Safety Policy (POL011)
- Behavioural Guidance

It ensures compliance with:

- Equality Act 2010
- Data Protection Act 2018 and UK GDPR
- Keeping Children Safe in Education (2025)

2. Responsibilities

Trustees oversee risk management and approve the policy regularly.

The Chief Executive and management team ensure procedures, training and risk assessments are in place.

The Designated Safeguarding Lead (DSL) monitors safe practice, advises staff, and responds to concerns.

Staff and tutors are responsible for following this policy, using approved platforms, and maintaining professional conduct.

Parents and guardians ensure young people are prepared, supported, and supervised where appropriate.

Young members must behave respectfully, attend punctually, and follow NYBBGB's Behavioural Guidance.

3. Online Delivery Principles

- Only NYBBGB-approved platforms (e.g. Google Meet, Teams, or similar) are used.
- All live sessions are scheduled in advance and communicated clearly to parents and members.
- One-to-one online tuition is permitted only when pre-arranged, approved by the DSL, and visible to another responsible adult.
- Sessions are kept to reasonable lengths, normally no more than 45 minutes.
- Tutors and participants must use appropriate language, dress, and backgrounds, avoiding private spaces like bedrooms.
- No recording, sharing, or posting of lessons or rehearsals without written consent from NYBBGB.

4. Safeguarding and Conduct

- Safeguarding standards for remote learning are identical to those for in-person courses.
- Any inappropriate communication, online bullying, or safeguarding concern must be reported immediately to the DSL.
- Staff and tutors must use NYBBGB accounts, not personal contact details, for all online communication.
- All interactions should, where possible, involve groups rather than individuals.
- Parents will be consulted and consent gained for any planned online “one-to-one” tuition, audition or mentoring session.

5. Data Protection and Privacy

- Personal data shared online will be limited to what is necessary for participation.
- All staff must comply with the Data Protection Policy and ensure secure handling of digital files and recordings.
- NYBBGB will only store or record sessions for educational or safeguarding purposes, and only with consent.
- Participants using their own equipment must ensure it is secure, with up-to-date antivirus software and parental controls.

6. Health, Safety and Wellbeing

- Players should take regular breaks and avoid extended screen time.
- Tutors will ensure activities are appropriate for home environments.
- Members should tell a responsible adult or NYBBGB staff member if they feel unwell, unsafe, or unable to continue.
- Health and safety guidance applies equally to digital learning spaces.

7. Monitoring and Review

- The Chief Executive Officer reviews all remote learning arrangements annually and after any major course delivered online.
- Lessons learned from feedback, safeguarding reviews, and ACE reporting are incorporated into

future planning.

- Trustees approve updates annually or sooner if legislation changes.

8. Document Control

Version	Date	Approved by	Summary of Changes	Review Due
2.0	22/11/2025	Trustees	Simplified and updated for permanent remote learning use and safeguarding integration	November 2028