

The National Youth Brass Band of Great Britain

Remote Learning Policy (NYBBGB-POL005)

Statement of intent

At The National Youth Brass Band of Great Britain we understand the need to continually deliver high quality musical education, including during periods of remote working – whether for an individual student or many. We recognise the importance of maintaining high expectations in all areas of delivery and ensuring that all players have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to resources, data protection, and safeguarding.

This policy aims to:

- Ensure provision is in place so that all players have access to high quality learning resources.
- Protect players from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and player data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all players have the provision they need to complete the virtual course to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

1. Legal framework

1.1 This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Education Act 2004
- The General Data Protection Regulation (GDPR)
- Data Protection Act 2018

1.2 This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2019) 'Keeping children safe in education'
- DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2018) 'Health and safety for school children'
- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'

1.3 This policy operates in conjunction with the following NYBBGB policies and Guidance:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Behavioural Guidance
- Acceptable user guidance
- Health and Safety Policy
- Staff Safeguarding guidance

2. Roles and responsibilities

2.1 The board of trustees is responsible for:

- Ensuring that the NYBBGB has robust risk management procedures in place.
- Evaluating the effectiveness of the NYBBGB remote learning arrangements.

2.2 The Operations Manager is responsible for:

- Ensuring that staff, parents and players, are aware of the relevant policies and guidance at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.

- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that The NYBBGB has the resources necessary to action the procedures in this policy.
- Reviewing, with trustees the effectiveness of this policy on an annual basis and communicating any changes to staff, parents, and players.
- Arranging any additional training staff may require to support players during the period of remote learning.
- Conducting reviews on a regular basis of the remote learning arrangements to ensure players do not suffer.
- Ensuring all staff, parents, and players are aware of the data protection principles outlined in the GDPR.
- Identifying the level of support or intervention required while players learn remotely and ensuring appropriate measures are in place.

2.3 The Operations Manager and senior house staff are responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the operations manager
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.

2.4 The Designated Safeguarding Lead is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the Marketing and Communications Manager to ensure that all technology used for remote learning is suitable for its purpose and will protect players online.
- Liaising with relevant individuals to ensure vulnerable players receive the support required during the period of remote working
- Ensuring all safeguarding incidents are adequately recorded and reported.

2.5 The Operations Manager is responsible for:

- Liaising with the Marketing and Communications Manager to ensure that the technology used for remote learning is accessible to all players including those with Special Educational Needs Disability (SEND), and that reasonable adjustments are made where required.

- Identifying the level of support or intervention that is required while pupils with SEND learn remotely.

2.6 The Board of Trustees is responsible for:

- Ensuring that The NYBBGB and its staff has adequate insurance to cover all remote working arrangements.

2.7 The Marketing and Communications Manager is responsible for:

- Ensuring that all NYBBGB devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost work and allow for audio and visual material to be recorded, where required.
- Ensuring that any apps, programs or networks used for remote learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.
- Work to ensure that the equipment and technology used for learning remotely is accessible to all players and staff.

2.8 Staff members are responsible for:

- Adhering to this policy during periods of remote learning.
- Reporting any safeguarding incidents to the Designated Safeguarding Lead and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the operations manager.
- Reporting any defects on NYBBGB equipment used for remote learning to an Operations Manager and/or the Marketing and Communications Manager.

2.9 Parents are responsible for:

- Adhering to this policy during periods of remote learning.
- Ensuring their child is available to learn remotely at the times set out in the virtual course timetable, and that the engagement is to the best of their child's ability.
- Reporting any technical issues to the Operations Manager as soon as possible.
- Ensuring that their child always has access to remote learning material during the times set out in the virtual course timetable
- Reporting any absence to the Operations Manager

2.10 Members are responsible for:

- Adhering to this policy at all times during periods of remote learning.

- Ensuring they are available to learn remotely at the required times, and that their engagement is to the best of their ability.
- Reporting any technical issues to their tutor as soon as possible.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to engage in the course.
- Ensuring they use any equipment and technology for remote learning as intended.
- Adhering to the Behavioural Guidance, at all times.

3. Resources

3.1 For the purpose of providing remote learning, The NYBBGB may make use of:

- Email
- Online learning portals
- Educational websites
- Live webinars
- Pre-recorded video

3.2 Reasonable adjustments will be made to ensure that all players have access to the resources needed for effective remote learning.

3.3 Players will be required to use their own or family-owned equipment to access remote learning resources, unless The NYBBGB agrees to provide or loan any equipment.

3.4 The arrangements for any 'live' tutorials, will be communicated via email no later than one day before the allotted time and kept to a reasonable length of no more than 45 minutes per session.

4. Online safety

4.1 This section of the policy will be enacted in conjunction with The NYBBGB Child Protection and Safeguarding Policy.

4.2 Where possible, all interactions will be public to members of the house staff and the operations manager.

4.3 One-to-one tutorial sessions are timetabled and communicated to parents at least 24 hours in advance.

4.4 All Staff and players using video/audio communication must:

- Communicate in groups – other than for one –to-one tutorial sessions arranged in advance.
- Wear suitable clothing – this includes others in their household.
- Be situated in a suitable ‘public’ living area within the home with an appropriate background – ‘private’ living areas within the home, such as bedrooms, should not be used during video communication if possible.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in the Band.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Try to maintain a stable connection to avoid disruption to tutorials.
- Always remain aware that they are visible.

4.5 The NYBBGB will assess all NYBBGB technology prior to use and ensure that there are no privacy issues or scope for inappropriate use.

4.6 The NYBBGB will consult with parents about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.

4.7 The NYBBGB will ensure that all NYBBGB-owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.

4.8 The NYBBGB will communicate to parents via email about any precautionary measures that need to be put in place if their child is learning remotely using their own/family-owned equipment and technology, e.g. ensuring that their internet connection is secure.

4.9 During the period of remote learning, The NYBBGB will maintain regular contact with parents to:

- Reinforce the importance of children staying safe online.
- Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
- Direct parents to useful resources to help them keep their children safe online.

4.10 The NYBBGB will not be responsible for providing access to the internet and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by The NYBBGB.

5. Safeguarding

5.1 This section of the policy will be enacted in conjunction with The NYBBGB Child Protection and Safeguarding Policy,

5.2 The Designated Safeguarding Lead (DSL) will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.

5.3 All members of staff will report any safeguarding concerns to the DSL and operations manager immediately.

5.4 Players and their parents will be encouraged to contact the DSL if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The NYBBGB will also signpost families to the practical support that is available for reporting these concerns.

6. Data protection

6.1 Staff members will be responsible for adhering to the GDPR when tutoring remotely, and will ensure the confidentiality and integrity of their devices at all times.

6.2 Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.

6.3 Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.

6.4 Parents' and players' up-to-date contact details will be collected prior to the period of remote learning.

6.5 Staff and players are not permitted to let their family members or friends use any NYBBGB-owned equipment which contains personal data.

7. Health and safety

7.1 This section of the policy will be enacted in conjunction with The NYBBGB's Health and Safety Policy.

7.2 The NYBBGB staff will ensure players are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.

7.3 When using electronic devices during remote learning, players will be encouraged to take regular screen breaks.

8. Timetable for remote learning

8.1 Players will be present by 9:00am and cease their remote learning as per the course schedule with the exception of breaks and lunchtimes.

8.2 Players with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, these will be planned for.

8.3 Players who are unwell are not expected to be present for the virtual course until they are well enough to do so.

8.4 Parents will inform the Operations Manager before 8:30am if their child is unwell and unable to participate.

9. Monitoring and review

9.1 This policy will be reviewed on an annual basis by the board of trustees.

9.2 Any changes to this policy will be communicated to all members of staff and other stakeholders.