

## Online Safety Policy

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### 1 Introduction

The aim of the Dark Peak Music Foundation is to promote, improve and advance the education of young people in the art and science of music, primarily through the provision of high quality ensemble training and performance opportunities.

In addition to the above, the Trust's activities include:

- Organising and promoting events, including rehearsals and public performances
- Organising tours/trips beneficial to an ensemble
- Developing an online musical community to support young people, their families and carers
- Publicising events and promoting the organisation, including an online web and social media presence
- Engaging professional directors to run ensembles
- Raising funds to support the Foundation's activities within the rules of the Constitution

The primary geographical area for activities is Glossopdale and the High Peak.

### 2 Purpose

The purpose of this policy statement is to:

- Ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- Provide its students (also known as “members”), Ensemble Directors, Tutors, Helpers, Administrators and Trustees with the overarching principles that guide our approach to online safety.
- Ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

This policy statement applies to all students, Ensemble Directors, Tutors, Helpers, Administrators and Trustees and anyone else involved in Dark Peak Music Foundation’s activities.

The policy will be reviewed annually. In general, it follows the guidelines provided by the NSPPC on online safety and social media -

<https://learning.nspcc.org.uk/safeguarding-child-protection/online-safety-for-organisations-and-groups/>.

## 2.1 Statutory guidance

- Online abuse [learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse](https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse)
- Bullying [learning.nspcc.org.uk/child-abuse-and-neglect/bullying](https://learning.nspcc.org.uk/child-abuse-and-neglect/bullying)
- Child protection [learning.nspcc.org.uk/child-protection-system](https://learning.nspcc.org.uk/child-protection-system)

## 3 General principles

We believe that:

- Children and young people should never experience abuse of any kind
- Children and young people should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

We recognise that:

- The online world provides everyone with many opportunities, however, it can also present risks and challenges
- We have a duty to ensure that our students, Ensemble Directors, Tutors, Helpers, Administrators and Trustees, and anyone else involved in Dark Peak Music Foundation’s activities, are protected from potential harm when participating in the Foundation’s online activities.
- All our students, their parents and carers, Ensemble Directors, Tutors, Helpers, Administrators and Trustees and anyone else involved in Dark Peak Music Foundation’s activities regardless of age, disability, gender reassignment, race,

religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.

- Working in partnership with students, Ensemble Directors, Tutors, Helpers, Administrators and Trustees and students' parents and carers is essential in promoting children and young people's welfare and in helping children and young people to be responsible in their approach to online safety.

#### 4 Dark Peak Music Foundation's webpage.

The Foundation's webpage is accessible at [www.darkpeakmusic.co.uk](http://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.

#### 5 Dark Peak Music Foundation's Facebook page

The Foundation's public-facing Facebook page is accessible at "Dark Peak Music". The page is administered by selected Ensemble Directors and Trustees. It includes details of previous and forthcoming events plus photos of recent performances. It does 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 one of the Foundation's students as a "friend" on any social media platform or Direct Message any of the Foundation's student from their personal social media account.

#### 6 Dark Peak Music Foundation's 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 is private meaning it is only accessible via a link circulated by the Dark Peak Music Foundation. A link to the YouTube channel will only be circulated via email bulletins 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](mailto:admin@darkpeakmusic.co.uk).

Only videos submitted by parents and carers of Foundation students will be accepted for inclusion on the private YouTube channel.

The channel administrators will be the Ensemble Directors. All channel administrators will hold a current Disclosure and Barring Service (DBS) check. Appropriate support and training about online safety will be provided.

The channel administrators will keep a written record of all videos submitted and any copies held.

## 7 Dark Peak Music Foundation's use of email

Dark Peak Music 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 a Dark Peak member of staff and a student/child.

## 8 Online Teaching

From time to time the DPMF will want to deliver ensemble lessons online through our preferred platform Zoom.

To ensure we act responsibly we will adhere to the following guidelines:

- Adhere to our email guidelines when setting up the meeting
- Email parents with the date, time, login details of the meeting and include these guidelines
- Make clear to parents that participation is entirely optional, and (if time permits you) offer support by other means
- Hold the sessions at a fixed time each week, ideally corresponding to the time of the live rehearsal
- Each child must have an easily identifiable on their login so we know who is onscreen. A parent's surname is a good example.
- Always set up the meeting with password protected login
- Children to be in a communal area of the house, not bedroom etc
- All parties to be dressed in normal clothing ie as for a live rehearsal
- A parent to be present in the room (not necessarily on screen)
- Do not record the session under any circumstances

- In the event of any 'zoombombing' (unwanted arrivals crashing the session) terminate the session immediately, report the incident to our online safeguarding coordinator (Emma Jones) and email the parents explaining. ***This is extremely unlikely to happen since Zoom resolved various security issues***
- Any parent/carer/children receiving a link should not forward it to anyone else, as that is where the biggest risk lies in terms of 'Zoombombing'.
- If you plan to use 'breakout rooms' in Zoom be sure to have a minimum of three people per breakout room and informing all participants how to alert the meeting host if there is any issue.

## 9 Online abuse

Where any suggestion or allegation of online abuse is raised, the procedures set out in sections 6.6 and 6.7 of the Dark Peak Music Foundation's Safeguarding Policy will be followed.

## 10 Online safety coordinator

A named online safety coordinator will be appointed to oversee compliance with this policy.

## 11 Related policies

This policy statement should be read alongside the Dark Peak Music Foundation's policies and procedures, including (but not limited to):

- Dark Peak Music Foundation Safeguarding Policy
- Dark Peak Music Foundation Code of Conduct and Rules of Membership
- Dark Peak Music Foundation Privacy Policy