**Children, Young People and Families**

Children’s Commissioning Services,

Sheffield Music Hub,

Stadia Technology Park,

60 Shirland Lane, Sheffield, S9 3SP.

Tel: \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

E-mail: \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*@redtape.org

Website: [www.sheffieldmusichub.org](http://www.sheffieldmusichub.org)

Reference: Online Ensembles Provision

Dear Parent/Carer,

I am writing to confirm the safeguarding procedures that are necessary before we can go ahead and include your child's attendance and presence in our current online offer for our ensembles/ musical gatherings. Apologies if you have already signed a similar letter giving your consent for specialist lessons, this is a different group learning scenario and warrants further consent from you I'm afraid - but this is, quite literally a quick reply to my current redtape email address \*\*\*\*\*\*\*\*\*\*\* giving your consent.

Just a quick reminder:

**Safeguarding**

Safeguarding is at the forefront of our thinking when exploring new options for online lesson and ensemble delivery. Below is an outline of items to consider when participating in any online learning environment.

* Any students under 18 should **only access online rehearsals/ musical gatherings on their parent/carer’s account**, students cannot access sessions on their own personal accounts. However, students **can** use their own devices but they **must** be logged into their parent/carer’s account.
* Please use an appropriate family space in your home (**A child’s bedroom is NOT considered an appropriate space for any online musical activities - this includes both lessons and ensemble rehearsals )**
* Parents - please be available to say a quick virtual hello at the beginning and end of sessions- this can be as simple as a quick wave to the camera in group scenarios.
* Obviously 'school uniform' isn’t necessary but students will need to be dressed appropriately for the ensemble rehearsals - i.e. clothes that are suitable for being seen in public. Although this may seem like a more informal setting it is extremely important to remain and look appropriate at all times.
* Consider the best angle/positioning of your devices to get the best shot of yourself , the Ensemble Director and your friends !
* All live sessions will be delivered using Zoom. If you haven’t already installed this on your devices, it is available here for Mac/PC (Zoom Client for Meetings) and iOS/Android (Zoom Mobile Apps): <https://zoom.us/download>
* For further information about privacy and Zoom, please visit <https://zoom.us/privacy> for the latest updates. Zoom is constantly revising its online safety measures so I urge you to ensure that you have the latest and most up to date version of Zoom.
* Once you have provided consent you will receive a meeting ID and password via email that will allow access to the rehearsals. While we appreciate that students may be keen, **please do not attempt to log in before your allotted time.**

Please do be in touch should you have any further questions. In the meantime, I look forward to receiving your consent.

Yours sincerely,

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Music Leader (Instrument speciality)

 