



*Education & Bass*

## **Education & Bass / Music Technology Club Online Music Production Policy**

**Version: 2**

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This policy should be read alongside Education & Bass / Music Technology Club's policies and procedures on child protection and safeguarding:

- Safeguarding and Child Protection Policy - December 2024
- Keeping Children Safe in Education - September 2024, Part 1
- Acceptable Use of IT Policy 2024
- Code of Conduct

## 1. Definitions

In this document:

- “we,” “our,” “us,” or “**Education & Bass / Music Technology Club**” refer to Education & Bass / Music Technology Club, a music education provider.
- “**staff**” refers to Education & Bass / Music Technology Club managers, teachers, associate tutors, administrators, volunteers, and delivery partners.

Education & Bass / Music Technology Club Limited is a private limited company registered in England and Wales. Company number: 11358965. Our registered office address is 1 Billing Road, Northampton, Northamptonshire, United Kingdom, NN1 5AL. Incorporated on 14 May 2018.

## 2. Introduction

At Education & Bass / Music Technology Club, we are deeply committed to creating a safe, inclusive, and inspiring online learning environment. We prioritise the well-being of our learners and aim to ensure that parents and guardians feel confident in our safeguarding measures. This policy provides clear guidance and processes for staff, parents, and teachers, reinforcing our collaborative approach to safety.

Our Online Music Production Course utilises BandLab for Education and Zoom as the primary platforms for instruction. These platforms are designed to foster creativity, collaboration, and learning in a secure environment:

- **BandLab for Education** adheres to GDPR and the UK Children’s Code (Age-Appropriate Design Code) by ensuring robust privacy and safety measures for learners.
- **Zoom** is configured with password-protected sessions and monitored interactions to maintain a safe and controlled virtual classroom.

No additional software is required for participation, and further details about online sessions will be shared with enrolled participants.

We provide training and resources to staff to equip them with the skills necessary to identify and respond to online safeguarding risks, such as cyberbullying or inappropriate content. Parents and carers are also supported with clear guidance on their role in fostering safe online learning practices.

## 3. The Purpose of This Policy

Education & Bass / Music Technology Club works with children and families online as part of its activities. This includes Online Music Production. The purpose of this policy is to:

- Create a safe and supportive online learning environment by ensuring the safety and well-being of children and young people when learning online.
- Provide staff 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.
- Provide clear guidelines for teachers regarding online safeguarding practices.

- Ensure parents/carers are informed about our online safeguarding policies and procedures.

This policy also aligns with the **Children's Code** ([Age-Appropriate Design Code](#)) and [Keeping Children Safe in Education 2024](#) to meet the highest standards of online safeguarding in the UK.

This policy applies to all staff, children, young people, and anyone involved in Education & Bass / Music Technology Club online activities.

## 4. Roles and Responsibilities

### Staff Responsibilities

Education & Bass / Music Technology Club staff play a critical role in ensuring a safe and supportive online learning environment. All staff:

- **Undergo comprehensive safeguarding checks and training:**
  - Enhanced DBS (Disclosure and Barring Service) checks are completed for all staff members.
  - Staff are trained regularly on child protection policies, online safeguarding, and best practices in line with **Keeping Children Safe in Education 2024** and other relevant legislation.
- **Monitor and respond to learner interactions:**
  - Staff are responsible for monitoring all interactions during sessions and reporting any concerns regarding learner safety or well-being to the Designated Safeguarding Lead (DSL) or Deputy Safeguarding Lead (DDSL).
  - This includes reviewing shared comments in BandLab for Education (for users aged 11–16) and monitoring the chat function during Zoom sessions.
  - All comments and interactions within the supervised online environment are visible only to staff and authorised participants.
- **Create a positive and respectful classroom atmosphere:**
  - Staff are expected to maintain a welcoming, inclusive, and respectful online learning environment that fosters creativity and collaboration.
- **Enforce the Code of Conduct:**
  - Staff will remind learners of the Code of Conduct at the beginning of sessions and take action to reinforce these guidelines if necessary.
- **Review and oversee platform usage:**
  - Staff will review learner projects and activities on BandLab for Education and Zoom to ensure appropriate and respectful use of these platforms.

## Parents/Carers Responsibilities

Parents and carers are valued partners in supporting a safe and enriching online learning experience for their children. They are encouraged to:

- **Engage with their child's learning:**
  - Take an active role in discussing and supporting their child's online learning experience, particularly for younger learners or those under 13.
- **Support younger learners (under 13):**
  - Assist their child with logging into Zoom and BandLab for Education.
  - Provide help with managing usernames, passwords, and basic navigation on the platforms.
  - Be present and available during online sessions to provide immediate support if needed.
- **Report safeguarding concerns:**
  - Contact Education & Bass / Music Technology Club immediately if they have any concerns about their child's safety, well-being, or experiences within the online learning environment.
  - Parents can reach out to the Designated Safeguarding Lead Andrew Ferguson at [edu@educationandbass.online](mailto:edu@educationandbass.online).

## 5. Online Learning Environment

### Platform Security

Education & Bass / Music Technology Club is committed to ensuring a secure and controlled online learning environment for all participants. The course will be conducted using **Zoom** and [BandLab for Education](#), with access restricted to enrolled learners and authorised staff only. The following safeguards are in place:

- **Unique Login Credentials:**

Upon signup to [BandLab for Education](#) as a learner, learners will receive their own unique login. Learners under the age of 13 must have a parent, guardian, or carer sign up on their behalf in compliance with safeguarding regulations. This ensures a safe and controlled environment for all participants.
- **Private Zoom Links:**

Private Zoom links with secure passwords will be sent out to participants ahead of each session. This adds an extra layer of security, ensuring only authorised individuals can join.
- **Data Protection:**

Personal information is protected in accordance with our privacy notice. No personal data will be shared without explicit parental consent, in line with UK GDPR and safeguarding legislation.

- **Online Safety Guidance:**  
Learners will receive guidance on online safety, including how to protect their personal information and how to report any inappropriate behaviour. Parents and carers will also be provided with resources to support this.
- **Parental Monitoring:**  
Parents and carers will have access to monitor their child's activity on BandLab for Education to ensure their safety and compliance with the course's expectations.

## **BandLab for Education Privacy Policy Summary**

To ensure transparency and compliance, we highlight the following key points from the **BandLab for Education Privacy Policy**:

- **Data Collection:**  
BandLab collects essential information such as names, usernames, email addresses, and profile pictures to create and manage learner accounts.
- **Data Usage:**  
The collected data is used to provide and improve the services, facilitate communication, and ensure a personalised learning experience.
- **Data Sharing:**  
Personal data is not shared with third parties without explicit parental consent, except as required by law.
- **Data Security:**  
BandLab employs industry-standard security measures to protect personal data from unauthorised access, alteration, or disclosure.
- **Children's Privacy:**  
BandLab complies with child privacy laws, including the UK Children's Code (Age-Appropriate Design Code), to ensure that children's data is handled with the utmost care and protection.

For more details, you can access the BandLab for Education Privacy Policy [here](#).

## **Supervised Sessions**

- All online sessions are supervised by Education & Bass / Music Technology Club staff to ensure a positive, productive, and safe learning environment.
- Staff will monitor all interactions during sessions, including chat functions, to ensure a respectful and secure space for all participants.

## **Monitoring Interactions**

- **Live Interactions:**  
All live interactions via Zoom and comments in BandLab for Education are monitored by Education & Bass / Music Technology Club staff. This includes reviewing shared comments, ensuring they are appropriate, and addressing any concerns immediately.

- **Compliance with Safeguarding Policies:**  
Any inappropriate behaviour or content will be addressed promptly and in accordance with safeguarding procedures.

## Code of Conduct

Learners will be required to adhere to the **Education & Bass / Music Technology Club Code of Conduct**, which promotes respectful communication and behaviour. Violations of the code will be addressed immediately, with parents/carers informed where necessary. Repeated or serious breaches may result in restricted access to sessions or the platform.

## Equipment Requirements

To participate effectively in the course, learners will need access to:

- A **computer with a webcam** (laptop or desktop; tablets and phones are not suitable due to reduced functionality).
- **Computer speakers** or headphones/earbuds for optimal audio clarity.
- A **reliable broadband connection** to ensure uninterrupted sessions.
- **Zoom links**, which will be provided ahead of weekly sessions.

## Learner Settings for Online Sessions

- **Blurred Backgrounds:**  
Staff expect the use of blurred backgrounds to protect the privacy of learners' homes and family members. This aligns with UK GDPR and the Children's Code (Age-Appropriate Design Code) that can be found [here](#).
- **Virtual Backgrounds:**  
Virtual backgrounds are permitted, provided they are appropriate, non-distracting, and do not compromise the professionalism of the session. Staff can assist learners in setting up these backgrounds if needed.
- **Consistent Environment:**  
Learners are encouraged to attend sessions from a consistent, quiet location free from interruptions. This supports a focused learning environment and complies with best practices outlined in **Keeping Children Safe in Education (KCSIE) 2024**. More info [here](#).
- **Dress Code:**  
Learners are required to dress appropriately for an educational setting during online sessions, maintaining a professional and respectful atmosphere.
- **Parental Support:**  
Parents and carers are encouraged to help learners set up a safe and appropriate learning environment. Where possible, they should remain within earshot during sessions to provide additional support. This supports recommendations from the NSPCC on remote learning, which you can explore [here](#).
- **Staff Reminders:**  
Staff will periodically remind learners of these expectations and may ask for a parent or carer to assist if concerns arise.

## 6. Independent Use of BandLab for Education (Outside of Sessions)

- **Parental Responsibility:**  
Parents/carers are strongly advised to supervise their child's independent use of BandLab for Education, ensuring it aligns with safeguarding principles and educational objectives.
- **Supervision for Younger Learners:**  
For learners aged 13 or under, parents/carers are expected to actively supervise all independent use of BandLab for Education. This includes managing logins, monitoring activity, and fostering safe, appropriate use of the platform.
- **Guidance for Safe Use:**  
Education & Bass / Music Technology Club will provide parents/carers with tips and resources to help them support their child in navigating the platform safely and responsibly during unsupervised use.

## 7. Our Beliefs

At Education & Bass / Music Technology Club, we believe that:

- **Freedom from Abuse:**  
Every child and young person has the right to live free from abuse, exploitation, and harm of any kind, both online and offline.
- **Access to Education:**  
Children and young people should be able to access the internet as a tool for education, creativity, and personal development. However, robust safeguards must be in place to protect them from potential harm.
- **Equal Protection:**  
All children, irrespective of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, deserve equal protection from all forms of harm or abuse.
- **Empowerment Through Partnership:**  
Safeguarding is most effective when children, young people, parents/carers, and organisations collaborate to create a safe and supportive environment for learning.

## 8. Our Recognition

Education & Bass / Music Technology Club recognises the following:

- **Dual Nature of the Online World:**  
While the internet offers immense opportunities for learning, connection, and creativity, it also presents significant risks, such as cyberbullying, inappropriate content, and online exploitation.
- **Duty to Protect:**  
As an organisation, we have a duty to ensure that all children, young people, and adults involved in our activities are safeguarded against potential harm online.

- **Guidance and Education:**  
We have a responsibility to equip children and young people with the tools, knowledge, and confidence to navigate the online world responsibly and safely.
- **Collaboration is Key:**  
Working in partnership with children, parents/carers, and external agencies is essential for promoting the welfare of young people and ensuring a responsible approach to online safety.
- **Inclusivity in Safeguarding:**  
Safeguarding efforts must reflect inclusivity, ensuring that all children and young people are equally protected, regardless of their background, identity, or circumstances.

## 9. We Will Seek to Keep Children and Young People Safe By:

- **Implementing Robust Safeguarding Procedures:**  
Ensuring clear and comprehensive safeguarding measures are in place to address all forms of abuse, including online abuse, and responding swiftly to any concerns raised.
- **Providing Clear Staff Guidance:**  
Delivering explicit instructions and training to staff on appropriate online behaviour, safeguarding responsibilities, and proactive identification of risks.
- **Encouraging Safe Internet Use:**  
Supporting and educating young people to use the internet responsibly, emphasising respect for others and the importance of protecting personal information.
- **Collaborating with Parents/Carers:**  
Actively engaging and encouraging parents/carers to take steps to protect their children online, providing them with the tools and knowledge to support safe internet use.
- **Establishing a Code of Conduct:**  
Developing and enforcing a Code of Conduct for children, young people, parents/carers, and staff, outlining expected behaviours and the consequences of non-compliance.
- **Responding to Online Incidents:**  
Having robust and clear procedures in place to address inappropriate behaviour online, ensuring all incidents are dealt with promptly and effectively.
- **Ensuring System Security:**  
Regularly reviewing, updating, and testing the security of our information systems to prevent data breaches and ensure safe usage.
- **Effective Credential Management:**  
Implementing protocols for the secure use of usernames, passwords, logins, and email accounts to protect against unauthorised access.

- **Protecting Personal Information:**  
Safeguarding personal data of all participants, ensuring it is held securely and shared only with appropriate consent or when required by law.
- **Obtaining Written Consent for Images:**  
Using images of children, young people, and families only after obtaining explicit written permission, and only for the specified purpose agreed upon.
- **Providing Staff Training:**  
Offering ongoing supervision, support, and professional development for staff to enhance their understanding of online safety and safeguarding.
- **Assessing New Technologies:**  
Conducting thorough risk assessments for any new technologies before their use within the organisation to mitigate potential risks.

## Response to Online Abuse

If online abuse occurs, staff will respond immediately by:

1. **Interrupting the Session:**  
Pausing or ending the session immediately to prevent further harm.
2. **Removing the Abuser:**  
Taking swift action to remove the individual responsible for the abuse from the session.
3. **Documenting the Incident:**  
Recording detailed notes of the incident, including what occurred and any actions taken.
4. **Reporting to the Safeguarding Lead:**  
Alerting the Designated Safeguarding Lead (DSL) to the incident, ensuring it is appropriately escalated and managed.
5. **Notifying Parents/Carers:**  
Informing the parent/carer of the affected student(s), outlining the incident and the steps taken to address it.
6. **Checking on Well-Being:**  
Arranging follow-up sessions to ensure the well-being of the students involved and provide ongoing support as needed.
7. **Reviewing Policies and Procedures:**  
Conducting a review of current online safety policies to identify any gaps or areas for improvement to prevent future incidents.

## 10. Parent/Carer Engagement

### Regular Updates

Education & Bass / Music Technology Club will provide parents and carers with regular updates regarding the course. These updates will include:

- Detailed information on safeguarding practices to ensure transparency and confidence.
- Notifications of any changes to safeguarding policies, procedures, or online learning protocols.
- Progress updates about the course and additional guidance to support their child's participation in online learning.

### Open Communication

Education & Bass / Music Technology Club encourages ongoing and open dialogue between parents/carers and course facilitators. This includes:

- Clear channels for parents/carers to raise questions or concerns about their child's progress, behaviour, or safety during online sessions.
- Prompt responses from teachers and course administrators to address any parental concerns.
- Guidance and resources to help parents understand their role in safeguarding their children during online learning activities.

By fostering strong collaboration between staff and parents/carers, Education & Bass / Music Technology Club ensures a holistic approach to supporting children's online safety and education.

## 11. Review and Evaluation

Education & Bass / Music Technology Club is committed to maintaining the highest standards for online learning and safeguarding. To ensure the continued relevance and effectiveness of this policy:

- **Annual Reviews:**  
The policy will be reviewed annually, or sooner if necessary, to reflect any updates to legislation, safeguarding best practices, or technological developments.
- **Feedback Integration:**  
Feedback from parents, students, and staff will be actively sought and incorporated into the review process. This ensures that the policy remains practical, effective, and responsive to the needs of all stakeholders.
- **Independent Oversight:**  
Where appropriate, external safeguarding experts or advisors may be consulted to validate and enhance the policy.

The review process is designed to reinforce Education & Bass / Music Technology Club's commitment to continuous improvement and compliance with UK safeguarding standards.

## 12. Conclusion

At Education & Bass / Music Technology Club, we are committed to delivering a safe, engaging, and enriching online learning experience for all participants in our Online Music Production sessions. By adhering to this policy:

- We aim to foster a creative and supportive environment that inspires young learners while prioritising their safety and well-being.
- We provide clear guidelines and safeguards for parents/carers, staff, and students to ensure a positive and secure educational experience.
- We emphasise collaboration and open communication with parents/carers to promote shared responsibility for online safeguarding.

This policy is designed to reassure parents/carers and staff while meeting the highest safeguarding standards, ensuring an enriching and secure online learning environment for every participant.

## 13. Contact Details

### Designated Safeguarding Lead (DSL):

**Andrew Ferguson**

#### Contact:

- Email: [edu@educationandbass.online](mailto:edu@educationandbass.online)
- Phone: **07740013021**

### Deputy Designated Safeguarding Lead (Deputy DSL):

**Lee Head**

#### Contact:

- Email: [lee@educationandbass.online](mailto:lee@educationandbass.online)
- Phone: **07860576395**