

# ONLINE WORKING CHECKLIST - GDPR AND SAFEGUARDING

Refer back to the online working guidelines and other policies for more info

## 1 Choosing a platform

- Use a neutral platform whereby you do not have to exchange contact details in order to use the platform e.g. Zoom or Teams
- Don't use a platform where you need to exchange contact details e.g. WhatsApp, Skype, Facetime

We recommend Zoom as it is the most appropriate for our activities. The free version of Zoom gives you capacity of 100 in a session and a time limit of 40minutes. You can upgrade to the Pro version of Zoom which allows you unlimited meeting duration and greater capacity. If you need to upgrade your Zoom in order to carry out Musinc activity then we can provide a bursary for the costs, please contact us to arrange this.

## 2 GDPR & safeguarding

- All young people taking part in Musinc activity are registered with us through our sign up forms. This allows us to gather contact details, consent and media permissions.
- We communicate with them and send them the Zoom link for your session. If you have anything that you would like us to send out either before or after a session please send this to us with clear instructions to pass on to the young people.
- We will pass on any relevant information that you need to know about the young people e.g. ages/experience/additional needs prior to your session.
- There must be an adult available at the start of your session, and to carry out a visual check during the session.

## 3 Your responsibilities

- Create a Zoom link for your session and send to either the project manager or coordinator.
  - If your activity is regular/weekly, make this a recurring link so that it can be used each week.
- Enable the password feature so that the session is secure.
- Ensure you have appropriate web filters and child friendly internet settings on your device.
- The same guidance applies from the general safeguarding policy, i.e. music leaders should wear clothing which is appropriate to your role.

## 4 Zoom settings

- Enable the waiting room feature
- Background
  - keep neutral. Do not have personal information showing, or anything which may be distracting.
- Chat function
  - this can be a useful feature within sessions, but it can also be distracting. We recommend that you have your settings as such that participants can send messages to you as the host, but not privately to each other. Think about how you want to use this.
- Recording sessions
  - do not record sessions without prior permission from Musinc. We will record sessions if there is an access need, however this will need to be arranged specifically and we will need to obtain permissions from the participants in the session before recording.
- Camera/mics – Please ask participants to turn on their cameras to say hello at the start of each session – this is so that we can check that they are who they say they are on the screen! After the 'hellos' they can switch off if they prefer.

# ONLINE WORKING CHECKLIST - GENERAL



Refer back to the online working guidelines for more info

## 1 Planning

- Platform
- Plan for more interaction
- Plan more thoroughly
- Duration and timings
- Information in advance
- Attendance
- No internet?
- Tech run
- Background
- Zoom settings
- Devices charged (or plugged in!)

## 2 At the start of a session

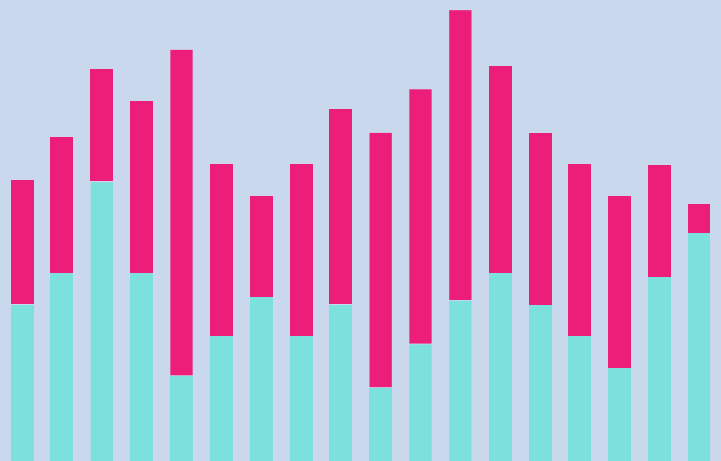
- Let people know what to expect
- Chairing
- Introduce access features
- Cameras and mics
- Chat function

## 4 End of session

**Ask for feedback! As this will help us to make their experience even better.**

## 3 During the session

- Participant behaviour
- Barriers
- Be fully focused
- Slow down
- No jargon or acronyms
- Body language
- Eye contact
- Breathe!



# ONLINE WORKING CHECKLIST - ACCESSIBILITY



N.B. Refer back to the online working guidelines for more detailed information

If you have someone with access needs in your sessions, there are some features that we can offer to support them to participate as fully as possible.

Note: We do ask for additional needs on sign up forms, so you should not be faced with anything too unexpected in your sessions, but it is always good to be prepared!

## Visually impaired people

- Audio described introductions
- Screen sharing:
  - Website
  - Document
  - Images
  - Videos
  - Slides
- Keyboard shortcuts

## Deaf & hearing impaired people

- Captions on pre-recorded material
- Captions on recordings of Zoom sessions\*
- Transcripts from Zoom session\*

These features are possible however they require a Premium Zoom account and therefore Musinc would need to host and record your session.

If a participant requires this feature please let us know in advance. We would also need to ask for all participants' permission to record the session for this purpose.

## Neuro diverse and/or SEND

- Text and fonts
  - Use large fonts (at least 24) and simple, sans serif fonts (e.g. Arial, Verdana, Helvetica)
- Colours
  - Use colour contrast for documents and slides. E.g. using a cream coloured background with dark text will help those with dyslexia
- Reading order
  - clear, logical and easy to follow. The use of footnotes should be avoided. Line up text to the left side of the screen.
- Chat function
  - can be confusing and distracting for some people.

