



## **How to Stay Safe in Soundabout Online Sessions**

### **Guidance for parents, carers and organisations**

If you are a person with a learning disability and you use computers, you might want to have a look at some ideas of how to stay safe online here:

<https://www.mencap.org.uk/about-us/our-projects/safesurfing>

### **Guidance for parents and carers**

Soundabout have moved to working online as part of our Covid19 response and we hope to continue offering that option for people to join our sessions. We know that many people are now familiar with using online platforms, but we wanted to share our approach to make sure everyone is always kept safe and informed. This document will be updated and developed over time in line with our practice and updated technology.

To deliver music and training we use different platforms to run our interactive sessions which include YouTube, Facebook Live, Microsoft Office Teams and Zoom. Please read on for more information.

#### **YouTube & Facebook Live Music Making Sessions**

We broadcast music making live on YouTube and Facebook, during these sessions people watching can interact with our practitioner through messaging. You can see the practitioner but they can't see you – they only know you are there if you choose to message them through text.

Please be aware that these are public sessions so anyone can join in and anyone can see the comments you are making, or photos that you post. It is all parents and carers' responsibility to ensure that you are comfortable sharing the person with disability's name or any information about the person you are supporting in this format. There are great benefits to being able to use names during our sessions, but we know that this is not always appropriate for everyone.

Your comments will remain on the YouTube videos in Soundabout's video library. If at any time you wish to remove any comments please do get in touch with the office and we will accommodate your request if possible.

### **'Zoom' Sessions**

Some of our project work is delivered to families or groups in their homes via the platform 'Zoom'. We want to make sure that families understand the measures we have put in place to keep everyone safe.

All practitioners will be asked to:

- use a unique ID for each session they arrange
- use a password for each session
- Enable the 'waiting room' feature so that they can manage who is admitted to the session
- Use the 'lockdown' feature which prevents anyone else joining once everyone who is expected has arrived.
- Make sure 'join before host' is not enabled so that no one can enter the meeting without the practitioner's permission.

These online sessions will not be recorded by the practitioners unless specific consent is asked for and given from the parents/carers. If you are joining a group session and do not consent to be recorded, we will ask you to turn off your camera while the filming is taking place.

N.B. Zoom group sessions will follow the same format as above but all the families joining us will be able to see each other. If you prefer not to be seen, you can choose to switch off your 'video share' feature so everyone else will just see a blank screen.

### **Microsoft Office 'Teams' Sessions**

There may be some meetings or music making that is carried out on Microsoft Office 'Teams'. Teams has both a 'call' only function and a 'video call' function. Teams may be especially useful for connecting with organisations such as schools that strictly do not use other platforms as it has end to end encryption.

As above, these online sessions will never be recorded by the practitioners unless specific consent is asked for and given from the parents/carers.

### **General Guidance**

There are lots of organisations out there that have excellent general advice on how to stay safe online. These are just a small selection:

For guidance suitable for children and parents:

<https://www.saferinternet.org.uk/>

<https://www.net-aware.org.uk/>

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/>