

SONG Virtual Composition Project 2021 - Safeguarding Information Sheet

NB: Updated 1st April 2021 to reflect a change in the nature of the uploading of the Online Song Gallery - please see pages 5-7 for the updates

Statement of Intent

Child Protection and Safeguarding

We, The Hermes Experiment, are committed to protecting and safeguarding the mental and physical health and welfare of the children and young people (all those aged 18 and under) that we will work with on this project. We take seriously the responsibility of assessing and managing the safeguarding implications incurred by our project and are fully committed to working alongside our school partners to ensure the protection of all taking part. We expect all ensemble members, school staff and other participants to abide by the management plan below in addition to the relevant school's child protection and safeguarding policies.

Our Responsibilities / Shared Responsibility with Participating Schools

This project occupies a slightly unusual space with regard to child protection and safeguarding implications as there is no direct contact between the ensemble and student participants, but we are creating content for children and young people and the project is actively promoting the use of online materials, including sharing of work on social media. According to the safeguarding risk assessment and management plan below, we will do our utmost to mitigate any risks engendered in creating our content and in participants using the resources online, and having their work shared online (including on social media).

However, as we have no direct contact with students, we cannot be solely responsible for their safeguarding and

protection during this project. It is therefore vital that students remain protected by their own school's child protection and safeguarding procedures throughout.

The Hermes Experiment does not train its members in safeguarding and child protection, although members will often receive this training elsewhere as part of other self-employed or employed work (e.g. as instrumental teachers at schools). The Hermes Experiment does not have the authority to commission Enhanced DBS checks. This document intends to give transparent information on our current DBS statuses and our plan for managing the safeguarding and child protection risks and responsibilities engendered by this project.

To ensure the full protection of all adults and children taking part, it is vital that all participants operate within their school's own safeguarding and child protection procedures (including the relevant ICT Acceptable Use Policy, or equivalent), including the reporting of any concerns. It remains each individual school's responsibility to ensure that our project meets with their school safeguarding, ICT and data protection requirements - any discrepancies or conflicts (e.g. any further DBS requirements needed) must be reported as soon as possible to Anne Denholm (contact details below) and addressed (e.g. via training or further checks) by the relevant school. We are very willing to co-operate with any further requirements necessary.

This document will be shared directly with teachers via email in addition to being uploaded to be publicly available on our website. Teachers are encouraged to share it with students and parents or carers.

Review procedure

This document outlines the safeguarding implications of this particular project. It will not be reused for any other purpose without review. We will review this document during the project should we receive any suggestions or requests from schools.

Nominated Contact for any Safeguarding or Child Protection Queries

Anne Denholm

Email: annedenholm@hotmail.co.uk

Phone: 07791 961 818

This is deliberately NOT called a 'Designated Safeguarding Lead' or 'Child Protection Lead' role as we acknowledge that our ensemble members do not have the appropriate level of training to take on these titles.

DBS Status of Performing Ensemble Members

- Anne Denholm - Enhanced: subscribed to DBS Update Service; *current safeguarding training for one-to-one teaching from Dragon School (Oxford), Eton College (Windsor) and Downe House School (Cold Ash)*
- Oliver Pashley - Enhanced: subscribed to DBS Update Service
- Héloïse Werner - Enhanced: issued 5th March 2020
- Marianne Schofield - Enhanced: issued 6th November 2018

Details of the above checks, including scans of the most recent DBS checks for members not on the DBS Update Service, are held by Anne Denholm and are available to schools upon request.

Reporting of concerns or incidents

Student participant needing to report a concern or incident

If a child participating in this project has any concerns, they must report these at school, and according to their school's safeguarding and child protection procedures.

Children should also be aware that they can find advice on and report online harm or abuse at the following places:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

Participating teacher needing to report a concern or incident

If a teacher involved in this project has any concerns, they should follow their school's safeguarding procedures for reporting, and inform Anne Denholm, if appropriate. In the event of an incident or concern involving Anne Denholm, schools can contact Hanna Grześkiewicz (Co-Director of The Hermes Experiment) on hkgrzeskiewicz@gmail.com

Parent or carer needing to report a concern or incident

If a parent or carer has any concerns about this project or an incident relating to this project, they should contact their child's school and the school's safeguarding procedures should then be followed. If appropriate, schools should inform Anne Denholm (or Hanna Grześkiewicz, as above).

Ensemble member needing to report a concern or incident

If an ensemble member has any concerns about the project or an incident relating to the project, they should report these to Anne Denholm who will keep a log and then inform any relevant schoolteachers as soon as possible, asking them to report according to their school's safeguarding procedures. In the event of an incident or concern involving Anne Denholm, ensemble members should contact Hanna Grześkiewicz (as above).

General Helplines for Child Protection Support and Advice

- NSPCC Helpline - <https://www.nspcc.org.uk/keeping-children-safe/our-services/nspcc-helpline/> OR 0808 800 5000
- Childline - <https://www.childline.org.uk> OR 0800 1111

Safeguarding Risk Assessment and Management Plan

A note regarding risks relating to Covid-19

As this project is a virtual project, designed to take place during the current pandemic, we don't believe there to be any Covid-related safeguarding risks directly engendered by the project. Schools will have their own Covid risk assessments and management plans in place, as do we for our interactions as an ensemble.

| Risk | Risk Level | Mitigation | Persons Involved |
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| Exposure to inappropriate web content when accessing and using the project resources online | Medium | <ul style="list-style-type: none"> • All resources will be uploaded to or embedded on The Hermes Experiment's website to preclude the necessity of visiting any other sites: UPDATE 01/04/21 - OSG videos are available to watch directly on YouTube only, they are NOT embedded on the ensemble's website. Students can access the OSG via the ensemble's website where there is a direct link to a dedicated OSG YouTube | Ensemble Teachers Students |

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| | | <p>channel. There is no need to visit any other websites. The OSG channel uses the YouTube 'Made for Kids' option and so shouldn't elicit any inappropriate adverts or suggested content. Comments are turned off for all videos. Parents are able to request that any videos are amended or taken down and a direct download is sent instead by contacting Anne Denholm (details on page 3 of this document)</p> <ul style="list-style-type: none"> • Links to Spotify tracks will be included in the instructions for our optional listening tasks. Spotify has been chosen for this, rather than YouTube, as participants are less likely to accidentally come across inappropriate content on Spotify • The Hermes Experiment's website does not employ any advertising sites and all content on the website is appropriate for secondary school students • If teachers have concerns regarding their students accessing the materials online, we can arrange for direct transfers of the videos and resources to teachers • We expect all teachers and students to operate within their school's ICT Acceptable Use Policy (or equivalent) | |
| <p>Inappropriate context for educational resources due to recorded nature of resources</p> | <p>Medium</p> | <ul style="list-style-type: none"> • Where possible, video content created for this project will be filmed in a studio, rather than in private homes • Where videos are filmed in private homes (e.g. individual videos / feedback videos), ensemble members will ensure an appropriate background for the video | <p>Ensemble</p> |

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| | | <ul style="list-style-type: none"> • All ensemble members will be appropriately dressed in all videos • All ensemble members will use appropriate language and behave appropriately in audio and video recordings | |
| <p>Potential risks through student exposure to and engagement with social media channels once the Online Song Gallery (OSG) is shared publicly via The Hermes Experiment (Twitter / Facebook / Instagram) e.g. exposure to offensive or inappropriate content, harmful interactions with others such as cyberbullying or grooming</p> | <p>Medium</p> | <p>Publicly sharing the work of students is an integral part of this project for a variety of reasons, including their own sense of achievement and allowing the public to benefit from their work.</p> <ul style="list-style-type: none"> • However, viewing their work on social media is NOT a required part of this project for students. Students will be able to view their recorded pieces on our website without visiting any social media channels - UPDATE 01/04/21: students will have to visit YouTube to watch their videos as they are NOT embedded on the ensemble's website. See the update on page 5 for the mitigations in place to manage this. • We will do our utmost to monitor the conversation around the OSG on our social media channels and delete (and if appropriate, report) any negative or inappropriate content • Any contact received to ensemble social media channels and messaging services from participants or other young people will be ignored and deleted (if possible), unless it may include any type of sensitive disclosure which could be relevant to a child protection or safeguarding concern (in which case, see * below) | <p>Ensemble Teachers Parents/Carers</p> |

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| | | <ul style="list-style-type: none"> • Any reference to a particular child’s work that is shared on social media will NOT include links to any private social media accounts the child may have on any platform. The child may share/retweet/repost or reply to/comment on The Hermes Experiment’s post, but we will not link to them directly and will not reply to any comments i.e. we will not interact with any children or families directly on social media. We WILL interact with any of the relevant official school accounts on social media platforms • The highest risk scenario is one in which a child responds to a sharing of their work from their private account and is then visible online to others. We will do our utmost to watch all visible interactions of this sort (and report anything of concern), but ask that parents and carers remain vigilant about any interactions their child is having online, as these could be out of view of our accounts. This situation is also aided by ensuring that any private social media accounts belonging to a child have the highest security and privacy settings (see links below) • The Hermes Experiment will not create or share any materials inappropriate for secondary age students on any of their social media channels | |
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| | | <p>For advice regarding child safety on social media channels, including how to enable security and privacy settings, parents and teachers can visit many online resources, including:</p> <ul style="list-style-type: none"> • https://www.internetmatters.org/resources/social-media-advice-hub/ • https://www.net-aware.org.uk (in partnership with the NSPCC) | |
| Increase in daily screen time due to accessing project resources on a screen and potentially composing using computers | Low | <ul style="list-style-type: none"> • Our educational videos are no longer than 30 minutes each in order that participants can take regular breaks from their screens • Longer videos will also have time stamps so that participants can skip to relevant sections without having to watch more of the video than is necessary at any one time • We rely on teachers and parents / carers to monitor and manage students' screen time | Teachers Parents/Carers |
| Inappropriate communication (and/or sensitive disclosures) between ensemble members and participating children | Low | <ul style="list-style-type: none"> • All communication about the project is between Anne Denholm (and occasionally other members of The Hermes Experiment up to December 2020) and the relevant schoolteacher for each student group • No direct communication should take place between ensemble members and child participants: <ol style="list-style-type: none"> 1) All video feedback is via pre-recorded video, sent to teachers 2) No ensemble contact details will be shared directly with students | Ensemble Teachers |

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| | | <p>3) All submissions are to be submitted via teachers - NOT by students directly. This is made very clear on the composition brief and instructions sent for both teachers and students</p> <ul style="list-style-type: none"> • If an ensemble member receives any form of direct communication from a student (including through social media channels) it will be ignored and, if possible, deleted. The relevant ensemble member should inform Anne Denholm who will then notify the relevant schoolteacher who should follow their school's own child protection and safeguarding procedures • * If such a communication includes any type of sensitive disclosure which could be relevant to a child protection or safeguarding concern, Anne Denholm will keep a log and pass on all necessary details to the relevant schoolteacher, who should then follow their school's safeguarding and child protection procedures. No response will be made to the child directly. * | |
| <p>Online written abuse attached to videos and student submission recordings on the Online Song Gallery (OSG)</p> | <p>Low</p> | <ul style="list-style-type: none"> • Comments will be disabled on YouTube for all videos relating to this project, including those uploaded to the OSG • Any other abusive or harmful content (e.g. on social media) will be removed and reported where possible • Ensemble members, teachers and parents/carers should remain vigilant for any harmful online behaviour and bullying surrounding the online presence of the OSG | <p>Ensemble Teachers Parents/Carers</p> |

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| | | (e.g. on social media), share any concerns immediately and follow the relevant school's safeguarding procedure. If appropriate, the incident should be reported to the relevant online provider and an organisation such as the UK Safer Internet Centre | |
| Use of inappropriate or offensive content and/or language in student submissions | Low | <ul style="list-style-type: none"> • If any submission is deemed to use inappropriate or offensive content and/or language, the relevant teacher will be notified as soon as possible once the submission is received by the ensemble • The ensemble will not conduct any work on any such submission unless it is revised by the participant to eradicate all inappropriate or offensive content and/or language | Ensemble Teachers |
| Sharing of students' data (during the general running of the project) | Low | <p><i>Please also see our data protection policy, available on our website: http://www.thehermesexperiment.com/song-virtual-composition-project-2021/</i></p> <ul style="list-style-type: none"> • The only data held about participants is their name, school and year group / age • This data will only be shared within The Hermes Experiment (one exception, with consent, below) • Any unforeseen but necessary sharing of participant details will only take place with consent from the parent or carer, unless it falls under the relevant school's safeguarding policy exceptions for the sharing of information | Ensemble |

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| <p>Sharing of students' work and data on the Online Song Gallery (OSG) (and thereafter on social media channels)</p> | <p>Low</p> | <p>Please also see our data protection policy, available on our website: http://www.thehermesexperiment.com/song-virtual-composition-project-2021/</p> <ul style="list-style-type: none"> • The ensemble will create an online form for parents or carers to give or withhold consent for their child's work to be uploaded to the OSG and/or shared on our social media channels, and for the following data about their child to be included: name / age and year group / school name. This form will include details of how long the OSG will be available online, how it will be shared and a link to this information sheet showing the measures in place to mitigate any risks along with the behaviour expectations from all involved • If consent is withheld or no response is received, the songs will NOT be uploaded to the OSG in any form and will not be shared on social media • We will do our utmost, in partnership with participating schoolteachers, to ensure that consent forms are completed by parents/carers, rather than participating children | <p>Ensemble Teachers Parents/Carers</p> |
| <p>Recording and/or filming of participants and uploading of such materials online</p> | <p>None</p> | <ul style="list-style-type: none"> • All recording of student compositions and feedback, whether audio or video, will only involve the ensemble due to the nature of the project • No students will appear in any audio or video recordings • No audio or video recordings of any student will be uploaded online | <p>Ensemble</p> |

Data Protection

A separate data protection policy will be created for this project and will be made available on the project page on our website:
<http://www.thehermesexperiment.com/song-virtual-composition-project-2021/>

Feedback

As a young, small and self-operational group we warmly welcome feedback from parents/carers, schools and teachers on any of our practices. Please contact Anne Denholm with any comments.

Guidance and Information Used in Creating this Document

- NSPCC - Writing safeguarding policies and procedures: <https://learning.nspcc.org.uk/safeguarding-child-protection/writing-a-safeguarding-policy-statement>
- NSPCC - Social media and online safety: <https://learning.nspcc.org.uk/safeguarding-child-protection/social-media-and-online-safety#heading-top>
- NSPCC - Protecting children from online abuse: <https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse#heading-top>
- Government Guidance - Safeguarding and Remote Education during coronavirus: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

- Department for Education Statutory Guidance: Keeping Children Safe in Education 2020, Annex C on Online Safety: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912592/Keeping_children_safe_in_education_Sep_2020.pdf
- Department for Education Guidance - Coronavirus (Covid-19): safeguarding in schools, colleges and other providers: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Arts Council England - Digital Culture Network Resources - Online Safeguarding Resources and Training: https://www.artscouncil.org.uk/sites/default/files/download-file/Online%20Safeguarding%20Resources%20and%20Training%2012.06.2020%20Update_0.pdf
- Arts Council England Lottery Project Grants Information Sheet - Children, young people and learning: https://www.artscouncil.org.uk/sites/default/files/download-file/Information_sheets_Children_young_people_Project_grants_Apr_2018.pdf
- Arts Council England statements on safeguarding and child protection: <https://www.artscouncil.org.uk/advice-and-guidance-library/safeguarding-and-child-protection/> / <https://www.artscouncil.org.uk/sites/default/files/download-file/Arts%20Council%20England%20Safeguarding%20Policy%20Statement.pdf>