

Dear Students/Parents and Tutors,

Art Asia will be offering online lessons via Zoom or Skype in this Summer Term 2020. Art Asia has taken this initiative to maintain the continuity in students' learning and to keep them engaged in this difficult period.

In order to safeguard our students and tutors while using the online facility, it is important that everyone reads, understands and implements the following guidelines.

- **From a safeguarding perspective, for Children below 18 years, a parent or another adult member of the family would need to be in the room and be visible whilst the lesson is going on, though of course, they would not participate in the lesson in any way and could get on with other tasks.**

Please note: **If a parent or the other adult member of the family is not there or leaves the room, then the that specific student's participation in that session will be ended.**

Parents and Students and Tutors who are running /attending online classes via **Zoom**, please read the information about using Zoom safely:

- Tutors should always use a new meeting room each time they create a call on Zoom. This means that you should *not* use a personal meeting ID
- Ensure that students do not join the call before the host (ie the Tutor)
- All attendees should be muted on joining the call
- Screen sharing should be turned off throughout the duration of the call
- Set up a 'waiting room' for student members to join
- Lock your meeting room after you have started the class so that people cannot join uninvited
- Don't publicise your meeting link on social media or any other public domain, such as your website
- Don't share a screenshot of the Zoom call publicly – especially when it shows the meeting ID or images of children
- For each call, identify an adult that can 'manage the room' and ensure that they have cross checked the above steps
- Notify attendees of a Plan B should a call have to be aborted at short notice
- Change screensharing to "Host Only"
- Disable "Join Before Host" so people can't cause trouble
- Disable "Allow Removed Participants to Re-join" so ejected attendees cannot slip back in
- Disable "File Transfer" so there's no digital virus sharing

Parents and Students and Tutors who are running/ attending online classes via Skype, please read the information below about using Skype safely:

- Choose a strong password to protect your account.
- Be selective about what information you share on your profile
- Block suspicious or abusive users.
- Manage settings that let Skype do things automatically: First, under the Calls category and Call Settings sub-category of your "Settings" page,

click Show Advanced Options, and disable the options to accept calls automatically and/or to automatically start a video chat (if possible) when you accept a call. This lets you control these things manually, so you can block a call or keep your camera off to hide who you are if you think you are being contacted by someone suspicious.

Please read this document and return a signed copy to education@artasia.org.uk

Failure to do so will result in Art Asia unable to permit participation of the student concerned in online classes.

I confirm that I have read and understood the above guidelines:

*Signed: _____ ; Date _____

*Name in capital letters: _____

***In cases where the students are under the age of 18 a parent or a guardian MUST sign this document and insert the name(s) of the students below.**

Name(s) of students

1. _____

2. _____

3. _____

