ONLINE TEACHING

Agreement between [teacher] _____ and [student] _____, in relation to online teaching.

Safeguarding for students over 18:

1. Lessons must not be recorded by either party unless there is a prior agreement for this. If recordings are made, they should not be shared with third parties or uploaded to social media. Where recordings are made, only audio should be recorded, where possible.

2. The online teaching platform must not be used by the parties for any other purpose than teaching, e.g. sharing photos or general messaging.

3. All communications regarding missed or cancelled lessons must be between the guardian/student and Windows Music Academy. Under no circumstances should the student contact the teacher directly.

4. For the purposes of confidentiality and privacy, all communications between the guardian/student and teacher should be via Windows Music Academy.

5. Any defamatory, offensive or illegal material aired online by the student, or inappropriate behaviour by the student, will result in the immediate termination of the lesson. What constitutes such behaviour will be determined in the reasonable opinion of the teacher. In this instance, the matter will be passed to Windows Music Academy to be dealt with appropriately. Funds paid for the terminated lesson will not be refunded.

6. Both the teacher and student must dress appropriately for the online lesson.

7. Both teacher and student should present against an appropriate background when using video (i.e. no offensive or inappropriate materials visible).

8. A guardian should be present during the online lesson.

9. The teacher agrees to comply with Windows Music Academy's safeguarding rules in relation to online teaching.

10. The teacher has a current DBS check or Disclosure Scotland check, a copy of which can be provided on request.

SIGNED: Teacher: _____

DATE: _____

SIGNED: Student: _____

DATE: _____