



'10 @ 10'
Online Group Rules:
Safeguarding and Protocol Document

Please read the following information.

When signing up to join the '10 @ 10' group you are agreeing to the following rules.

NB: The term 'participants' refers to all individuals engaging with '10 @ 10' including parents signing children up, adult musicians and younger students who might be joining the call.

'10 @ 10' is arranged by Emma Mason (www.musicmatterslinton.co.uk) but is not exclusively for Emma's students. Participants may include students of other teachers, other schools and adult musicians who are also keen to gain motivation to practice.

1. All participant's personal information, including names and email addresses, will only be used for this project. Details will not be shared with any third parties and will not be stored or saved after 20th February 2021 by Emma Mason.
2. Anyone signing up to, and agreeing with, these Online Group Rules must be over the age of 18 years. In the event of an adult signing on behalf of a child who will be joining the call, the adult remains responsible for the online presence of their child/ren at all times and must be within earshot of all children participating.
3. '10 @ 10' will meet via a Zoom link. A new link will be emailed to participants each morning. Participants will enter a private waiting room and should use their family surname as their name on display.
4. All participants will be asked to have cameras turned on. All participants will be visible to other participants. Please be aware of your background, and arrive for the session dressed appropriately.
5. The Zoom will be active from 9.50am and participants are welcome to arrive early whilst setting up and are welcome to chat (if you choose to turn on your microphones). All microphones will be muted from 10am whilst practising to ensure other participants are not disturbed.
6. Sessions will not be recorded, and participants must not take screenshots or make recordings on mobile devices.
7. Please remain visible throughout the session. Participants who leave the screen will be returned to the waiting room. All active participants will be entered into a daily prize draw.
8. Anyone not following Online Group Rules will be removed from the call, and will not be invited to future sessions. Under these circumstances, refunds will not be issued.