

JS Music Services Ltd

John Stephens trading as JS Music Services Ltd.

Company Registration Number: 4889037.

Guidance & Safeguarding for 'virtual' rehearsals and recordings.

Practical guidance

Accessing a session via Zoom:

- Virtual sessions will be run using the Zoom video conferencing app.
- A meeting link will be provided to those who've registered, along with a meeting ID code, and a password. The meeting details should not be shared beyond those who've registered for the event.
- The link will give you the option of joining the meeting via a web browser, or by downloading the app. The app is the recommended option.
- When joining a meeting, you will be given the option to confirm how you want your name to appear to others. To protect your privacy, you are asked to change your screen name to show your first name (if it's an instrumental session) and your instrument before joining the meeting. For example: John (Bassoon).
- When first joining the meeting, you will be placed in a 'waiting room' until the meeting is ready to begin.

How does a virtual rehearsal work?

- You will be asked to mute your microphone while listening to the main speaker or rehearsal leader; or it will be muted remotely by the host of the meeting.
- While rehearsing music, the leader will be audible by all, but your playing/singing will not.
- Only you will be able to hear your own playing/singing.
- After rehearsals, you may be invited to submit a recording of your playing, in order that it could be added to a 'virtual orchestra' or 'virtual choir' recording. Sometimes, you'll be prompted to make a recording of your playing or singing during the rehearsal itself.

Submitting a recording:

- By submitting a recording, you are giving permission for your image and performance to be used in the virtual ensemble recording, and that it can be used online for promotional purposes, including on social media.
- Your playing should be the only thing audible in the recording. The backing track must not be heard.
- Listen to the backing track through some headphones while you record your playing on its own.
- Try having one ear covered and one uncovered by the headphones, then you can hear the backing track and still hear your voice well.
- You might need two devices: one to play the backing track, and one to record your playing. This depends on your equipment.
- You don't need any fancy equipment. The video recording option on the camera app on an iPhone makes a perfectly good recording for something like this (other brands are available!)
- Experiment a few times to get the best quality recording. You'll find that moving the recording device a little further away or a little closer can make a big difference to the quality of the audio

recording. Moving a little bit into the light, or away from the light can make a big difference to the picture. As in regular photography, you should avoid having light sources directly behind you.

- While considering the above, try to make sure that you fill the majority of the frame of the video recording (otherwise we can see more of your room than of you, and you appear really small on the screen!)
- Make sure that you stay in time and in tune with the track!!

Safeguarding:

Safeguarding is just as important online as it is 'in person', and the principles remain the same. It is about providing a space where people feel safe and are protected from harm.

In addition to usual safeguarding practices, the following Code of Conduct applies when meeting virtually through video conferencing:

Online code of conduct:

- Clothing - If clothing would not be appropriate for an in-person event it isn't appropriate for an online event. If the leader considers a participant's attire to be unsuitable, the participant's involvement will be terminated and the reason communicated to the participant.
- Background - participants must think about what is visible in the background of their video feed, considering what may be offensive to others. Participants should also consider what their background may be telling other people about themselves, and must avoid displaying any personal details. If the leader considers a participant's background to be unsuitable, the participant's involvement will be terminated and the reason communicated to the participant.
- Parental/carer supervision - participants should keep the door to the room they are in open so that they can be seen by their parents/carers if necessary.