

**FIFE YOUTH JAZZ ORCHESTRA**

Scottish Charity Number SC039815 (“**FYJO**”)

**Online Practice Session Protocol**

## **Protocol for online FYJO practice sessions**

### Online session security

Only individuals invited to attend online practice sessions (hereafter “online sessions”) will be entitled to take part.

Invitations to online sessions will be issued via email by a member of the FYJO committee to those eligible to take part – with eligibility to be determined by the music directors and the committee.

Admittance to online sessions will be via [a password that will be included with the invitation email].

### Oversight of online sessions and responding to a threat

Online sessions will be started and stopped by a member of the committee.

At least one member of the committee will sit in on online sessions.

That committee member, in addition to either of the music directors (Richard Michael or Peter Petrie) may end the online session at any time in response to any perceived threat.

A perceived threat may include but is not limited to: inappropriate behavior or language of any kind on the part of a participant; inappropriate behavior or language of any kind being introduced through a device used by a participant to take part in the online session; or a third party accessing the online session without permission.

### Recording online sessions

Online sessions are not to be recorded by anyone other than a person nominated by the committee to do so.

In the event that an online session will be recorded that will be advised to eligible participants, or their legal guardian(s), under cover of the email inviting them to the online session.

In addition, participants will be told at the commencement of the online session whether it will be recorded.

### Responding to a data breach

In the event that a participant or third party instigates a data breach – by using information/recordings taken from a session without consent – as soon as the committee becomes aware of the breach a decision will be made about whether the risk of harm is such that anyone whose data is threatened needs to be advised and/or whether the breach is reportable to the Information Commissioners Office and/or any other regulatory authorities.

**Risk Assessment for:**

**Online practice sessions of the Fife Youth Jazz Orchestra (FYJO)**

A number of potential risks for online meetings occur including: participants or third parties recording the online session without permission; participants or third parties misusing information obtained through the session; or participants or third parties creating a risk of harm by introducing inappropriate content to the session.

<b>Potential Risks</b>	<b>Control Measures</b>	<b>Further Actions Required</b>
People not affiliated with FYJO joining an online session without invitation	<ol style="list-style-type: none"> <li>1. Identifying an appropriate online meeting provider offering security measures.</li> <li>2. Using passwords for those attending.</li> <li>3. The online meeting organiser being responsible for permitting attendees.</li> </ol>	None at present
Unauthorised recording of sessions	Communication to parents and players emphasising that only a person authorised by the committee may record any sessions. No other recording of any sessions or participants, by any means, is permitted. Anyone breaching that rule may be barred from FYJO and/or referred to other authorities.	Further communications to be issued on a [quarterly] basis by way of reminder.
Unauthorised use of any information taken from an online session	In the event that the committee becomes aware of a data breach an assessment will be made and steps taken to report the breach if required.	None at present
Inappropriate content, including but not limited to: indecent images or texts or sounds, being introduced during the course of an online session.	<p>The band leaders in addition to a member of the committee attending any session has the discretion to determine whether any behavior or content is inappropriate and end immediately end the session.</p> <p>In the event of this occurrence the committee will communicate with parents and players and offer support and liaison with</p>	None at present

	any other appropriate parties.	
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Assessment completed by: Claire Martindale

Date: September 2020

To be reviewed annually or when changing the online meeting provider.