

# Services For Education

## Temporary SFE Music Service Online Auditions-Online Memorandum of Understanding

Please read the following as this outlines the expectations for our online instrumental and vocal auditions.

- These temporary measures are only in place due to COVID-19 restrictions.
- Online auditions will take place on the Office 365 platform, using the Meetings function of the (free) Teams App, available for iOS, Android and PC/Laptop devices – search for Microsoft Teams.
- The App must be downloaded onto a suitable device and used by a parent/carer, using the adult's email account.
- Online audition times can be found on your SFE Ensembles' Portal account. There will be a link to which you will be required to join at the time of your audition. Clicking the link and the 'join meeting' will send you into the 'waiting room' and a member of the audition panel will admit you once the previous candidate has left.
- All auditions will be conducted on an individual basis and with two members of SFE staff on the panel.
- Parents must give a minimum of 24 hours' notice (email Charlotte Buxton) for any cancellations.
- If there are any child protection concerns you should contact one of the Music Service's Designated Safeguarding Leads:

Paul Douglas [paul.douglas@servicesforeducation.co.uk](mailto:paul.douglas@servicesforeducation.co.uk)

Adam Hickman [adam.hickman@servicesforeducation.co.uk](mailto:adam.hickman@servicesforeducation.co.uk)

Charlotte Buxton [charlotte.buxton@servicesforeducation.co.uk](mailto:charlotte.buxton@servicesforeducation.co.uk)

Stuart Birnie [stuart.birnie@servicesforeducation.co.uk](mailto:stuart.birnie@servicesforeducation.co.uk)

- An appropriate communal household space should be used for the audition, such as a living room.
- If the pupil is a child of primary school age, an adult should accept and acknowledge the video call and be present at all times (the adult does not have to be completely in shot), and then end the call.
- If the pupil is a child of secondary school age, an adult should accept and acknowledge the video call.
- SFE Music Service staff have been advised not to continue with the audition if there is no adult present in the home, or the audition is taking place in an unsuitable room.
- Consent from an adult is required to audio record part of a session for assessment purposes and will be requested prior to recording.
- A named nominated senior leader from the Music Service will be invited to join the lesson to observe as part of our programme of Quality Assurance measures.