



Musical Mondays – Online Safety and Risk Assessment

1. About Musical Mondays

Musical Mondays is Live Music Now's programme of interactive online concerts for primary and special schools. Concerts are approximately 45 minutes long and are delivered through Zoom Webinar by professional Live Music Now musicians, with a Live Music Now member of staff hosting the session.

Live Music Now is committed to providing a safe and appropriate online environment for children and young people. Musical Mondays operates in accordance with Live Music Now's Safeguarding Policy and Procedures, including our procedures for online safety and digital communication.

2. How we keep Musical Mondays safe

a) Secure webinar format

Musical Mondays concerts are delivered using Zoom Webinar, rather than a standard Zoom meeting.

- Only the Live Music Now musicians and host are visible and audible on screen.
- Pupils and school staff attending the webinar are not visible or audible to the musicians or to other participating schools.
- Schools cannot communicate directly with other participating schools.
- Access links are provided to registered schools and should not be shared publicly.
- A Live Music Now staff member hosts and manages each webinar.

b) Interaction with musicians

Schools can interact with the musicians using the Zoom Webinar Chat function.

- A member of school staff should submit comments and questions on behalf of pupils.
- Chat messages from schools are visible only to the Live Music Now host and panellists. They are not visible to other participating schools.
- Pupils cannot communicate privately or directly with Live Music Now musicians outside the webinar.
- The Live Music Now host monitors the Chat throughout the concert and can intervene if necessary.

c) Safeguarding and supervision

Schools remain responsible for the supervision and safeguarding of their pupils while participating in Musical Mondays. Live Music Now musicians and staff follow Live Music Now's safeguarding procedures and maintain the same professional boundaries online as during in-person activity.

Any safeguarding concern arising during a webinar will be responded to in accordance with Live Music Now's safeguarding procedures and reported promptly to the appropriate safeguarding lead.

d) Recording, photography and video

Musical Mondays concerts may be recorded by Live Music Now so that registered schools can access the performance for a limited period following the live concert.

As pupils and participating schools are not visible or audible within the Zoom Webinar, they do not appear in the Live Music Now recording. Recordings are managed and shared by Live Music Now through approved systems and in accordance with our data protection and safeguarding procedures.

Schools are welcome to take photographs or videos of their own pupils participating in Musical Mondays, including for sharing through the school's website or social media channels.

Schools are responsible for ensuring that:

- appropriate parental/carers permissions and pupil consent, where appropriate, are in place
- photography, filming and sharing are in accordance with the school's own safeguarding, online safety and data protection policies
- images or recordings are shared only through appropriate school-approved channels.

3. Data protection and privacy

Live Music Now processes personal information associated with registration and delivery of Musical Mondays in accordance with its data protection procedures. Schools are responsible for ensuring that their own devices, networks and use of the webinar comply with their organisation's online safety, safeguarding and data protection requirements.

4. Risk assessment

Risk	Controls in place	Residual risk
Pupils being seen or heard by musicians or other schools	Zoom Webinar is used. Attendees are not visible or audible; only LMN musicians and the host appear on screen.	Low
Inappropriate direct contact between musicians and pupils	Interaction takes place through the Webinar Chat and is monitored by the LMN host. School staff submit comments and questions on behalf of pupils.	Low
Contact between participating schools	Chat messages are visible only to the LMN host and panellists. Participating schools cannot see or communicate directly with one another.	Low
Unauthorised access to the webinar	Access details are issued to registered schools and should not be shared publicly. The webinar is managed by an LMN host.	Low
Inappropriate messages or content in Chat	School staff manage interaction on behalf of pupils. Chat is visible only to the host and panellists and is monitored by the LMN host throughout.	Low
Inappropriate behaviour or content from a performer	Musicians work within LMN safeguarding procedures and professional expectations. An LMN member of staff hosts the webinar and can intervene or end the session if necessary.	Low
Safeguarding concern arising during the session	LMN safeguarding procedures apply. Concerns are reported promptly to the appropriate safeguarding lead. Schools retain responsibility for pupils and provide appropriate staff supervision.	Low
Pupils appearing in an LMN recording	Attendees are not visible or audible through the Zoom Webinar format and therefore do not appear in the recording.	Low
Inappropriate photography, filming or sharing of pupils	Schools may photograph or film their own pupils participating in Musical Mondays. Schools are responsible for ensuring appropriate permissions are in place and that photography, filming and sharing, including on social media, complies with their own safeguarding, online safety and data protection procedures.	Low

Risk	Controls in place	Residual risk
Technical or connectivity problems	Schools use their own approved devices and internet connection. An LMN staff member manages the webinar and any technical issues arising during delivery.	Low

5. School responsibilities

Participating schools should:

- ensure appropriate staff supervision of pupils throughout the concert
- access the webinar using a school-approved device and internet connection
- keep the webinar access link within the school and not publish or share it publicly
- have a member of staff manage interaction with the musicians through the Webinar Chat
- follow their own safeguarding, online safety and data protection procedures
- report any safeguarding or online safety concerns promptly to Live Music Now.

6. Review

This risk assessment will be reviewed periodically and whenever there is a significant change to the platform, format or safeguarding arrangements for Musical Mondays.

Last reviewed by: Karen Irwin, Strategic Director, Music in Education, August 2026