

creative KIDS

DIGITAL
TOOLKIT



create.nsw.gov.au

WELCOME TO THE CREATIVE KIDS DIGITAL TOOLKIT

We know that COVID-19 is posing many challenges for the arts and cultural sector, especially for those of you whose passion, and core business, is delivering creative programs in person.

We also know that many of you are exploring and developing new ways of reaching children and young people so that they can continue to have creative and cultural experiences from home.

To make this easier for you, we have broadened the Creative Kids guidelines to accommodate a much wider range of online programs and activities, and to allow vouchers to be redeemed for creative supplies and equipment that can be used by children and young people at home.

In this toolkit, we outline the changes that have been made to the Creative Kids guidelines and provide resources to assist you in transitioning your Creative Kids activities, so that you can continue to inspire children and young people during this challenging time.

- Thanks to the Creative Kids initiative, we've expanded our program to include weekly virtual music lessons. The \$100 Creative Kids voucher has helped make it more affordable for rural and regional young people to take part. ●

OJ, CREATIVE DIRECTOR
OZY YOUTH HONOURING DEFENCE SERVICE
CHOIR

WHAT ARE THE KEY CHANGES TO THE GUIDELINES?

Digital Delivery

In response to COVID-19, the Creative Kids guidelines now include more options for you to deliver your programs online. Digital experiences can now include online lessons, activities, workshops, webinars, and film and performance streaming.

Online programs do not need to be entirely interactive, but they do need to show that participants are able to ask questions or seek lesson support. This support can be provided by phone, email, live video or online messaging.

Programs can be delivered through digital platforms such as Skype, Zoom, YouTube, Vimeo, Microsoft Teams, and other webinar and digital video hosting platforms. This includes sharing access to pre-recorded materials.

Inclusion of activities that support school curriculum

In response to COVID-19 and the associated impact on schooling, we have extended the Creative Kids guidelines to include creative and cultural activities that support or link to the school curriculum for 2020. This includes co-curricular and extra-curricular activities and excursions or incursions packaged as virtual tours, online performances or other digital activities.

- Our advice is to find the online platform that suits your specific needs, and also don't be scared to experiment and try new platforms. Technology is always advancing and improving, and just because something didn't work for you before, doesn't mean it won't work for you now. ●

KYLIE, SECRETARY AND TREASURER
OZY YOUTH HONOURING
DEFENCE SERVICE CHOIR

HOW DO I TRANSITION TO DIGITAL DELIVERY?

Transitioning to digital may seem daunting at first, but keep in mind that there are many options available to you, so it doesn't need to be difficult or costly. In fact, if you have a webcam and a microphone, you're almost ready to go!

How to Run Workshops and Classes Online

Group workshops or one-on-one sessions can be delivered through video conferencing and webinar technology. There are many different apps and platforms that can be used to deliver content. You should consider what method best suits your needs and will meet your privacy obligations. We have provided some tips and examples for you to consider when moving your Creative Kids programs online below

Videoconferencing and Webinars

There are plenty of videoconferencing options for running online workshops. As a host, you have the option of inviting all participants to join via video or run the lesson so that you are the only person visible and participants join in via audio or chat functions. Many videoconference options enable you to record your session, so it can be saved for later viewing by participants.

There are many online video conferencing applications, here are just a few examples:

- **Zoom:** Desktop, Smartphone
Free to join, with a paid option for meetings longer than 40 mins. Good for small group classes as everyone can join via video. Zoom has 'break-out rooms', so participants can break off to work in smaller groups
- **Skype:** Desktop, Smartphone, Xbox One
Free to join, with paid options for enhanced plans. Skype allows users to text, video, audio, and hold video conference calls

- **Microsoft Teams:** Desktop, Smartphone
Free to join. Teams allows groups to chat and join a video conference through a specific URL or invitation sent by the Teams owner
- **Slack:** Desktop, Smartphone
Free to join. Slack allows groups to join an online workspace via a specific URL or invitation sent by the Slack owner
- **Livestorm:** Webinar software – Any modern browser
Free basic plan, with paid options for enhanced plans. Good option if you've got lots of participants. For example, a Q&A and backstage tour with a theatre director: the only person/people on video are those leading the webinar; everyone else watches and interacts via the chat function
- **Zoho Meetings:** Meeting and Webinar software suite – Desktop & Smartphone
A range of products for online meetings, webinars, presentations and recorded sessions. Audiences discuss, present and collaborate online from different locations
- **Crowdcast:** Desktop, Smartphone
Offers a monthly subscription plans which gives access for over 1000 webinar attendees and 40 hours of streaming. Crowdcast can link to streaming services including YouTube Live to broadcast webinars and workshops. Offers functions for live Q&As and to share highlights on social media platforms.

HOW DO I TRANSITION TO DIGITAL DELIVERY?

Video Streaming

There are several options for streaming live or pre-recorded performances and film, including:

- **Vimeo:** Desktop, Smartphone
Free basic membership, with subscription options for business membership. Vimeo is an ad-free video viewing service.
- **YouTube:** Desktop, Smartphone, Xbox One, PlayStation
Free live-streaming option or pre-recorded videos.
- **Twitch:** Desktop, Smartphone, Xbox One, PlayStation
Free to join. Twitch is a live streaming service. Content can be viewed either live or via video on demand.
- **Discord:** Desktop, Smartphone, Xbox One
Free to join. Discord communicates voice, video, text.
- **Dacast:** Live streaming software - Desktop, Smartphone
Pricing options for annual, monthly or single event subscriptions. Dacast is a self-service, cloud-based streaming service. Good for live-streaming performances and video-on-demand services.

Video On-Demand

Sharing videos on demand allows participants to experience elements of your program at their leisure. This could complement a live video conference workshop, or live Q&A webinar chat session as part of your overall program. Some examples of video on-demand channels include:

- **Vimeo:** Desktop, Smartphone
Allows for password-protected videos, so Providers can share pre-recorded videos by giving participants a password once they have paid for the program.
- **YouTube:** Desktop, Smartphone, Xbox One, PlayStation
Has a variety of features which allow providers to upload videos and control who has access to view content.
- **Twitch:** Desktop, Smartphone, Xbox One, PlayStation
Free to join. Twitch is a live streaming service. Content can be viewed either live or via video on demand.

Online Teaching Platforms

Online Teaching Platforms offer ways of grouping together all the elements of your program and are also a useful way to ensure your participants have access to everything they need. Below are some examples of teaching platforms:

- **Google Classroom:** Desktop, Smartphone
Google Classroom is a free web service that aims to streamline the process of sharing files between teachers and students. Integrated with Google Drive, Docs, Sheets, Slides, Gmail and Calendar, Google Classroom has been developed by Google specifically for schools in the aim of a paperless system.
- **Instructure - Canvas:** Desktop, Smartphone
Canvas is a cloud-based learning platform already being used by a variety of schools and universities. It's free for teachers and students, but everyone using it needs to create an account. Canvas can host videos, chats and comments, reading material, downloadable resources and video lessons.

HOW DO I TRANSITION TO DIGITAL DELIVERY?

Prioritise privacy and safety

Using video conferencing software is preferable to using video chat applications offered by social media (e.g. Facebook, Instagram, Whatsapp and FaceTime) due to privacy considerations and adherence to child protection policies.

When using video conferencing software, privacy is paramount. Here are some tips to keep your online workshops safe:

- Do a risk assessment – familiarise yourself with the settings and features of the software you're using and its recommendations for keeping your virtual space safe
- Request that all participants have the latest version of your chosen software
- Keep your screen name professional not personal
- Ensure the video conference invitation link or meeting identification number is only shared with those who have booked your workshop
- Keep your video conference secure by locking the session (where available)
- Minimise background noise by muting your participants – depending on the platform you will have the option to mute all participants when you are talking
- Ensure you remain the meeting host
- If you choose to 'share your screen', turn off annotation options and ensure that you retain 'control of your screen'
- Remove or put on hold unwanted or disruptive participants when necessary
- Familiarise yourself with all the features of the software before you go online.

How to keep digital programs accessible

One in five Australians live with disability and/or are deaf, so making your online content accessible for them is smart business as well as best practice. Here are some tips from Accessible Arts – NSW peak arts and disability organisation – on how to keep your digital content inclusive:

- In promotional material, state that people with disability are welcome
- Include the question 'Do you have any access requirements? (e.g. Auslan, captioning, audio description, etc.)' within your registration process
- Include an access line within your budget so you can provide any access requirements that are requested.

You can find out more from the Accessible Arts website, including a list of captioning, audio description and Auslan interpretation services: aarts.net.au/resources

How to protect your online content

When video streaming or sharing content online, you may need to investigate copyrighting your material – some streaming services offer the option of password-protecting your stream.

If you were planning on using copyright material in a lesson, care will need to be taken in the way content is provided to participants remotely to ensure that these unprecedented circumstances do not lead to wider uses of content by participants that may cause harm to copyright owners.

For more information on copyright, visit Arts Law artslaw.com.au/information-sheet/copyright

WHAT KINDS OF DIGITAL PROGRAMS COULD I OFFER?

In this time of social distancing and physical isolation, you might be exploring how to run an existing program online, or you might be creating something brand new to keep your participants involved in arts and culture. Here are some example programs and formats to help you think of what you might do -

- Performance - Watching pre-recorded full-length theatre shows, followed by a live Q&A with a theatre director or performer. Participants will learn about creating live theatre, being an audience member and understanding performance.
- Film - Watching short films, followed by a live Q&A with a film maker. Participants will learn more about creating and watching film and understand more about the film-creation process.
- Virtual Gallery Tours with an Arts Educator - A series of virtual tours of a gallery exhibition, led by an arts educator. This could be followed by a guided arts activity inspired by the exhibition that participants can do at home, and email their artworks to be shared by the gallery's website and social media.
- Learning Culture Online - A series of sessions exploring different elements of Aboriginal Culture taught through video conference, with additional worksheets and readings emailed. Participants will increase their cultural understanding and confidence, learn Language and develop a stronger sense of belonging.
- Short Story Writing - A short course taught via a video conferencing app. Participants will develop their writing and language skills, and creative confidence.
- Watercolour Painting - A series of classes on watercolour painting skills. Cost includes a package of brushes, paints and watercolour paper posted to the participant. Instructional videos are pre-recorded, but the host is available for a live webinar chat/Q&A during set timeslots. Participants will learn new painting skills and create paintings to share with each other online.
- Dance Skills Online - A series of classes taught via live video conferencing and by pre-recorded video, teaching choreography along with rhythm and footwork skills. Participants will learn a dance, refine their technique and create their own choreography.
- 1:1 Monologue Coaching - Monologue & Voice Tuition, taught weekly over a number of weeks via videoconference. Participants will sharpen their acting performance skills and increase their confidence.
- 1:1 Music Tuition - Weekly music or singing tuition, taught over several weeks via videoconference. Participants will develop their musical skills and be able to work towards grades if desired.
- Weekly Language Lessons - Taught over several weeks via videoconference - participants will be grouped according to age and skill level as they develop their written, speaking and listening skills. Worksheets and other material to do at home could be emailed to students after each lesson.

HOW DO I ADD AN ONLINE CREATIVE KIDS PROGRAM?

Already a Creative Kids Provider?

Log into your Creative Kids dashboard, then:

- 1 Click the “add new program” button and fill out the relevant fields
- 2 In your program description, indicate this is an online program and provide the delivery method (Skype, Q&A session, Webinar, Video Library Footage, etc)
- 3 Attach a PDF of your online Program Structure and Fee Structure.

A new Creative Kids Provider?

There are three simple steps to register as a provider:

- 1 Visit service.nsw.gov.au/creativekids to learn if you are eligible
- 2 Review the Guidelines and Checklist
- 3 Create a MyServiceNSW account, or log into your existing account and set up a Business Profile if you don't already have one
- 4 Register for the Creative Kids Program. Enter your details, upload your documents and activity program, then submit for approval. In your program description, indicate this is an online program and provide the delivery method (Skype, Q&A session, Webinar, Video Library Footage etc).

- It has been a bit challenging to timetable the additional students who have had to move to online learning, but all the lessons remain the same. I've found, over the years, that kids are very good at letting you know how they want to learn.

AMANDA, CEO
RIP IT UP READING

MORE INFORMATION

Website

create.nsw.gov.au/funding-and-support/creative-kids/creative-kids

Email

creativekids@create.nsw.gov.au

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- Depending on the individual and their access and availability to technology, some like to see us whilst while they're learning, and others like to use the telephone only. Through our creative classes in writing and poetry, our students not only develop specific learning skills, but more importantly, their self-esteem increases. This in turn creates greater application at school and they are able to more actively participate in the world. ●

AMANDA, CEO
RIP IT UP READING