

## **Safeguarding Policy Annex: Remote Learning**

### **Premise**

Keeping pupils safe continues to be our top priority. All school staff have a continuing responsibility to promote the welfare of the children we teach and protect them from harm, (in the form of neglect or physical, emotional, or sexual abuse), and to support vulnerable children. This annex to our safeguarding policy details changes to our procedures and practices on account of the temporary school closure and the need for ongoing Learning at Home.

In this context of remote learning, due to the Covid-19 school closure we are particularly mindful of the need to follow strict protocols for online teaching from home, to ensure pupil and staff safety. This annex also takes into account the safeguarding of children of key workers, who are still being cared for in school.

### **Guiding principles**

The way we are currently working in response to coronavirus is fundamentally different to business as usual; however, a number of important safeguarding principles remain the same:

- The best interests of children come first
- Anyone who has a safeguarding concern about a child must raise the concern immediately with the DSL (Designated Safeguarding Lead)
- The DSL or deputy should be available at all times
- Children should be protected online
- If a staff member has safeguarding concerns about another member of staff or the Headmaster, he/she should follow the procedures laid out in the main Safeguarding policy.

### **Legislation and guidance**

This annex is drawn up in accordance with the following statutory DfE guidance, in addition to other legislation, and key documents identified in our Safeguarding policy, in particular 'Keeping Children Safe in Education', September 2019:

- Coronavirus (COVID-19): Safeguarding in schools, colleges and other providers, 27th March 2020.
- Guidance on vulnerable children and young adults, 27th March 2020
- Mental health and behaviour in schools, Nov 2018
- Teaching online safety in schools, June 2019

Staff must continue to adhere to school policies relating to Safeguarding:

- Safeguarding Policy
- Behaviour Policy
- Anti-bullying Policy
- Prevent extremism Policy
- Acceptable and Safe use of Screens Policy
- Data Protection Policy
- Staff Code of Conduct
- Safer Recruitment

The Department for Education COVID-19 helpline is available to answer questions: 0800 0468687, email [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk).

## **Roles and responsibilities**

The Designated Safeguarding Lead (DSL) is: J W Fletcher, Headmaster

The Deputies (DPs) are: J Carter, Head of Infants and B Scarlata, PSHE & Enrichment Coordinator.

Although the DSL or deputies may not be on site, they are available to respond to any safeguarding concerns. Contact details (email addresses and mobile phone) can be obtained from the school secretary during all business hours. The office can also provide contact details for the Chairman of Trustees should there be a concern about the behaviour of the DSL.

Thomas Keller is responsible for maintaining safe IT arrangements. He ensures that appropriate filters and monitoring systems are in place to protect children when they are online on the school's IT systems.

The Headmaster is the lead on remote teaching.

## **Staff training**

- Staff are expected to read this Annex, our Safeguarding Policy and the Staff Code of Conduct before teaching remotely. They must sign to say they have understood the requirements stated in this Annex and agree to adhere to them.
- Teachers must learn how to use Google Classroom and be aware of the potential safeguarding issues in remote learning, including the need to check the suitability of any online source that they recommend to the pupils.
- Teachers must be aware of the reporting route should they have a safeguarding concern about any child or member of staff.

## **Protocols for online teaching from home**

### ***Staff code of conduct***

Staff must:

- Require a password and use the waiting room function to prevent strangers from entering a meeting.
- Dress appropriately, as we would in school. Male staff should wear a tie.
- Set appropriate boundaries and behavioural expectations, and maintain the same professional standards as at school.
- Never make inappropriate jokes or comments online.
- Correspond professionally in tone and content.
- Never conduct a live session with only one pupil, with the sole exception of Year 11 language orals and with parents being informed in advance by email of the time of the session.
- End a live 'meeting' if only one pupil remains online.
- Contact pupils only through school email accounts or Google Classroom or via their parents' email accounts. Other methods of contact such as phones, private email or social media accounts should not be used under any circumstances.
- When contacting pupils directly on their school email account, staff should always copy in (cc) [staysafe@heritageschool.org.uk](mailto:staysafe@heritageschool.org.uk).
- Never conduct lessons from a bedroom or a personal space.
- Conduct lessons in a quiet space, preferably against a neutral background, ensuring that friends and family are never visible during a lesson.
- Conduct lessons within the times identified in the Online learning timetable, within the normal school day.

### ***Pupil Attendance***

- It should be made clear to parents that children are expected to attend online lessons according to the published timetable.
- A register will be taken for all online teaching sessions, recording the start and end times, the name of the teacher, the pupils present.

- The school will follow up on any child who does not attend and record the reason for absence.

### **Online safety**

During the current situation, student screen time will inevitably be increased significantly, both for home learning and personal use. The school is committed to keeping children safe online and to ensuring positive online interaction between teachers, parents and pupils. Some work should also be set which is not computer-based, to allow pupils learning time away from screens.

**Pupils** will be given guidance in line with the DfE guidance on 'Teaching about online safety', June 2019. Pupils will be taught:

- Appropriate online behaviour
- How to evaluate what they see online
- How to identify online risks
- How to recognise techniques used for persuasion
- How and when to seek support

Pupils or parents of Infant pupils are required to sign an Online Learning Agreement (see Appendix 1). By signing, they agree to maintain positive habits of learning, communicate respectfully with teachers and other pupils online, behave properly, as they would in school, and act responsibly online to ensure their own safety and that of others.

**Parents** should be aware of:

- The importance of remaining in control of electronic devices at home and remaining in earshot when children are in contact with teachers.
- What their children are being asked to do online during this period of remote learning.
- The sites that the children will be asked to access.
- Filters that might be appropriate on home computers if online lessons are to be effective.
- Who their child is going to be interacting with online.
- How to report concerns to the school.
- Where to seek support to help them to keep their children safe online. The following websites offer support to parents and carers regarding e-safety:
  - Internet matters <https://www.internetmatters.org>
  - London Grid for Learning <https://www.lgfl.net/default.aspx>
  - Net-aware <https://www.net-aware.org.uk>
  - Thinkuknow <https://www.thinkuknow.co.uk/>
  - Parent Info <https://parentinfo.org/>
  - UK Safer Internet Centre <https://www.saferinternet.org.uk>

**Staff** should:

- Reinforce e-safety messages during lessons and when setting homework that requires access to the Internet.
- Encourage students to be critically aware of the content they access on-line and be guided to validate the accuracy of information, acknowledge the source of information used, avoid plagiarism and respect copyright.
- Be alert to possible peer-on-peer abuse. This could occur during online collaborative work in Google Classroom or on a Zoom session. Teachers must control these sessions and report concerns. No additional unsupervised online collaborative work should be encouraged.
- Check what is visible on screen to the pupil, so that nothing inappropriately personal is visible (e.g. personal item, painting, poster)
- Make sure that there is never a possibility of strangers having access to the screen.
- Not work online with one pupil, unless it is specifically for oral exam practice, which has been authorised by parents. In this case a parent must be at home and close by during the session, and must be aware that the conversation is taking place.
- Check thoroughly any pictures or video-clips that we want to share with pupils.

- Report immediately any concerns about online safety of pupils to the DSL or one of the deputies. Any such concerns should be dealt with as per our Safeguarding policy and where appropriate referrals should still be made to children's social care and as required by the police.

Staff should be aware of the UK Safer Internet Centre's professional online safety helpline, which provides support with any online safety issues which they may face:

<https://www.saferinternet.org.uk/helpline/professional>.

Staff can also signpost children to age appropriate practical support from:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

### **SEN pupils**

We are aware that SEN children are particularly vulnerable and need added support during this period of school closure, both in terms of staying safe online and accessing education successfully. The SENCo will provide particular guidance for these pupils.

### **Mental health**

Teachers are aware that temporary school closure and distance learning can affect the mental health of pupils and their parents. Teachers should take this into account in setting expectations of pupils' work when they are at home and raise concern if they suspect, from a child's behaviour or emotional state during online lessons, that there may be underlying mental health issues. Subject teachers should contact a child's tutor in the first instance who can investigate and then escalate to the DSL if appropriate.

If a senior school pupil approaches a teacher with a pastoral concern, the teacher should contact the child's tutor, as would normally happen in school.

### **Data protection**

Under GDPR all online content from a pupil is personal data and subject to the provisions under the Data Protection Act.

- All staff should maintain the security of computerized databases of information on individual pupils.
- The names, email addresses and phone numbers of parents and students are personal data; therefore only relevant people should have access, and the information should only be kept for as long as it is required.
- Student data should not be kept on the private devices of staff.
- An audit trail should be retained of all emails sent out by bcc'ing each email to [staysafe@heritageschool.org.uk](mailto:staysafe@heritageschool.org.uk).

### **Monitoring**

- Senior Managers will check to ensure that lessons are taking place at the appropriate times.
- Senior Managers will 'drop in' to online lessons randomly and in response to any concerns raised.
- Senior Managers will audit the email trail by checking [staysafe@heritageschool.org.uk](mailto:staysafe@heritageschool.org.uk).
- Senior Managers will assess parental feedback from questionnaires regarding types of distance learning and adjust provision accordingly.
- In the event of teacher misconduct, we should make a referral to the Teaching Regulation Agency, by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk), in line with paragraph 166 of KCSIE.

### **Keeping children of key workers safe in school**

Appropriate regard to KCSIE and our safeguarding policy is essential when caring for children of critical workers in school.

- The children must be looked after at all times by regulated members of staff. Under no circumstance should a volunteer who has not been checked in line with paragraphs 167 and 172 of KCSIE be left unsupervised or allowed to work in regulated activity.
- It is essential that on any given day we know which staff/volunteers will be in school and that appropriate checks have been carried out.
- The DSL or deputy must be available at all times.
- The daily online attendance form, introduced by the DfE, is completed for children of critical workers who are attending school.
- Any pastoral concerns should be raised with the child's teacher/tutor who should deal with it in the normal way, by contacting parents whenever possible;
- Any safeguarding concerns should be addressed to the DSL or deputies, who will follow the protocols explained in the Safeguarding policy.
- Safer recruitment policy rules apply in accordance with KCSIE, with reference to the appointment of new staff, maintenance of the SCR and our legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child.

Authorised by	Jason Fletcher
Date	March 2020

Effective date of the policy	March 2020
Review date	September 2020

## **Appendix 1 - Pupil Online Learning Agreement**

We are aiming to keep access to learning and teaching open through a difficult time and staff are working hard to provide lessons via online systems.

As we embrace a new way of working, we are asking all Junior and Senior pupils and parents of Infant pupils to sign an Online Learning Agreement. This agreement is stated below. It states how we expect pupils to behave when they are learning online as part of our Learning at Home curriculum. You will be sent a Form with the Online Learning Agreement restated; you will be asked to reply to that form to confirm that you have read the Agreement and agree to abide by it.

The points listed below should be followed at all times and can be summarised as follows:

**Treat yourself and others with respect at all times; treat people in the same way when you are online as you would face to face.**

Specifically, I agree that:

1. I will treat myself and others with respect at all times; when I am online or using a device, I will treat everyone as if I were talking to them face to face in a classroom.
2. The messages I send, or information I upload, will always be polite and sensible.
3. I will not upload, post, share or forward material that could be considered offensive, harmful or illegal, and if I see others doing this, I will report it to my teacher.
4. I will choose a sensible place to work from so that what people see online is appropriate.
5. I will dress appropriately for online lessons.
6. I understand that my online lessons will be monitored by senior leaders from the School.
7. I will make sure that I have all the tools I need in advance, so that I do not have to leave my desk and interrupt the flow of the lesson.
8. I will make sure I am not disturbed or distracted during the lesson, including by other family members.
9. I will complete exercises as directed by my teacher and upload completed work to meet the deadlines set by my teacher. I understand that work submitted late may not be marked.
10. I understand that Google Classroom is limited to me, the staff and my fellow pupils. I will not invite any guests from outside the School. I will not under any circumstances provide my login details to anyone else.
11. I will not share my or others' personal information unless I have been given permission by my teacher to do so.

12. I will not take secret photos, recordings or videos of teachers or other students from online sessions I participate in.

13. I will only contact a member of staff via Google Classroom or their work email address.