



Rougemont School Trust Limited

| <b>SAFEGUARDING POLICY ANNEX:<br/>REMOTE LEARNING</b>   |  |
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| <b>Applies to:</b><br>All Employees   | <b>Category:</b><br>Legislation: Child Protection  |
| <b>Approved and Published:</b><br><b>01/02/2021</b>   | <b>Policy Owner/Responsible Manager(s):</b><br>Mrs Lisa Pritchard, Head of Prep School<br>Mrs Sue Archer, Deputy Head Senior School<br>(both Designated Safeguarding Leads – DSLs) |
| <b>Review Date:</b><br>Twelve months from approval,<br>thereafter every three years<br>(or earlier to reflect any changes in legislation)   | <b>SMT Lead(s)</b><br>Mrs Lisa Pritchard, Head of Prep School<br>Mrs Sue Archer, Deputy Head Senior School   |
| <b>Key Contacts Contained in Policy</b>   |  |
| <p><b>The Designated Safeguarding Leads (DSLs):</b><br/> Mrs S Archer (Deputy Head, Senior School)..... PA Elizabeth Rees, 01633 820801/Ext 200<br/> Mrs L Pritchard (Head, Preparatory School) ..... PA Vicky Mills, 01633 820166/Ext 166 or<br/> Kate Dyer, 01633 820817/Ext 117<br/> Miss L Hallas (Deputy Head, Preparatory School) .. via Vicky Mills, 01633 820166/Ext 166 or<br/> Kate Dyer, 01633 820817/Ext 117</p> <p><b>Headmaster:</b><br/> Mr R Carnevale..... PA Carol Shepherd, 01633 820803/Ext 103</p> <p><b>ICT Security/Systems Queries/Concerns</b><br/> Please raise queries through Main Reception: 01633 820800</p> <p><b>Google Classroom/GSuite</b><br/> Mr Phil McMahon, Head of ICT and Computing/School Google Administrator (Teaching Staff)<br/> <a href="mailto:phil.mcmahon@rougemontschool.co.uk">phil.mcmahon@rougemontschool.co.uk</a></p> |  |
| <b>Designated Governor(s) with responsibility for Child Protection:</b><br>Mr P Harris and Mrs J Clark  |  |
| <b>Policy Approval Level: Senior Management Team</b>  |  |



## 1.1 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. It will also apply where remote learning becomes necessary due to e.g. extended pupil illness.

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.

## 1.2 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);
- One of the DSLs should be available at all times;
- Children should be protected online; *(See subsequent guidance for parents below)*
- 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.

## 1.3 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, Updated Jan 2021](#)
- [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: *(\*= under review)*

- Safeguarding Policy;
- Behaviour Policy;
- Anti-bullying Policy;
- Prevent Extremism Policy\*;
- Display Screen Equipment 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.

## 2.1 Roles and Responsibilities

### 2.1.1 The Designated Safeguarding Leads (DSLs) are:

Mrs S Archer (Deputy Head, Senior School)  
Miss L Hallas (Deputy Head, Preparatory School)  
Mrs L Pritchard (Head, Preparatory School)

Although the DSLs may not always be on site, they are available to respond to any safeguarding concerns. Contact details (email addresses and mobile phone) can be obtained from the relevant school's main office/PA (contact details are located on the Policy front sheet). The Headmaster should be contacted should there be a concern about the behaviour of the DSL.

### 2.1.2 The Head of ICT and Computing/School Google Administrator (Teaching Staff) has responsibility for the School's activities on GSuite, including the School Virtual Learning Environment (Google Classroom). Contact details are located on the Policy front sheet.

### 2.1.3 Computer World Wales (CWW)

CWW are responsible under contract for the School IT infrastructure, support and security. Integral to this is that appropriate filters and monitoring systems are in place to protect children when they are online on the school's IT systems. Any queries or concerns in this respect should be altered through Main Reception.

## 2.2 Staff Training

- Staff are expected to read this Annex, our Safeguarding Policy and the Staff Code of Conduct before teaching remotely.
- 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, or if they feel unsure about anything.



## 2.3 Protocols for Online Teaching from Home

### *Staff code of conduct*

#### 2.3.1 Staff MUST:

- Require a password and use the waiting room function to prevent strangers from entering a Zoom meeting;
- Ensure that they are first to arrive at a Google Classroom, the last to leave and monitor the attendance of all pupils to ensure the integrity of their classroom;
- Ensure that Meet Codes are not visible outside of designated Class times;
- Ensure that, at the start of the lesson, pupils' cameras are working and turned on, and microphones are on mute;
- Dress appropriately, as we would in school;
- 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;
- Be aware that there are safeguarding implications when there is only one student online with a teacher, for whatever reason. Ideally, it is best not to be isolated when in this situation; a parent should be in the background, or another teacher/member of staff could be invited to join the class as a 'sleeping' participant. Appreciating that there are excellent teacher / pupils relationships within the school community - we recommend that members of staff use their professional judgement with this situation and consult with the DSLs if they have any concerns.
- Contact pupils only through school email accounts or Google Classroom or via their parents. Other methods of contact such as phones, private email or social media accounts should not be used under any circumstances;
- Never conduct lessons from a bedroom or a private 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.
- Report any concerns immediately so that they can be followed up as quickly as possible; safeguarding concerns straight to the DSL, attendance and engagement issues firstly through the designated Pastoral/Academic channels at school, as this may form part of a bigger picture.

#### 2.3.2 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;
- Be aware that there are safeguarding implications when, for whatever reason, there is only one student online with a teacher;
- Check thoroughly any pictures or video-clips that we want to share with pupils to ensure that they are appropriate and safe;
- Report immediately any concerns about online safety of pupils to one of the DSLs. (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, to the police.)
- Staff should be aware of the [UK Safer Internet Centre's professional online safety helpline](#) [professional online safety helpline](#), which provides support with any online safety issues which they may face.

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;
- [Child Exploitation and Online Protection command \(CEOP\)](#) - for advice on making a report about online abuse.

### 2.3.3 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.

### 2.3.4 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 have been given guidance in line with the DfE guidance on 'Teaching about online safety', as part of their PSHE provision.



### 2.3.5 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](#)
- [Net-aware](#)
- [Thinkuknow](#)
- [Parent Info](#)
- [UK Safer Internet Centre](#)

### 2.3.6 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.

### 2.3.7 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 Form Tutor/Classroom Teacher in the first instance who can investigate and then escalate to the DSL if appropriate.

## 3.0 Data Protection

Under the [General Data Protection Regulation \(GDPR\)](#), all online content from a pupil is personal data and subject to the provisions of the [Data Protection Act 2018](#).

- All staff must 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 may have access, and the information must be accurate and only be kept for as long as it is required;
- Student data must not be kept on the private devices of staff.



#### **4.0 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 assess parental feedback from questionnaires and ongoing communication 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.

#### **5.0 Keeping Children of Critical Workers and Vulnerable Learners Safe in School**

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

- 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 DSLs must be available at all times.
- The daily online attendance is maintained.
- Any pastoral concerns should be raised with the child's teacher/tutor who should deal with it in the normal way.
- Any safeguarding concerns should be addressed to one of the DSLs, 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.