



## **The Prescott School Remote Learning Safeguarding Policy**

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 remote learning 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)
- Children should be protected online
- If a staff member has safeguarding concerns about another member of staff, he/she should follow the procedures laid out in the main Safeguarding policy.

### **Legislation and guidance**

This policy 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 all other school policies relating to Safeguarding.

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: E.Earps and A Smith

The safeguarding team are: S Thompson, C Baykal, S Berry, C Browne, K McTigue, A.Nolan and J.Conway Williams.

Although the DSL or members of the team may not be on site, they are available to respond to any safeguarding concerns.

### **Staff training**

- Staff are expected to read this policy, our Safeguarding Policy and the Staff Code of Conduct before teaching remotely.
- Teachers must learn how to use Microsoft teams 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.

**DSL and DDSL are contactable via phone – numbers are kept in the school office**

### **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.
  - 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.
  - End a live 'meeting' if only one pupil remains online.
  - Contact pupils only through school email accounts, class charts or teams or via their parents' email accounts.
  - 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.
- Lessons must be recorded on teams using the recording button. This will help safeguard both you and the students.
- 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.

Teachers and Parents are responsible to ensuring the students 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.

**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 Microsoft Teams sessions. 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.
- Check thoroughly any pictures or video-clips that we want to share with pupils.