



Stoke by Nayland Church of England Primary School

Child Protection and Safeguarding Policy: COVID-19 addendum

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Approved by:	<i>(Local Governing body)</i>
Status & review cycle	Monthly or as required by latest guidance
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Review date:	<i>As above. This document is active during the closure of schools</i>

Scope and definitions

This is version 1.0 of this addendum. It will be reviewed monthly by our Designated Safeguarding Lead as circumstances continue to evolve or, following updated advice and guidance from the DfE and Suffolk Safeguarding Partnership (SSP). It is available on the school's website and has been sent to staff members by email. This addendum applies during the period of school closure due to COVID-19. It sets out the changes to our Child Protection & Safeguarding Policy in the light of DfE and SSP guidance and should be read in conjunction with our Child Protection & Safeguarding Policy (on the school website). Unless otherwise stated below, our main policy continues to apply.

For information, the DfE's definition of 'vulnerable children' includes those:

- Who have a child protection plan
- Have been assessed as being in need
- Are looked after by the Local Authority
- Have an education health plan (EHC)

Core safeguarding principles still apply

- The best interests of the child must always come first
- If anyone has a safeguarding concern about any child, they should continue to act immediately on that concern
- The DSL (Headteacher) or ADSL (Senior Teacher) will be available in school (when the school is open) or, contactable by telephone.
- All normal checks will continue to be completed for any new members of staff, volunteers and other persons to ensure unsuitable people do not gain access to pupils
- Children should continue to be protected when they are online

Working with other agencies

We will continue to work with children's social care and with virtual school heads for any looked-after and previously looked-after children.

Monitoring attendance

As most children will not be attending school during this period of school closure, we will not be completing our usual attendance registers or following our usual procedures to follow up on non-attendance. The exception to this is where any child we expect to attend school during the closure doesn't attend, or stops attending. In these cases we will follow up on their absence with their parents or carers, by telephone.

If contact cannot be made or if the DSL or their deputy deems it necessary, we will undertake a home visit or ask an appropriate agency to do so. A risk assessment will be carried out before any such visit is made to ensure staff and the family are not put at risk.

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school, this is submitted by 12.00 each weekday. We are also using the DfE spreadsheet in-school to record attendance.

Peer on peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse. Staff should continue to act on any concerns they have immediately – about both children attending school and those at home.

Concerns about a staff member or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education. Staff should continue to act on any concerns they have immediately – whether those concerns are about staff / volunteers working on site or remotely.

Contact plans

Where the school has a safeguarding concern regarding a pupil and they are not attending school, a contact plan will be put in place determining the frequency of contact, (minimum of once a week), the staff member responsible, how contact will be made. If contact cannot be made, the DSL will take action to ensure that the child is safe (see actions regarding attendance above).

Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk. Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately in line with the procedures set out above.

For children at home, they will look out for signs like:

- Not completing assigned work or logging on to school systems
- No contact from children or families when this is expected
- Seeming more withdrawn or a change in behaviour during any class check-ins or video calls

Children are likely to be spending more time online during this period. See below for our approach to Online Safety both in and outside school.

Online Safety

In School

We will continue to have appropriate filtering and monitoring systems in place in school.

Outside school

Where staff are interacting with children online, they will continue to follow our existing Staff Code of Conduct, Acceptable Use of IT Policy and Online Safety Policy. (See school website.)

Staff will continue to be alert to signs that a child may be at risk of harm online or a victim of cyberbullying and act on any concerns immediately, following our reporting procedures.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

Remote Learning

Introduction

In all interactions with pupils and parents online, via email and on learning platforms, staff members must be particularly mindful of the school's Staff Code of Conduct, Child Protection and Safeguarding Policy, Acceptable Use of IT Policy and Online Safety Policy. Staff members must conduct themselves professionally as they are representatives of the school. Also, staff members are scrutinised as role models, demonstrating the positive behaviours that we expect to see from pupils and parents. Staff members' conduct must be compatible with the school's Christian vision at all times, in whatever context they are interacting with pupils and parents.

Videos / Photos

School staff members **may record videos** or take **photographs** of themselves to post online or on learning platforms, to support pupils' learning and improve home-school interaction. They should:

- Record against a neutral background.
- Avoid recording in their bedroom if they can (if that's not possible, use a neutral background).
- Dress as they would for school (not dressed in pyjamas or other lounge wear).
- If they are sharing their screen, double check what other tabs they have open in their browser (e.g. no search results for adult content or confidential information open in another tab) and be aware that email notifications may pop up on the screen.
- Use professional language.
- Use school devices, not personal devices unless agreed beforehand with the Headteacher.

If school staff members are using YouTube to create content, they must set up a separate work account with their school email address – they must not use a personal account on which they have uploaded other videos or created other playlists. They should:

- Set videos as 'Unlisted' so that only people who have the link (e.g. parents who they have emailed) will be able to see the video.
- Set the audience as 'Made for kids', so that adverts won't appear at the start of the video, and comments will be disabled.
- Use Bcc when emailing multiple people so as not to reveal personal information. (Data protection.)

If school staff members set activities that require pupils to upload or send photos or videos, they should give explicit guidance on what to photograph or record. For example, staff members may ask for a photograph of the outcome of pupils' work. Staff members must not explicitly request photos or videos that show pupils in their bedrooms. In any photos or videos that show pupils, they must be dressed appropriately (e.g. not dressed in pyjamas). Any photos or videos should not include the pupil's full name. Staff members should not request photos of pupils whose parents have not given written consent for the school to use photos in displays in school or in the media.

If a staff member is sent a photo or video they consider inappropriate or that makes them feel uncomfortable, they must record this as a Record of Concern and seek immediate guidance from the Designated Safeguarding Lead.

Video Calls / Live-streaming

School staff are **not** expected to undertake video calls or live-streaming sessions with pupils or parents. In special circumstances, the Headteacher may authorise this, for example if actually seeing a child helps to alleviate concerns for a child's welfare. If any concerns are raised as a result of live-streaming or video calls, this must be recorded as a Record of Concern immediately and staff members must seek guidance from the Designated Safeguarding Lead.

- In all cases, parents must be aware and must agree to live-streams or video calls. If these are being recorded, parents must give express permission by email.
- If a lesson is being live-streamed, it is strongly recommended pupils' devices are muted with webcams off. If pupils' webcams are on for a live-streaming session or a video-call, they must be asked to dress appropriately (not dressed in pyjamas).

- If pupils' devices are not muted, pupils, parents and siblings should be mindful of what they do or say in the background. It is good practice to remind participants of this at the beginning of the session.
- If the behaviour of anyone participating in the session (or in the background) is inappropriate, the participant should be removed from the session. They must receive a separate warning, for example via email, about future remote-learning conduct. The incident must be recorded as a Record of Concern if the behaviour is indicative of a possible safeguarding issue.

Telephone Calls

Staff members **may telephone** families to check on pupils' welfare and to offer learning support.

- This must be done through parents' phones, not pupils' phones.
- During the course of a call to parents, staff members may speak to pupils but in all instances they must make sure parents are aware and agree. Parents could be encouraged to use speakerphone so they can hear both sides of the call.
- It is recommended that calls should be made in school hours as much as possible.
- A log should be kept of any phone calls, their nature and duration.
- Staff members should block their phone number (dial 141 before the number) so parents don't see it (it is good practice to give parents an indication of what time you'll be calling if blocking numbers, so they're more likely to answer). If they're using video calling, take the same steps as above. If a parent asks for the staff member's phone number, they should explain that school rules do not permit this and contact should be made by email.
- There may be considered a need for a pastoral care call on a one to one basis to a pupil's home, particularly if the child has special educational needs and / or disabilities. This will be agreed with the Headteacher before a call is made.

Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils.

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time.

When setting expectations for pupils' learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

Where we are providing for children of critical workers and vulnerable children on site, we will ensure appropriate support is in place for them.

Our staff and volunteers will be aware of the mental health of children and their parents and carers and will contact the DSL or their deputy if they have any concerns.

Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

Any new staff and volunteers will continue to receive:

- A safeguarding induction
- A copy of our Child Protection & Safeguarding Policy (and this addendum)
- Keeping Children Safe in Education part 1

Keeping records of who's on site

We maintain a weekly staff rota and will continue to keep a record of which staff and volunteers are on site each day, and that appropriate checks have been carried out for them.

We will continue to keep our Single Central Record up to date.

Monitoring arrangements

This policy will be reviewed as guidance from the SSP or DfE is updated, and as a minimum monthly by the DSL. At every review, it will be approved remotely by email by the full Local Governing Body.

Links with other policies

This policy links to the following policies and procedures:

- Child Protection & Safeguarding Policy
- Staff Code of Conduct
- Acceptable Use of IT Policy
- Online Safety Policy
- Health Safety & Welfare policy
- Whistleblowing Policy
- Behaviour & Discipline and Anti-bullying policies
- Managing Allegations of Abuse Against Staff