Kennington Primary School

Remote Learning Safeguarding Policy

Reviewed by	Date	Signed
Head Teacher	14th January 2021	S Pritchard

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 Head Teacher 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

Roles and responsibilities

The Designated Safeguarding Lead (DSL) is: Simon Pritchard
The Deputies DSLs are: Jude Duffy, Deputy Head Teacher & Jackie Nuttall, Learning Mentor.
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 office during all business hours. The office can also provide contact details for the Chair of Governors should
there be a concern about the behaviour of the DS

Western Business Systems is responsible for maintaining safe IT arrangements. They ensure that appropriate filters and monitoring systems are in place to protect children when they are online on the school's IT systems.

Staff training

● Staff are expected to read this Annex, our Safeguarding Policy and the Staff Code of Conduct before teaching remotely 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:
● Only use the Google Meet link from within their classroom when teaching remotely
● Dress appropriately eg no night wear etc.
● 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 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.
● 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 as long as personal home circumstances allow.
● 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 and when to seek support
At the beginning of the academic year pupils and parents are required to sign an Online Learning Agreement 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 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,
● 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 nreferrals 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 npupils 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. Teachers should

contact the DSL with any concerns.

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.

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 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, 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 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 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.