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<b>Safeguarding during Remote Teaching and Learning Policy</b>			

## Introduction

At Paradise Primary School, we know that safeguarding is everyone's responsibility; we have a child centred approach and put children at the centre of all that we do. It is clear that whether pupils are at school or at home, their safety should remain a priority and procedures set down in existing policies, or in any new guidance, should be followed as far as is reasonably possible. There is no additional standard or statutory guidance specifically relating to online lessons or tutoring, however this document will make clear what the school's expectations are in relation to safeguarding during a period of remote teaching and learning. This policy is to be used in conjunction with our Safeguarding and Child Protection Policy and the new Covid-19 addendum to the Safeguarding and Child Protection Policy (available on the website).

## Summary of Systems in place at Paradise Primary School


- There is still the potential for safeguarding issues to arise during remote teaching and learning, whether due to poor technical understanding, an intention to abuse, weak online security or for any other reason.
- There is also the very real possibility that pupils may be at home with abusers for much longer periods of time, when school is usually their safe space.
- The DSL/DDSL team will be responsible for risk assessing, taking action and reviewing potential safeguarding issues created by moving teaching and learning online: if a safeguarding issue emerges you must immediately contact Sabiha Musa(DSL) or Nasima Mohmed(DDSL). You must use the safeguarding log to log all safeguarding issues, all members of the team, including the Headteacher, are immediately notified.
- The DSL or DDSL will be available and contactable throughout all periods when remote teaching and learning is taking place by school email or by calling their school mobile phones
- The move to teaching online is a whole-school approach, reviewed on an on-going basis.
- All remote teaching and learning MUST take place using staff and pupil school email accounts so that Forensic Monitoring can continue to filter and monitor for safeguarding purposes.
- One-to-one tuition online is permitted in special circumstances only, and where the teacher has informed the DSL/DDSL prior to this taking place Guidance around this should be discussed with the DSL/DDSL.
- It is expected that pupils will be able to access materials teachers have set and take part in live video and/or audio teaching sessions. We recommend that parents stay in earshot of the pupils

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- Staff can only teach online if their suitability has been checked and the checks have been entered on the Single Central Register (SRC).
- Vulnerable pupils (either those with a social worker or those deemed as vulnerable pupils by DSL/DDSs) will be monitored closely during remote teaching and learning. DSLs/DDSs, Form Teachers/Senior Form Teachers are in regular contact with vulnerable pupils (if age appropriate) and their families.
- DSL/DDSs will continue to work with external agencies remotely where there are significant safeguarding issues, in line with Keeping Children Safe in Education (2019) and Working Together To Safeguard Children (2018).
- The monitoring of internet use by staff and pupils will continue during remote teaching and learning where school email accounts are being used. The Headteacher and Deputy Head Pastoral (Seniors)/DSL receive regular reports and follow these up as they would do at school.

#### **Training and Reporting Safeguarding Concerns**

- Staff have been given training in the use of new software and online platforms. Training will continue to be offered at regular intervals to ensure that all staff understand how to use remote teaching safely.
- Staff are regularly trained in all aspects of safeguarding and know how to report all safeguarding concerns.
- Staff will continue to receive on-going training on Safeguarding issues and using software during staff INSETS/training sessions or on an ad hoc basis over the forthcoming weeks and months.
- Pupils have also been given training in using software, and will continue to be given training, which will include appropriate use.
- Parents have received the National Online Safety '10 Top Tips for Remote Learning' guidance which informs parents how to keep their children safe. Other documents will be circulated throughout the period of remote teaching and learning.
- The school will also provide Technical Support sessions for parents who need additional help in facilitating their child's remote teaching and learning experience including Safeguarding advice.
- Staff must be vigilant to potential safeguarding issues in remote teaching and learning and appropriate responses; these include inappropriate comments or images, peer-on-peer abuse, and all other safeguarding concerns as detailed in the Safeguarding and Child Protection Policy available on the school website.
- It is vital that staff report safeguarding issues encountered in remote teaching and learning as they would do at school: record the concern on the record of concern form in a timely fashion using the

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pupil's own words as much as possible (see the Golden Rules for When a Child Makes a Disclosure at the end of the document). All are immediately dealt with by the DSL/DDSL team.

- If a member of staff has a concern about another member of staff during remote teaching and learning they must report this directly to the Headteacher who will contact the LADO.

### **Practical Issues**


- It is the expectation that staff will teach some of their lessons 'live' using Microsoft Teams. This platform will also be used for daily registration and Form Time.
- The platform(s) chosen for remote teaching and learning allows the Senior Leadership Team to 'drop in' to online lessons – whether randomly or in response to any concerns raised.
- In Microsoft Teams teachers can mute microphones of participants. The ability to control video cameras and whether they are on or off is controlled by the participant.

Staff must not share video-based tasks inappropriately and with persons outside of the school community, unless they have written permission from the DSL/DDSL.

- Some staff are using their own equipment (such as laptops) Staff using their own equipment should conduct school business via the Chrome browser with it logged in to their school account as this is monitored for their own safety.
- Staff have been told to only use school equipment (mobile phone) to contact pupils or parents directly by phone for pastoral reasons. If staff have to use personal mobile phones to make calls to families, they should block their number beforehand and inform DSL/DDSLs. Phone calls to pupils/parents should be logged using the Tracking system in each phase of the school.
- The school will endeavour to stay connected with families with poor home Wi-Fi, particularly in respect of the most vulnerable pupils, through regular pastoral monitoring and check-ins.
- The school will offer advice to parents about filters that might be appropriate on home computers if online lessons are to be effective. Parents can contact the school helpdesk for advice. There will be a number of different Operating Systems and setups at home so we cannot suggest a single solution. Also, many parents will already have some measures in place.

### **Communications and Support**


- Staff, pupils and parents will be informed of all changes and expectations in remote teaching and learning through the usual channels of communication: email, class dojo etc

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- The DSL/DDSL team will be informed of the reporting of concerns and incidents.
- Pupils may contact staff using their school email account only. Personal email accounts must not be used. If a pupil contacts a member of staff using their personal email account, the member of staff will not reply but start a new email chain using the pupil's school email account and gently remind the pupil it is this way for safeguarding.
- Pupils will have contact with their Form Teacher and other key adults so that their views can be listened to and any safeguarding concerns can be detected swiftly.
- The above communication must take place during normal school hours and not at weekends or holidays, with the exception of key members of staff who may contact vulnerable pupils and/or their families outside of normal working hours.
- Any revised guidance on conduct by pupils, staff and parents may be sent out at any time during remote teaching and learning.
- The Remote Learning Team will survey pupils, parents and staff regularly to collate views on remote teaching and learning to ensure we provide an on-going excellent service.

### Teaching

- At Paradise Primary school, we have high expectations of behaviour from both staff and pupils, as outlined in Behaviour Policy and in both the staff and pupil Code of Conduct documents. Staff cover themselves in this aspect so they can 'record' each session they run in teams
- For this reason, the school believes it is in its legitimate interest to record online sessions (see Personal Data and Data Protection below)
- Behavioural expectations need to be made clear by staff at the beginning of each remote teaching/conferencing session. Staff must actively reinforce appropriate boundaries. Emphasise that remote teaching apps are for lessons only and not for any other contact e.g. sharing photos or general messaging.
- Staff must establish a serious and professional manner when teaching online. Staff must be mindful of the language they use during audio and/or video teaching and learning sessions.
- Both staff and pupils will treat each other with respect during remote teaching and learning.
- Where possible, headphones should be used to cancel out any background noise for the safety of all.
- If staff are remote teaching using video, this must take place in a suitable venue i.e. a living room, dining room or study/home office so that pupils' parents can have access and check-in with their child.

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- Remote teaching and learning (both audio and video) must never take place in a bathroom/washroom/toilet.
- If staff use video teaching methods, the background in video streaming/conference calls/recordings must be neutral and appropriate. Minimise mess and avoid personal items on display.
- All staff and pupils must be suitably dressed during remote teaching and learning sessions. This may be more casual than regular school business attire but it still needs to be modest and appropriate. If pupils are not appropriately dressed, terminate the lesson immediately and communicate the reason afterwards. Alert the DSL
- All remote teaching and learning sessions should take place in normal school hours.
- Staff must check the suitability of any online source that they recommend (e.g. have they watched full videos, or just the start?/Is the resource age-appropriate?).

### **Recording of Lesson Content**

- Pupils/parents are NOT permitted to record anything school-related or record the content of a teacher's lesson.
- Pupils/parents are not permitted to share ANY school-related recordings (video or audio) whether made personally or uploaded by teaching staff. ● This matter will be taken very seriously and there will be consequences if pupils record staff and /or other pupils and share the content inappropriately.
- Staff recording pupils for purposes other than normal lessons eg: assemblies, should have written permission from the DSL/DDSL in advance of the recording.
- If a service provider automatically records sessions, all participants will have been informed: the periods of time for which such recordings will be kept; their ongoing accessibility and any purposes for which and under what conditions the provider may use them.

### **Personal Data and Data Protection**

- Staff need to be mindful of the need to be sensitive about sharing personal data during remote teaching and learning.
- When recordings are made, data will be only be stored for as long as necessary.
- Only school-provided email addresses will be used to enable greater oversight and monitoring of content and participation.

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- The General Data Protection Regulation (GDPR) and the Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children safe.

### **Online Peer-on-Peer Abuse/Bullying**


- Pupils should contact their Form Teacher, DSL/DDSL for help and support, whether pastoral or academic, as well as to report any concerns, including online bullying.
- Staff should remain vigilant when using online platforms for remote teaching and learning. Staff must report any incidents of peer-on-peer abuse or bullying to the DSL/DDSL.
- The school will respond to bullying originating from within the home in a similar way to being at school using: Safeguarding and Child Protection Policy, Anti-Bullying Policy and Behaviour Policy. The incident will be fully investigated by a key adult (usually the DSL/DDSL), both the perpetrator and victim of bullying will receive support and parents will be notified. All incidents will be recorded.
- All staff are aware from regular training that, as now, any online bullying is potentially a safeguarding issue.

### **Online Behaviour**

- Pupils have an understanding of the policies that apply if they are using computers at home – all pupils have signed the Acceptable Use Policy
- Pupils are aware that the teacher is responsible for what they are doing in ‘lesson’ time but, during remote teaching and learning, pupils will also need to exercise control and self-restraint when using online platforms.
- If pupils transgress the guidelines, staff must alert the relevant Deputy Head and SMT (Seniors only) so that parents are informed of the transgression.

### **Registration**

- Form Teachers will hold daily form time via Teams
- The Form Teacher will complete a daily attendance register using EEMS
- For safeguarding purposes if a pupil does not log in the attendance team will follow up and alert the DSL/DDSLs who will contact the family of the pupil to find out why the pupil is not attending registration periods. It may be that there is limited access to devices/internet at home and this will not be penalised.

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**Golden Rules for When a Child Makes a Disclosure When a child makes a disclosure:**

Do the following:

- Listen carefully
- Make accurate handwritten notes using direct quotation of the child's own words. Otherwise type up the notes on and keep the copy of your handwritten notes safely stored to pass onto the DSL when you can
- Tell the child they have done the right thing by telling you and give lots of reassurance

Do not:

- Ask leading questions
- Use your own words to describe events
- Investigate
- Promise secrecy or confidentiality
- Discuss with anyone other than the relevant DSL/DDSL

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Remember that safeguarding is everyone's responsibility and we place the child at the centre of all that we do at Paradise Primary School in order to ensure they are happy, safe and able to thrive.