



## **Child Protection & Safeguarding Policy Coronavirus Outbreak Addendum**

This addendum was created in May 2020 and ratified by Governors on 15<sup>th</sup> June 2020. It will be further updated as necessary according to how the situation and guidance around it changes over the coming months.

This addendum seeks to clarify practice around Child Protection and Safeguarding arising as a direct result of the current situation and the on-going resultant changes within Education.

### Key Points:

- Staff must ensure that they continue to work with the best interests of the child at the centre of their practice at all times, whether based in school or working remotely.
- If a member of staff has a concern about a student, they must act immediately following the usual process as outlined in the Child Protection & Safeguarding Policy, a printed copy of which has been provided to all staff in full. This must include a completed Note of Concern submitted to the Student Progress Senior Manager for the student's key stage.
- There will be a Designated Teacher/Deputy Designated Teacher available at all times – either present on the College site or contactable by phone.
- The College recognises that the current situation makes many already vulnerable students even more vulnerable and increases the importance of College staff working in partnership with social workers and other external agencies. Student Progress Senior Managers will ensure that regular contact is maintained with students' social workers and other key workers as required and will ensure that concerns are passed on as a matter of urgency.
- The Safeguarding Team will continue to do what they reasonably can to keep up-to-date with safeguarding developments, such as via information from the CPSSS, safeguarding partners, updates and professional advice groups and make the relevant members of the College community aware of any new initiatives, software or developments as appropriate.

### Communication with Students and Parents/Carers

- Routine communication, such as providing feedback on remote learning or responding to questions should be carried out by e-mail. All e-mail communication must be carried out through the College's c2k e-mail system only.
- In order to maintain the routine of the school day as far as possible while working remotely, staff will send and respond to e-mails during normal school hours, Monday to Friday. This helps to maintain the usual boundaries in which students are used to working. Exceptions to

this will be for urgent pastoral and safeguarding issues which need to be addressed immediately.

- At no point should College staff use personal e-mail accounts to communicate with students or parents/carers.
- All interaction with students by email must be conducted with the same level of professional formality as would be expected in the classroom. This includes forms of address, i.e. staff should not refer to themselves by their first names in e-mail communications as this blurs the boundaries within which students are used to working.
- Staff will use phone calls for non-routine communication, such as contacting parents/carers regarding non-engagement with remote learning, welfare calls or to follow up on concerns. Phone calls should only take place via one of the methods listed below:
  - Use of an individual member of staff's landline/mobile phone, with the number prefixed with '141' so that the caller's number is not revealed
  - Use of a College mobile phone
  - Use of a landline on the College site
- Staff must consider very carefully the potential consequences of sharing their personal phone numbers with students or parent/carers. The College does not recommend that this be done. Instead, the school phone number should be provided and there is a member of staff on site each day to access voicemails and answer calls which can then be passed on to members of staff working remotely.
- Staff should not contact students in Y8-10 directly by phone. Instead, all calls should be made to parents/carers in the first instance. Follow-up calls can be made directly to students with parental consent and with parents/carers in the same room while the call takes place. Exceptions to this will be for welfare calls to vulnerable students made by Student Progress Senior Managers who will be in direct phone contact with these students.
- Staff wishing to contact students in Y11-14 directly by phone should contact the relevant Student Progress Senior Manager before doing so to discuss.
- All staff who make phone calls to students and/or parents/carers must ensure that the date and time of the call are logged and brief notes are made of the content of the conversation. This must then be updated on the student's Running Record. Staff who are working remotely can pass this information on by c2k e-mail to the Office Manager who will ensure that it is added to the Running Record. The Head of Year should be copied into this e-mail.
- Student Progress Senior Managers are in regular direct contact with our vulnerable students. If a Senior Manager is unable to make contact with a vulnerable student or any of the named contacts on SIMs for a period of one week, a referral will be made to Gateway or contact made with their allocated social worker, if they have one.
- Any communication with the College or with staff by a parent/carer should come via their own email address and not via the student's C2K address. This is to allow the College to verify that a message has come from a parent or carer and to prevent any confusion as to the identity of the sender.

## Remote Learning

- The College will only use remote learning platforms which are supported by c2k, such as google classroom and Microsoft teams.
- Any member of staff who wishes to use a non-supported platform, such as loom, to supplement their remote learning provision, must contact the Principal in writing for permission before going ahead.
- The College may use other non-supported platforms, e.g. zoom, for specific large-scale gatherings such as virtual assemblies or whole year group events such as fitness sessions which involve a large number of students as well as staff members. This will be done in line with the latest information from the CPSSS and is therefore subject to change. Permission must be obtained from the Principal in advance.
- College staff will not use social media platforms to communicate with students or families without the written permission of the Principal. In some cases, such as the posting of students' art work via Instagram, this may be entirely appropriate and a way of showcasing students' work but this will be determined by means of risk-assessing by the Principal and Vice Principal. Any member of staff who wishes to use a social media platform must contact the Principal, in writing before doing so. Any such social media accounts, such as Instagram, must be affiliated with the College and not the individual member of staff.
- Staff should be aware of the increased risk of allegation that accompanies any requests for students to submit images or video-recorded material of themselves, such as videos of students undertaking PE activities or photos of themselves with food they have produced for HE lessons. Again, this may be entirely appropriate and a way of showcasing students' work but this must be determined by means of risk-assessing by the Principal and Vice Principal. Any member of staff who wishes students to submit either images or videos featuring themselves should contact the Principal, in writing, for permission prior to any request being sent to students. No images or videos of students should be shared within or beyond the College community without written permission from the student(s) featured.
- As the College settles into the 'new normal' of remote learning, it will move more comprehensively to google classroom as a means of providing students with online lessons and the College recognises both the benefits and risks inherent in the use of technology such as this.
- All staff who are creating and using google classrooms must ensure that each classroom is set up so that only teachers can post into the stream. This avoids any potential mis-use of this facility and removes the possibility of abusive comments being posted. Any staff who are unsure of how to do this should refer to the helpsheet which was distributed by the College's e-safety teacher, Mr N Goodall, to all teaching staff on 15<sup>th</sup> May 2020. Any members of staff who require this to be re-issued should contact Mr Goodall.

- All staff using google classrooms should also check the membership of each of their classrooms at least every two weeks. Students are given access to individual classrooms using codes which are e-mailed to them by staff via the c2k e-mail system. The College is mindful, however, of the possibility that some individuals may pass these codes on to others who may attempt to join that classroom. Should a member of staff become aware of an individual in a classroom who has not been invited into it, they should alert the relevant Head of Department and liaise with the e-safety teacher, Mr N Goodall, about the appropriate next steps. Again, information on how to remove individuals from classrooms was circulated to all teaching staff by Mr Goodall on 15<sup>th</sup> May 2020; any member of staff requiring further clarification should contact Mr Goodall directly.
- Should any member of staff become aware of any mis-use of google classrooms or abusive/inappropriate comments made about/to members within a classroom, they should contact the Student Progress Senior Manager for that year group who will liaise with them and the relevant Head of Department on the appropriate way to deal with the situation.
- Students must only use their c2k e-mail address to access google classrooms – any student who uses a personal e-mail address will be removed from the classroom and invited to re-join using their c2k e-mail address only.
- As it is not usual practice for parents/carers to be present in classrooms, this will also apply in google classrooms. Any parent/carer who joins a google classroom will be removed. For those students who need additional support from parents/carers during remote learning, such as those with some types of SEN, parents/carers can access assignments and lesson material through their child's c2k e-mail account. Any parents/carers who feel this applies to them should contact the SENCO – Miss L Gribbons – to discuss how the College can best assist them in supporting their child's learning.
- The College will apply its Positive Behaviour and Anti-Bullying Policies in the usual way where necessary to deal with any inappropriate use of remote learning facilities which are provided by the College.
- The College will not use 'live' online lessons as part of its remote learning provision. Online lessons which are provided by College staff will be pre-recorded and will not involve the use of live interaction between staff and students.
- Pre-recorded lessons uploaded to google classroom will use either audio or video, according to the preferences of the individual member of staff.
- Any member of staff who chooses to use video for pre-recorded online lessons must ensure that they are presenting themselves as they would in the College e.g. in terms of dress code and professional dialogue. They should also ensure that any videos which are not recorded in a College classroom make use of de-personalised space with as neutral a background as possible. Care should be taken to ensure that the sight line of the video does not allow students to view personal effects such as family photographs and that no other individuals feature in the video at any point. Staff need to be mindful that videos may be shared, and in a way that does not reflect the original intention. There is therefore always a reputational risk associated and this must be taken into account before the decision to go ahead is taken.

### Returning to the College Site

- Staff may identify new safeguarding concerns about individual students as they see them in person following the period of closure and should be vigilant for these. Safeguarding training and briefings will be provided to staff during the INSET days in August in preparation for the return of students to the College site.
- Student Progress Senior Managers will discuss reopening with parents/carers as part of on-going welfare calls to our most vulnerable students and enquire about any changes regarding welfare, health and wellbeing that they should be aware of before a student returns.
- Whilst many students will start to return to school at the start of the Autumn Term, some still may not. The Student Progress Team will maintain contact with these students and their families via phone or c2k e-mail on a weekly basis.
- The College recognises that negative experiences and distressing life events, such as the current circumstances, can affect the mental health of students and their families and support will be provided to students and families where needed. As far as possible, referrals will still be made to external agencies such as familyworks and provision put in place according to their revised working practices. All students have access to staff via the c2k e-mail system.
- The College recognises that young people are particularly vulnerable to grooming and to accessing inappropriate material during this period and it will continue to share information and advice about on-line safety with the College community via the c2k e-mail system, Parentmail and the College website.