



Kingswood House School

**Child Protection & Safeguarding Sub Policy
During Full or Partial School Closure
Remote Teaching and Online Learning**

Created by: Katie Edwards
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Review date: Ongoing

Introduction

This policy has been created in line with government and local authority advice to ensure Kingswood House School's current Child Protection and Safeguarding policy reflects new arrangements in response to COVID-19.

This Policy is constantly reviewed as circumstances continue to evolve and will be an appendix to the school's existing Child Protection and Safeguarding policy.

Kingswood House School's Child Protection & Safeguarding Policy and Code of Conduct for Staff apply to online teaching in the same way that they apply to teaching which takes place in school.

The following procedures will be followed in the event of a full or partial closure of the school and when pupils are learning online due to illness or self-isolation.

Designated Safeguarding Lead (DSL) and (Deputy DSL's)

The Kingswood House School Designated Safeguarding Lead (DSL) is:

Liam Clarke, DSL

Email address: kingswoodactive@kingswoodhouse.org
(note that email is the preferred contact please)

Mobile number: 07741 654857

The Kingswood House School Deputy Designated Safeguarding Lead (DSL) is:

Sally Witts, Deputy DSL

School number (direct line): 01372 746592

Email address: s.witts@kingswoodhouse.org

The following Deputy DSL's will be available in the absence of Liam Clarke or Sally Witts:

Ian Mitchell

Email: i.mitchell@kingswoodhouse.org

Sachin Sukhdeo

Email: s.sukhdeo@kingswoodhouse.org

Monica Wraith

Email: m.wraith@kingswoodhouse.org

The Role of the Designated Safeguarding Lead

The DSL will oversee the safeguarding aspects of limited opening and advise on relevant policy and procedures as required.

The optimal scenario is to have the DSL (or a DDSL) available on site. Where this is not the case the DSL (or a DDSL) will be available to be contacted via phone or online video - for example when working from home.

Where the DSL (or a DDSL) is not on site, in addition to the above, a member of the Senior Leadership Team will assume responsibility for co-ordinating safeguarding on site.

It is important that all staff and volunteers have access to the DSL (or a DDSL). On each day, the staff on site will be made aware of who that person is and how to contact them.

The DSL will continue to engage with social workers and our local safeguarding partners, and attend all multi-agency meetings, which can be done remotely.

Attendance Monitoring

Pupils on site will be registered twice a day. Unless directed otherwise by Government guidelines, the school will complete their usual day-to-day attendance processes to follow up on non-attendance and the School Office will contact the parents of absent children that we are expecting to attend.

Parents of those pupils not engaging in Microsoft Teams lessons will be contacted by the form teacher. Where a vulnerable child does not attend, the school will also notify their social worker.

To support the above, Kingswood House School will, when communicating with parents, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in this Child Protection & Safeguarding Policy and contact the DSL or a DDSL.

Staff are reminded of the need to report any concern immediately and without delay.

If there is a requirement to make a notification to the DSL whilst away from school, this should be done verbally and followed up with an e-mail to the DSL.

Concerns around staff should be reported to the Head Teacher and concerns around the Head should be directed to the Chair of Governors.

The DSL will continue to offer support in the process of managing allegations.

Pupils and staff on site

Regardless of how many pupils are on site, we will ensure that the school site will continue to be a safe place for children:

- Safeguarding will be a key consideration of all risk assessments carried out in preparation for each circumstance.
- The school will continue to use relevant guidance published by the Government, Public Health England and the Health and Safety Executive to inform arrangements and decision making, particularly regarding implementing social distancing, handwashing and other measures to limit the risk of spread of COVID19.
- The Head Teacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety. The school will maintain a record of all staff on site on any given day.
- The school will ensure that appropriate support is in place for children of critical workers and vulnerable children.
- Where Kingswood House School has concerns about the impact of staff absence – such as our DSL or first aiders – we will evaluate whether it is safe to keep the school open.

Online Learning

Digital parenting handbooks will be given out to parents to help identify rules and boundaries for online activity.

Kingswood House School will continue to provide a safe environment for online learning. This includes the use of an online filtering system.

Where pupils are using computers in school, appropriate supervision will be in place.

All pupils and staff must remind themselves of and adhere strictly to the Acceptable Use Agreements and the E- Safety Policy.

Children and online safety away from school

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection and Safeguarding Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Online teaching should follow the same principles as set out in the school's Code of Conduct for Staff (relating to safeguarding issues) and the Staff Handbook.

Kingswood House School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Staff must only use platforms specified by the Senior Leadership Team and approved by our Head of IT to communicate with pupils. Staff are not to use Zoom for communicating with parents and children as we are unable to verify its security.

Staff need to report by e-mail any incidents or concerns to the DSL or a DDSL.

Staff Code of Conduct – online

In order to ensure the safety and welfare of children during a period when some pupils are engaging in home learning based on Microsoft Teams, the school will follow relevant government guidance such as:

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

Given the changes in circumstances to everyday teaching and learning practices, the guidelines below and these detailed in the 'Staff Protocol for Online Teaching from Home' (see *Appendix/below*) will also apply.

The school code is that all staff should conduct themselves with the utmost professionalism and that sound common sense should be applied at all times. It is important for any member of staff not to put themselves in a position, by actions or word, that could give rise to any sort of misunderstanding or, indeed, allegation, for example when filming online lessons too casually dressed. Remember that someone, especially a young person, can easily misinterpret actions no matter how well intentioned they are.

Staff should never give personal e-mail or telephone numbers to pupils.

Also, caution should particularly be observed when following up online teaching with electronic communication to pupils. Such communication could easily be misunderstood or considered as inappropriate. Staff should not make friends with pupils during online teaching in the same way they would not during face-to-face lessons.

This policy is required to highlight that it is an offence for staff to have a sexual relationship with a child, even if the relationship is consensual.

Staff will report any concerning interactions with pupils to the DSL.

In summary: please observe common sense rules: all dealings with pupils should be conducted according to the highest professional standards.

Below are some things to consider when filming or delivering virtual lessons, especially where webcams are involved:

- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms.
- If required by Senior Leadership Team, the live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time.
- Language must be professional and appropriate, including any family members in the background.
- Staff should record the length, time, date and attendance of any sessions held.

Supporting children not in school

Kingswood House School is committed to ensuring the safety and well-being of all its children, both in school and learning at home.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that child or young person. Details of this plan must be recorded, as should a record of contact be made.

The communication plans can include remote contact, phone contact or door-step visits. Other individualised contact methods should be considered and recorded.

Kingswood House School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

Kingswood House School recognises that school is a protective factor for children and young people and different circumstances can affect the mental health of pupils and their parents/carers. Teachers at Kingswood House School need to be aware of this in setting expectations of pupils' work where they are at home.

Vulnerable Children

The school will continue to work with and support children's social workers and the local authority to help protect vulnerable children. This will include liaising with

relevant providers and ensuring that vulnerable children and those on the edge of receiving social care support can attend/return to school where appropriate.

Peer on Peer Abuse

Kingswood House School recognises that during a full or partial closure a revised process may be required for managing any report of such abuse and supporting victims.

Where the school receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and those outlined within the Child Protection and Safeguarding Policy. The school will listen and work with the young person, parents/carers and any multi-agency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded using the appropriate paperwork in the Child Protection and Safeguarding Policy and appropriate referrals made.

Pastoral Support

We recognise that difficult circumstances can have a significant effect on the mental health and wellbeing of pupils and their parents, and pastoral care needs to be a central part of the school's provision. Staff will be in contact with pupils whilst not in school and will remain vigilant for signs of safeguarding risk or emotional distress – keeping in mind that new concerns may come to light as pupils return to school.

Safeguarding concerns should be reported to the DSL as outlined above. Staff are reminded of the need to report any concern immediately and without delay. Pupils or parents with a pastoral concern should contact the member of staff they feel most comfortable discussing the issue with. Pastoral concerns will be addressed initially by the class teacher, who may involve the DSL or ELSA (Emotional Literacy Support Assistant) depending on the nature of the issue.

Where a pupil is known to the school or newly identified as being in need, the DSL will ensure that a communication and support plan is in place for that child. This may include email, phone or online video contact. The plan will be reviewed regularly and should concerns arise the DSL will consider any referrals as appropriate.

All safeguarding and pastoral concerns will be logged in the usual manner, and the school will liaise with parents and carers wherever possible to ensure pastoral records remain up to date and staff are aware of any changes to welfare, health or wellbeing before a child returns to school.

If children move between schools, welfare and child protection information will be shared as required.



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Staff Protocol for Online Teaching from Home

We ask all staff at Kingswood House School to read and carefully review this Online Teaching Agreement. It is an addendum to the existing policies and procedures in place for use of the Internet and of ICT. This is a document that outlines how we expect you to conduct yourself when you are teaching remotely.

Please be aware that the Senior Leadership Team will maintain oversight of lessons taught remotely through regular monitoring.

When using audio, visual or a combination of both whilst teaching online, there are certain procedures that all staff are required to follow:

Safety First

- Key e-safety messages and understanding should be reinforced as part of each lesson if appropriate.
- Staff should reinforce e-safety messages when setting work that requires access to the internet.
- Pupils should be encouraged to be critically aware of the content they access online and be guided to validate the accuracy of information.
- Where appropriate, pupils should also be taught to acknowledge the source of information used – never to plagiarise - and to respect copyright when using material accessed on the internet.
- Support for pupils in the online space should never be brokered to any third parties, and any joint support that is affected through the use of Microsoft Teams should only include Kingswood House staff who have been DBS checked.
- Staff should be aware that bullying is an unfortunate feature of the online environment and should therefore keep vigilant.
- If staff feel that the system is not being used appropriately – the same protocols exist as if the school were functioning normally. The DSL has the same responsibilities for safeguarding and should be the first port of call for any concerns about the online safety of our pupils.
- Behavioural issues should be dealt with in line with the school's Behaviour Policy and sanctions can be applied that will come into effect once the school is back in operation on the Kingswood House School site.

Code of Conduct

- Always behave and teach appropriately online as you would do in the classroom.
- Ensure that your standards of dress match the standards expected in school.

- Set appropriate boundaries and maintain the same professional standards as you would at school. Online working should not lead to a relaxation in staff pupil protocols.
- Treat pupils the same way you would face to face.
- Never make inappropriate jokes or comments online.
- Lesson content should not direct pupils to websites such as YouTube without first checking that there is no inappropriate content for the age group concerned.
- Any digital communication between staff and pupils, or parents and guardians should be professional in tone and content.
- Contact with pupils should only be through Microsoft Teams, where comments can be seen by everyone. Other methods of contact such as phones, private e-mail or social media accounts should not be used under any circumstances.
- Never follow or interact with pupils on your personal social media account.
- Remember that you are audible and visible to both pupils and their parents/carers.

Choosing a venue to film or deliver lessons/class 'chats' etc.

- Choose an appropriate venue for filming or delivering a lesson. This should be a quiet private room with no ambient noise. It should never be a bedroom or personal space.
- Make sure friends and family are not visible during the filming or lesson.
- Ensure a neutral background - ideally a white wall.
- Make sure that no personal images (photos of family etc.,) are visible.
- Always check what is visible on screen to the pupil. Avoid including inappropriate personal items, paintings/posters etc.
- Make sure there is never a possibility of strangers having access to your screen.

Filming or delivering a lesson

- Make sure your equipment and materials are organised in advance of your lesson. Be well prepared.
- Maintain your presence as you would in class.
- Give clear instructions. Clear lesson plans are advisable so that you can cover the focus areas within the timeframe.
- Set work as you would at school and make sure this is marked in an appropriate way. Give positive and constructive written feedback via the messaging platform on Microsoft Teams.

Staff Responsibilities

- **Teaching Staff** are responsible for offering guidance and support to their pupils on how to manage their online learning and for referring pupils to the appropriate sources of academic or welfare advice when necessary.
- **Teaching Staff** will be expected to have knowledge of the individual pupil's programme of study, keeping that pupil up to date with expectations of delivery and assessment and to be pro-active in communicating with the pupils in their subject area.
- **SLT** are responsible for ensuring the online teaching of pupils in all subject areas is in line with this addendum to the school's code of practice.

Data Protection

- Under GDPR all online content from a pupil could be regarded as personal data and is subject to the provisions under the Data Protection Act.
- The names, emails and phone numbers of pupils are personal data. This means that only relevant people should have access and the information should only be kept if it is required.
- Personal data should only be used to assist you to carry out your work. It must not be given out to people who have no right to see it.
- All staff should maintain the security of all computerised databases of information on individuals, whether they are staff, pupils or members of the general public. Any queries in this regard should be referred to the Headmaster.

Please note that:

- Student data should not be kept on the private devices of staff.
- Data should only be accessible to those staff that need it.
- The information should be deleted after it has been used for this purpose.



Kingswood House School

Parent and Pupil Agreement for Online Learning from Home (Policy Addendum to Acceptable Use Policy)

The staff at Kingswood House School are aiming to keep pupils' access to learning and teaching open through a difficult time and staff will be working hard to provide pupils with lessons via the online systems.

We are asking all parents and pupils to agree to this Online Learning Agreement, which is a document that outlines how we expect pupils to behave when they are learning online and how we expect parents to support them.

PUPILS

School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. This means anything you do on a school device or using school networks/ platforms/ internet may be viewed by one of the staff members who are here to keep you safe. You should not behave any differently when you are out of school or using your own device or home network.

The points listed below should be followed at all times and can be summarised as follows:

“Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face to face.”

What am I agreeing to?

- I will treat myself and others with respect at all times; when I am online or using a device, I will treat everyone as if I were talking to them face to face in a classroom.
- The messages I send, or information I upload, will always be polite and sensible. I understand that all messages I send reflect on me and the school.
- Even though I am working outside the classroom, I will aim to be positive and creative, to learn and share, to develop new skills and to prepare for the future.
- I will choose a sensible place to work from – ideally a living room where an adult can see what I am doing.

- I will complete exercises as directed by my teacher and upload completed work to meet the deadlines set by my teacher.
- I understand that my online lessons may be monitored by a member of the Senior Leadership Team from the School.
- I understand that Microsoft Teams is a closed school system open to me through the school's Microsoft account and is limited to me, the staff and my fellow pupils. I should not invite any guests from outside the School to join the system through the use of my login details.
- I will not under any circumstances provide my login details to anyone else. The system is fully secured and my activity on the system can be monitored.
- I understand that websites, blogs, videos and other online information can be biased and misleading, so I will need to check sources.
- I will not download copyright protected material (text, music, video etc.), and I will avoid plagiarism.
- I will not browse, download, upload, post, share or forward material that could be considered offensive, harmful or illegal. If I accidentally come across any such material, I will report it immediately to my teacher or the adult supervising me.
- I will be careful when opening files and attachments, checking for viruses etc. If I am unsure, I will never open a file, hyperlink or any other attachment.
- I will not share my or others' personal information that can be used to identify me, other pupils or my teachers on any online space, unless a trusted adult has given permission or reviewed the site.
- I will never take secret photos, recordings or videos of teachers or other pupils.
- I will never say, text or post anything that could hurt or embarrass another person. I will never use the internet to bully anyone.
- I will not share any of the data (work, links, video or audio recordings of staff etc) provided on Microsoft Teams in the public domain.
- If I am taking part in a 'live' lesson or 'chat' that is being streamed by a Teacher, I will make sure that I am on time, that I have all the necessary equipment, that I am dressed appropriately and I will behave myself as I would in a classroom.
- When I am commenting on Microsoft Teams, I will do so appropriately.

PARENTS

What am I agreeing to?

- I will talk through the above points with my child and explain anything they do not understand.
- I will help my child abide by the rules outlined above.
- I will not share any of the data (work, links, video or audio recordings of staff etc.) provided on Microsoft Teams in the public domain.
- If my child is taking part in a 'live' lesson or 'chat' that is being streamed by a Teacher, I will make sure that my child is on time, that they have all the necessary equipment and that they are dressed appropriately.
- If my child is unable to take part in a 'live' lesson or 'chat' for any reason, for example through ill health, I will let the relevant teacher know in advance.