



Fleet Primary School

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Safeguarding Policy Addendum for Remote Education

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Context

Working from home has become a reality for many professionals since March 2020 and the emergence of the global COVID 19 pandemic. As educators, we are guided by safeguarding policies and procedures aimed at protecting not just the young people in our care, but also ourselves as professionals.

This addendum to the school Safeguarding Policy contains details of our safeguarding arrangements for delivering remote learning, with regard to statutory safeguarding guidance, KCSiE 2020 and latest DfE guidance.

Statutory Authority

The Provision of Remote Education, Temporary Continuity Direction, came into effect on 22 October 2020; placing a legal duty on schools in England to provide remote education for statutory school-aged children who are unable to attend school due to coronavirus. This includes:

- Whole year groups being directed to stay at home for fully remote learning (FRL)
- Individuals or smaller groups self-isolating for fixed periods (SI)

Delivery of Remote Learning

- Remote learning will only take place using systems approved by the Headteacher
- Staff expected to deliver remote learning will receive training in the correct use of the system
- Staff will only use school approved professional accounts with learners and/or parents/carers
- Staff will not use personal accounts to communicate with learners and/or parents/carers
- Staff will use work provided equipment where possible e.g. a school laptop, tablet or other mobile device. If this is not provided, clear expectations must be put in place in relation to safeguarding and data security when using personal devices e.g. using strong passwords, suitable levels of encryption, logging off or locking devices when not in use etc
- Online contact with learners and/or parents/carers will not take place outside of the agreed operating times
- The use of educational resources will be in line with existing teaching and learning policies, with consideration made to licensing and copyright
- The use of video and microphones in live sessions will be in line with behavior expectations detailed below

Staff

Staff will have high expectations and apply school policy; modelling safe practice and conduct themselves online during remote sessions as they would in the classroom. This includes:

- Following appropriate dress code
- Not taking or recording images for personal use
- Ensuring that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds

- All sensitive documents or tabs are closed when screen sharing

Pupils

Staff can expect pupils learning remotely to:

- Ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds
- Wear appropriate dress code
- Adhere to behaviour expectations as outlined at the start of each session – not use chat when not instructed; remain on mute unless asked to take it off; sit at a table or suitable workspace to aid concentration

Parents/carers

To keep all children safe, parents must:

- Not record or photograph live sessions or other materials featuring pupils or staff
- Ensure children are dressed appropriately
- Raise concerns via the normal school's complaints procedures and not during a live session
- Not allow third party access to the school's online environment and systems through sharing any passwords or login information
- Abide by the conditions set in the school's Acceptable Use Policy for Remote Education

Reporting Concerns

Designated and Deputy Designated Safeguarding Lead

All staff will need to access a trained DSL or deputy DSL. Staff on site and working remotely will be made daily aware of who the DSL is and how to contact them.

There will generally be a trained DSL (or deputy) available on site – this is usually Mr M^cGibbon or Ms Wall. However, it is recognised that there may occasionally be operational challenges to this. In such cases:

- Mr M^cGibbon or Ms Wall can be available to be contacted via phone or online video, for example when working from home
- In cases of emergency, where due to illness/incapacitation neither is available a member of the the school leadership team will act in their place under guidance from a trained DSL (or deputy) from another school in our learning cluster (they will be available to be contacted via phone or online video)

Where a trained DSL (or deputy) is not on site, in addition to one of the above options, a senior leader should take responsibility for co-ordinating safeguarding on site.

Staff

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding policy, this includes making a report via the schools safeguarding reporting system, this can be done remotely.

It is important that all staff who interact with children, including remote learning, continue to look out for signs that a child may be at risk. This will include concerns about a family experiencing domestic abuse.

Parents and carers' mental health may also be affected during the pandemic. Therefore, it is important that all staff raise concerns with the DSL/DDSL.

Pupils and Parents

It is important that parents and pupils are aware of how they can share any concerns they may have. Concerns in this instant could include matters relating to safeguarding, learning and or their wellbeing.

Contact Numbers

All relevant contact numbers are in the school safeguarding policy, which is on the school website.