

Appendix (remote learning) to Child Protection & Safeguarding Policy

September 2021

Updated Safeguarding Advice due to Covid 19 School/ Ongoing Remote schooling requirements

This appendix supports safeguarding processes during the transition out of the pandemic to ensure processes remain robust. As schools in some instances are having to work differently to normal we need to continue to review our safeguarding practises.

Our safeguarding principles remain the same ~

- **The best interests of the children must always continue to come first.**
- **If anyone has a safeguarding concern about any child they should continue to act immediately.**
- **The DSL and or deputies are available throughout the school term.**
- **Children should continue to be protected when they are online**
- **Unsuitable people are not allowed to enter the children's workforce and/ or gain access to children.**
- **Provide an environment whereby staff feel comfortable to teach and support pupils without feeling vulnerable and at risk of safeguarding issues being raised against them.**

The DSL/ deputies can be contacted face to face, via email or relevant phone numbers at any time. In the first instance always try and contact Helen Simpson first.

Name/ Role	Email address	Contact number
Helen Simpson DSL (Resident)	hsimpson@stgeorges-ascot.org.uk	01344 629914 Office 01344 629939 Home
Alex Wright Deputy DSL	awright@stgeorges-ascot.org.uk	
Laura Myers Deputy DSL (Resident)	lmyers@stgeorges-ascot.org.uk	07935 989267 House mobile 01344 629990 Office number

Relevant Safeguarding forms can be accessed via Dragonfly

The 'Something's not quite right' form can be used if you have any pastoral/ safeguarding concerns about any pupil and these can be emailed to Helen Simpson.

The 'Neutral Notification' form can be used if a situation arises where you feel your professionalism may have been compromised, for example a girl comes to her online lesson wearing a bikini.

Both forms can be found via the link to [Dragonfly](#)

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Key Points about Safeguarding

- Safeguarding concerns may arise from what you have seen, heard or been told during online interactions with pupils.
- If you are concerned that any form of abuse or neglect could be occurring or has taken place, you must inform the DSL (Helen Simpson) as soon as possible and at least within 24 hours.
- Added risks of pupils working remotely include online grooming, online radicalisation, harmful content, online bullying and peer on peer abuse. You should be alert to pupils referencing/reporting these.
- Immediate action on safeguarding concerns is vital, as it may be harder to access/provide immediate support for the child at this time.
- A full factual written record of the concern/disclosure should be made as soon as possible on the same day and sent to the DSL to action.
- **If the child is in imminent risk you must not delay. Contact Children's Social Care Services immediately or the police.**

Mitigating risks to staff when working remotely with pupils

- The online platform used for teaching, learning and communication needs to be accessed on school devices using school email/calendar and using platforms agreed by the schools online teaching policy. For members of staff who don't have school devices they need to follow the same parameters as set out in the one to one teaching guidance ensuring all lessons are recorded and shared with HoD and HLS.
- Don't use unapproved platforms for communication with pupils e.g. Zoom, Houseparty
- Don't use your own devices for communication with pupils unless you don't have a school device and it has been agreed with the DSL.
- Calendar/schedule all lessons and meetings with pupils in google calendar so they are public and clearly planned.
- All live online lessons or meetings with pupils (via Google Hangout/Meets) must be recorded and the recordings shared in a central drive.
- **For the protocol for one to one lessons and meetings please refer to the online teaching policy.**

Key Points for One to One Lessons and Meetings

- All one to one remote lessons (eg music lessons, LAMDA, language lessons, SEN, EAL, applicable A Level classes) must be timetabled and planned in advance and are

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only allowed to take place on Google Hangout/Meet, not on any other platform (eg Zoom, Houseparty etc).

- Heads of Departments and line managers will be closely involved in this process to ensure transparency and support for staff providing these lessons.
- These lessons/meetings must be scheduled in the member of staff and the pupil's school google calendar (which gives a link to the Meet/Hangout for ease too) and the Head of Department or line manager must be invited to all these meetings and will 'pop in' occasionally. This is the same process for individual meetings with girls of any nature (eg teaching, tutor, clinic).
- All lessons/meetings will be recorded via Google Hangout/Meet and the recordings shared in a central drive and deleted at a given time in accordance with our data retention policy.
- There are not allowed to be any unplanned or spontaneous one to one meetings between a member of staff and a pupil. They must all be scheduled in advance unless permission has been given by the DSL.

Ensuring Good Practice

- Ensure you have an appropriate space to work from where there is nothing inappropriate or too personal visible. Try to make the background as blank as possible.
- Ensure you are dressed appropriately for any video recordings or live communication with pupils or parents.
- Endeavour to minimise disruption, sight or sounds from other people in the household.
- Pay attention/ help to monitor the space in which the pupils are working, if you have any concerns raise it with the DSL as appropriate.
- In accordance with School policy, every email that a member of staff sends to a pupil must be copied to another appropriate member of staff, for example a tutor, HoD or HoY.
- Make sure any phone calls are made from a blocked number so teachers' personal contact details are not visible.
- Endeavour to make contact with pupils during 'core working hours' 08.00-18.00. Using 'schedule send' will ensure emails arrive within the 'core working hours'. If a safeguarding matter arises 'out of hours' then make contact with the DSL as appropriate.