



Update to Safeguarding Procedures during Covid- 19

April 2020

St Stephen's C of E Primary School, W12 8LH

Any safeguarding concerns will be reported to either;

- Michael Schumm - Safeguarding Lead (DSL) in the first instance or
- Sally Bouwman / Chloe Bell as Deputy Safeguarding Leads (DDSL)
- Declan Gane – acting in reserve capacity

Key Questions

1. How do staff report any child protection concerns?

Staff will continue to look out for any signs that indicate a child may be at risk and will report and respond to concerns in line with the established safeguarding procedures.

Either the DSL or one of the DDSLs will be present on-site during school opening hours. The DSL, if not on-site, will be available to be contacted via telephone. How **do we ensure we know and trust those who are working at the school whilst open to vulnerable children and children of key workers?**

We will keep a log of all staff on site each day and follow normal sign in and sign out processes.

We have devised a rota for all our permanent staff to include one of the safeguarding team and will not use volunteers.

We are sending a register of staff and children numbers to the DfE each day.

If we are expecting a child of a key worker or vulnerable child and they do not turn up, we will follow this up with a phone call to the family and for vulnerable children a phone call to the social worker.

We are not recruiting any new staff currently, however if we were to need new staff we will follow all safer recruitment processes and make sure staff are fully inducted to all of our schools policies and any new guidelines around online learning. If these staff are taking over virtual lessons with pupils, we will think about how to make these introductions.

2. What is the school's approach to virtual teaching?

Staff update class web pages with learning ideas for children to complete at home on a daily basis during term time e.g. *LGfL resources from the MyUSO Hub including j2e*.

Resources selected for the children will be set by age and ability and learners will be directed to use appropriate online resources and tools.

Staff are not recording actual lessons, but may record spelling test or times table tests for children to access.

The school is considering a move to a 'Google Classroom' type model after Easter 2020 with Key Stage Two pupils initially. Parents / carers will be encouraged to read over all feedback given via this model, with the possibility of linking children's Google Classroom accounts to parent/carer email addresses to be explored.

Children can send photos or videos of their learning via parent/carer emails to staff email addresses and via Tapestry for Reception and Nursery.

Parents of children in Reception and Nursery are using Tapestry to share their children's learning with teachers.

3. How should we make contact with children whilst they are not at school?

Staff should only ever make contact with a child by using their parent/carer as an intermediary (for example, any message from a staff member to a child can be sent as an email to their parent/carer or via Tapestry).

In the event of a child emailing their teacher directly, accepted protocol is for the teacher to, in replying, delete the child's email address and replace it with that of the child's parent, asking for the message to be forwarded on to said child.

5. How do we use Virtual classrooms to stay in contact?

Staff will use online tools that have been evaluated and agreed by the leadership team. There is currently some limited use of Zoom for whole class contact. Meeting invites are sent by email and never in the public domain e.g. class pages.

Staff will ensure 'virtual catch ups' are planned in accordance with our curriculum policies, taking learner needs and technology access into account.

'Catch ups' will involve at least two members of staff where possible.

Sessions will not be delivered in any 1:1 situation, unless pre-approval has been given by the DSL and the session is auditable. Parents would always be made aware if a 1:1 communication was necessary.

Staff will ensure the correct settings have been implemented so that 'meet ups' are locked and the control settings are regulated.

Staff will mute and/or disable learners' videos and microphones, as required.

Participants should not take or share images of the 'virtual catch up' on social media or anywhere else online.

Staff will agree online behaviour expectations with learners at the start of lessons.

All participants will wear suitable dress, use professional language, and ensure backgrounds of videos (live or pre-recorded) are neutral and appropriate.

Staff and all other participants should ensure personal information and/or, inappropriate or unsuitable personal items are not visible.

Where possible, other household members should not be in the background; if this is unavoidable, they should follow appropriate language and behaviour expectations.

Parents/carers are encouraged to ensure children are appropriately supervised online and that appropriate parent controls are implemented.

Staff should only ever make contact with a child by using their parent/carer as an intermediary (for example, any message from a staff member to a child can be sent as an email to their parent/carer or via Tapestry).

All feedback regarding school tasks will be directed to children via parents/carers in email form and via Tapestry as outlined above.

6. How do we minimise online peer on peer abuse?

Our school website will update tips and support to parents/carers on safe use of screens on a weekly basis e.g.

(i) <https://parentzone.org.uk/article/5-things-parents-should-know-about-screen-time>

(ii) <https://www.thinkuknow.co.uk/>

Thinkuknow is an education programme from NCA-CEOP, a UK organisation which protects children both online and offline and provides advice about staying safe when you are on a phone, tablet or computer.

Children are encouraged to report any concerns to a member of staff or a trusted adult at home. Where this is not possible, additional links to support can be accessed online e.g. [Childline](#).

For parents and carers [NSPCC online](#) can help with any questions or concerns you may have about keeping your child safe online.

The Safeguarding Leads will contact all families where concerns around online peer on peer abuse are brought to our attention and undertake a full investigation

7. How do we ensure some of our most vulnerable pupils not attending school are ok?

For vulnerable children (this includes Child Protection (CP), Child In Need (CIN) pupils and some others for whom we have had concerns, the Designated Safeguarding Lead or DDSLs, will maintain at least weekly contact with the child/family to check on progress of school work and the welfare of the child, raising any concerns with the child's Social Worker as needed.

All St Stephen's staff will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements and staff are reminded to check resources presented regularly.