

# **Addendum to Regent House School Child Protection Policy Covid-19 Arrangements for Safeguarding and Child Protection**

## **1. CONTEXT**

From 20 March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of key workers and children who are vulnerable. School has since returned in the new academic year of 2020 however the situation remains dynamic. The following addendum will be used in the case of a circuit-breaker or future lockdown.

The current national health concerns relating to Covid-19 creates uncertainty in the lives of children and young people. Daily routines, family life, friendship groups and the safe space that schools provide have been disrupted. For many children, the need to spend most of their day at home will bring an additional challenge, and for some this will be an additional safeguarding risk factor. It is important that the adults responsible for safeguarding children are sensitive to their physical, social and emotional needs in these most unusual circumstances. It is critically important that children who are or may be at risk are identified so that that a proportionate, compassionate and sensitive response can be taken.

## **2. PROCEDURES**

Staff will continue to follow the procedures outlined in our school's Child Protection Policy which is available on our school website.

In addition, the following arrangements have been put in place to support families and monitor pupil safety:

- The school email address, teachers' email addresses, main school phone number and an emergency mobile number have been made available to all parents. Parents have been informed that the DT is available at all times on this number.
- Teachers provide online learning via Teams with strict procedures in place to minimise risk.
- The website provides parents with a range of resources and links to additional online learning, support and guidance.
- We would remind everyone to stay safe when using online resources and to report any concerns to a member of the safeguarding team.
- School Counsellor (ICSS) remains available for phone consultation and parents are made aware of this via the website/ Parent App.
- In line with the information previously provided to schools by the EA CPSS, teachers may make phone calls to parents. These will be pastoral in nature and a record will be kept

of any issues reported by parents. Any concerns around pupil well-being will be shared without delay with a member of the Safeguarding team.

- If a member of staff is using their personal telephone their number will be withheld to ensure the protection of private information of staff

### 3. ONLINE SAFETY

In order to ensure the safety of all involved the following guidance should be followed if staff and pupils are engaging in online teaching/communication using video conferencing or platforms recommended by and available via C2K.

1. Teachers and pupils need to be fully dressed and should not wear pyjamas/sleep wear during the session.
2. The teacher arranges the session and password and shares this only with pupils.
3. Pupils must agree not to share the password with anyone else.
4. A disclosure or concern over any online forum will be followed up as it would be in school.
5. Online sessions should be time limited for the benefit of both children and teachers.
6. Remote and blended teaching strategies may include live-streaming of video based lessons to support learning
7. Live streaming platforms used may include Google Classroom, Microsoft Teams and Zoom (Education)
8. Live-streaming should only take place during normal school hours for pupils in years 8 – 12 however, live-streaming may be required outside school hours for pupils in years 13 -14
9. Parents should inform school if they do not give permission for their child to participate in live-streamed lessons
10. Live-streaming must **not** involve one-to-one contact with individual pupils. There should always be a minimum of 3 participants (1 teacher and 2 pupils)
11. Pupils must sign into live-streamed lessons using their **school email address only** with a meeting ID forwarded by the teacher, where this is required
12. ID codes should be communicated privately via **school email** immediately prior to the lesson
13. Pupils will be instructed to wait in the meeting "Waiting Room" prior to the lesson starting, where this feature is available; teachers to enable access when the lesson is about to commence
14. Pupils should be instructed that microphones and videos are switched "off" when joining a meeting and turned on only when instructed to by the teacher leading the lesson
15. Teachers should lock the lesson when the lesson starts to reduce the risk of uninvited guests, where this can occur
16. Pupils must not share private information during live-streaming with teachers or other pupils
17. Pupils must not record live-streams or capture screengrabs of the lesson
18. It is recommended that pupils participate in live-streamed lessons in communal areas of their home however, it is recognised that a bedroom may be the only appropriate

room to ensure concentration levels. Where this is the case, ensure a parent is present at the start of the lesson and the agrees to monitor their child remotely throughout the lesson

19. Pupils should dress and talk appropriately during live-streaming
20. Pupils should be reminded that the school code of conduct applies as it would in the classroom
21. Pupils should be excluded from a live-stream and/or future live-streams for actions that conflict with the School's code of conduct
22. All teaching materials and set tasks used during live-streams should be made available as electronic documents via Teams
- 23. If there is a breach to any of these procedures e.g. pupil gives the password to someone else who joins the group the teacher should immediately terminate the session and advise the Headmaster.**

#### **4. HOW A PARENT CAN RAISE AN ISSUE OR EXPRESS A CONCERN**

We would welcome parents asking for advice and help if they have concerns about their child's well-being or safety. Asking for help is a protective factor and parental concerns and requests for help will always be taken seriously.

Any member of staff will listen carefully to parental concerns and ensure that the request for help, if necessary, is brought to the attention of a member of the safeguarding team. In this case a decision can be made as to how best to provide help.

#### **5. IF SCHOOL IS OPEN DURING COVID-19 CLOSURES**

If school is open for vulnerable pupils and key worker's children; the school and will adhere to the EA guidance. In any event, we will follow current Department of Education and Department of Health guidelines regarding social distancing, hygiene and personal protective equipment to ensure the safety of both pupils and staff.

#### **6. HOW A CHILD CAN RAISE A CONCERN**

We know that while many children will be enjoying their time at home and remain almost unaffected by this unusual situation, there will be others who feel scared, lonely and even those who miss school. Our safeguarding responsibility to all our children continues and we will seek to maintain contact with our children and young people as well as signpost them to other agencies.

We will use the following means to connect with our children and young people:

- Respond to emails via the c2k email addresses only.
- Respond to any concerning comments our young people post on social media.
- When contacting parents via phone we will always ask to speak to their child or young person.

- All our children will be given an email address as one way to connect with school.
- Other Agencies
- NSPCC Childline
- CEOP
- Safer Schools App

**7. SOME USEFUL LINKS AND CONTACT TELEPHONE NUMBERS: –**

**Key contact details:**

**Mr Carville (Headmaster) : *mcarville061@c2kni.net***

**Mrs Haugh (Designated Teacher): *jhaugh576@c2kni.net***

**Duty Social Worker Gateway Team: 0300 1000 300**

- <https://learning.nspcc.org.uk/safeguarding-child-protection/coronavirus>
- <https://www.camhs-resources.co.uk/>
- <https://www.childline.org.uk/info-advice/your-feelings/anxiety-stress-panic/worries-about-the-world/coronavirus/>
- <https://www.saferinternet.org.uk/helpline/report-harmful-content>
- <https://www.ceop.police.uk/Safety-Centre/>

**8. MONITORING AND REVIEW**

The Safeguarding team will review and amend these arrangements regularly during the period of Covid-19 school closure in line with Departmental guidance and advice.

<b>SIGNED: J Haugh</b>	<b>Designated Teacher</b>
<b>SIGNED: M Carville</b>	<b>Principal</b>
<b>SIGNED: R Johnston</b>	<b>Chair of Board of Governors</b>
<b>DATE: 5/10/20</b>	