

Addendum Safeguarding Policy
Remote Learning Policy for Parkside Primary School



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 aware that we are bound by Safeguarding policies and procedures aimed at protecting not just the young people in our care but also ourselves as professionals.

This addendum to Parkside Primary School's Safeguarding Policy contains details of our safeguarding arrangements of delivering remote learning and will cover the following areas:

Contents	Page no
Context	1
Key Contacts	2
Introduction	2
Who is this policy applicable to?	3
Content and tools to deliver this remote education plan	3
Behaviour expectations	4
Roles and responsibilities – Pupils and Parents	4
Roles and responsibilities – DSL & DDSL	4/5
Reporting a concern	5/6
Useful contact numbers	6

Key Contacts

Role	Name	Contact Number	Email
Designated Safeguarding Lead	Lisa Cousins Sue Nisbet	0208 559 4278	Lisa.cousins@parkside.waltham.sch.uk Sue.nisbet@parkside.waltham.sch.uk
Deputy Designated Safeguarding Lead	Amanda Warriner Claire Houghton Lynne Wearing	0208 559 4278	Amanda.warriner@parkside.waltham.sch.uk Claire.houghton@parkside.waltham.sch.uk Lynne.wearing@parkside.waltham.sch.uk
Head Teacher	Lisa Cousins	0208 559 4278	Lisa.cousins@parkside.waltham.sch.uk
Chair of Governors	Peter Herrington		Peter.herrington@parkside.waltham.sch.uk
Safeguarding Governor/Trustee	Deborah McDonald		Deborah.mcdonald@parkside.waltham.sch.uk

Introduction

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

If you are concerned about the safety and wellbeing of a child at school or at home, then you can contact the Designated Safeguarding Leads who are Lisa Cousins (Headteacher) and Sue Nisbet (Pastoral Manager). They can be contacted on 0208 559 4278. If you think a child is in immediate danger, contact the police on 999. If you're worried about a child but they are not in immediate danger, you should share your concerns.

All staff and volunteers should report any concerns about a child and their 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 to consider who is best placed to support the child and/or family.

Who is this policy applicable to?

A child (and their siblings if they are also attending Parkside Primary School) who is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.

A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

Remote learning will be shared with families when they are absent due to Covid related reasons which will not always be at start of week or at the first day of absence.

Content and Tools to Deliver This Remote Education Plan

Remote learning will only take place using Google Classroom which has been assessed and approved by the Headteacher/Governing board. Staff expected to deliver remote learning will also have been trained in the correct use of the system. Children are also able to access Espresso, Oddizzi, Times Table Rockstars and Purple Mash to support and enrich their learning.

Staff will only use school managed, staff email accounts with learners and parents/carers.

The use of any personal accounts to communicate with learners and parents/carers is not permitted. Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with Lisa Cousins/Sue Nisbet (DSL).

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 should 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 parents/carers will not take place outside of the operating times as defined by SLT:

- The operating times are 8.40am- 3.40pm. These will normally be within directed time.
- Subjects are timetabled weekly and visible in each Google 'classroom'. This is a suggested timetable and will therefore enable parents to plan the learning around their own commitments.
- Data will be collected weekly in relation to engagement and well-being.
- Live streamed remote learning sessions will not take place
- Live streamed 'Google Meets' will take place every morning and will set out the learning for the day and reflect on the previous day's learning
- Live streamed 'Google Meets' will take place once a week for the children to communicate. This will be managed by the class teacher.

- The school's Youtube channel will be used to post content such as reading stories, celebration assemblies and PE demonstrations. Safe use of Youtube guidance has been sent to parents/carers. Guidance about safety and copyright has been sent to staff. All content will be approved by a member of SLT prior to being posted online.
- Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

Behaviour Expectations

Staff will model safe practice and will conduct themselves online during remote sessions as they would in the classroom.

All staff are expected to behave in line with existing school policies and expectations. This includes:

- Appropriate language to be used by all attendees.
- Appropriate dress code to be worn in line with the staff handbook
- Staff will not take or record images for personal use
- Staff will conduct live 'Google Meets' from the classroom. These will not be conducted from home.
- 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
- A record of 'Google Meet' sessions will be held by each year group

Staff will remind learners of behaviour expectations and reporting mechanisms at the start of each session. This includes:

- All learners are on mute unless asking a question or asked to contribute
- Children are dressed appropriately
- Clear instructions on how learners may signal that they have a question
- All learners to have a blurred background when cameras are on
- Use of chat box disabled where possible or where there are concerns about monitoring set to teacher view only

Roles and responsibilities

Pupils and parents

Staff can expect pupils learning remotely to:

- Adhere to behaviour expectations as outlined at the start of each session – Staff will not conduct live sessions but will hold daily 'Google Meets'

- Raise any concerns about school or home life with a member of staff during school hours

Staff can expect parents/carers with children learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work
- Seek help from the school if they need it
- Parents/carers will support children with accessing the lesson if required
- Not become involved in live 'Google Meets'
- Any concerns are to be raised via the normal school's complaints procedures and not during a live 'Google Meet'
- If a parent/carer feels that a child or young person is at immediate risk of harm the police should be called on 999 who can provide an immediate response. However, if a parent/carer does not believe the risk requires immediate action, Waltham Forest Multi Agency Safeguarding Hub (MASH) team should be contacted to discuss concerns:

Phone: 020 8496 2310

Monday to Thursday 9am to 5.15pm

Friday 9am to 5pm

Out of hours phone: 020 8496 3000

Designated and Deputy Designated Safeguarding Lead

Parkside Primary School has two (Joint) Designated Safeguarding Leads (DSL) and three deputy DSLs.

The Designated Safeguarding leads are: Lisa Cousins, Sue Nisbet

The Deputy Designated Safeguarding Leads are: Amanda Warriner, Claire Houghton, Lynne Wearing

It is important that all Parkside Primary School staff and volunteers have access to a trained DSL or deputy DSL or other member of the Safeguarding team. On each day, the staff on site and working remotely will be made aware of who that person is and how to contact them.

If there are concerns that an online presence could place a pupil at risk, a risk assessment will be conducted by the school.

Reporting a concern

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 school's normal reporting system or via email or telephone if teachers are working remotely. Staff can contact the DSL/DDSL on site.

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

Where staff are concerned about an adult working or volunteering with children in the school, they should follow the school reporting process and inform the Headteacher

as soon as possible. If there is a requirement to make a notification to the Headteacher whilst away from school, this should be done verbally and followed up with an email to the Headteacher.

Concerns around the Headteacher should be directed to the Chair of Governors Peter Herrington.

If staff are concerned that they cannot report this they should utilise the whistleblowing process and contact lado@walthamforest.gov.uk

Useful Contact Numbers

MASH:

020 8496 2310

LADO:

lado@walthamforest.gov.uk – 0208 496 3646

Caroline – 07770 052 421

Gill – 07791 559 789

Safeguarding in Education:

Safeguardingineducation@walthamforest.gov.uk

Caroline: 07770 052 421

Chloe: 07824 580 314

Gill: 07791 559 789