

# Stepney All Saints School

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## **SAFEGUARDING POLICY ADDENDUM February 2021**

<b>Committee:</b>	FGB
<b>Ratified by Governors:</b>	October 2020
<b>To be reviewed annually:</b>	October 2021
<b>Member of SMT responsible for policy:</b>	Iain Cameron

## Stepney All Saints Church of England Secondary School

### Context

Due to year group bubble self-isolation periods and further national lockdowns, parents and carers have been asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response and those considered to be in vulnerable categories- who need to attend school.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home. This addendum of the Stepney All Saints Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in this unique time:

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### Key safeguarding staff:

Role	Name	Email
Safeguarding lead	Iain Cameron	iain.cameron@stepneyallsaints.school
Deputy Safeguarding Lead	Nicola Regan	nicola.regan@stepneyallsaints.school
Head teacher	Paul Woods	karen.dalton@stepneysllsaints.school
Senior Deputy Head teacher	Benjamin Siaw	ben.siaw@stepneyallsaints.school
Chair Of Governors	Angela Hancock	chair@stepneyallsaints.school

### Vulnerable Children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans.

Those who have a social worker include students who are subject to a child protection plan, those considered to be a child in need and those who are currently or previously Looked After Children.

Those with an EHC plan will be risk-assessed in consultation with the parents, to decide whether they need to continue to be offered a school place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.

Senior Leaders, especially the Safeguarding core team know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

Stepney All Saints School will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children. The lead person for this will be Iain Cameron.

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at risk. In circumstances where a parent does not want to bring their child

to an education setting, and their child is considered vulnerable, the social worker along with school staff will explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting COVID19 school staff or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Stepney All Saints School will encourage our vulnerable children and young people to attend school, if parents/carers opt to keep these students at home they will be expected to complete online learning through Google Classroom.

### Attendance Monitoring

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance. All students attending school will be recorded, this information will be sent to the DfE.

Stepney All Saints School staff and local authority social workers will agree with parents/carers whether identified students should be attending school – school staff will then follow up on any pupil that they were expecting to attend, who does not.

To support the above, school staff will, when communicating with parents/carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available. In all circumstances where a vulnerable child does not take up their place at school, or discontinues, the safeguarding core team will notify their social worker.

Lesson attendance is recorded by staff using the Edulink App (see page 8 for more details)

### Designated Safeguarding Lead

Stepney All Saints School has a designated safeguarding lead (DSL), also a Deputy DSL.

The DSL is: Iain Cameron (contact number: **07990 045102**)

The Deputy DSL is: Nicki Regan (contact number: **07990045100**)

A trained DSL will be available on site when students are on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for coordinating safeguarding on site. It is important

that all school staff have access to a trained DSL. For each week of lockdown a safeguarding trained member of staff will be identified on the staffing rota.

The Safeguarding team will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

### **Reporting a Concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school's Safeguarding Policy, this includes making a report via Safeguard, which can be done remotely. In the unlikely event that a member of staff cannot access Safeguard from home, they should email the Designated Safeguarding Lead and deputy Headteacher. This will ensure that the concern is received.

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

Where staff are concerned about an adult working with children in the school, they should report the concern to the Designated Safeguarding lead and/or the Head teacher.

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

### **Safeguarding Training and induction**

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited they will continue to be provided with a safeguarding induction in the form of the online training via Safeguard.

In the unlikely event of staff being deployed from another education or children's workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:

- the individual has been subject to an enhanced DBS and children's barred list check
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual

Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local protocols and confirmation of DSL arrangements.

### **Safer recruitment/volunteers**

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. When recruiting new staff, Stepney All Saints school will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2020) (KCSIE). In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

Where Stepney All Saints School is utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Stepney All Saints School will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of KCSIE. Stepney All Saints School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral.

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that this school is aware, on any given day, which staff/volunteers will be in the school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Stepney All Saints School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

## Online safety in Stepney All Saints School

Stepney All Saints School will continue to provide a safe learning environment, including online. This includes the use of an online filtering system. Where students are using computers in school, appropriate supervision will be in place.

## Children and online safety away from school/sixth form college

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

Online teaching should follow the same principles. Stepney All Saints School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

## Online learning and safeguarding protocols for virtual/'live' teaching. Guidance for staff and raising awareness for parents/carers.

These protocols focus on:

1. Pre-recorded screen, video and/or audio lessons
2. Using comments in Google Classroom
3. Running live lessons via Google Classroom

### 1. Pre-recorded Screen Recordings, Video and/or Audio Lessons Protocols:

**Voice recording** – this is where you record yourself talking through an activity, model or giving feedback.

- Ensure you speak using formal English in the way you would in a normal classroom.
- Only use a student's name if you are praising individual work.

**Screen recording** – this is where you share with students a recording of your computer desktop.

- Ensure that the video does not record any personal background/information. You can do this by either changing the settings on your recording to record a 'window' or a 'tab' only OR ensuring you have a neutral background, and there is no personal information available (i.e. nothing saved to the desktop).

**Video recording** – this is when you record yourselves talking through an activity, explaining a model or giving feedback. It is your choice whether you choose to turn

the video on or not in these videos. If you choose to turn video on, please ensure that:

- The background is neutral and professional. At all times the setting should be in a location suitable for delivery of a video lesson e.g. a living space or a study area. Videos should not be recorded in a bedroom and should not include other adults or children in the background. Teacher dress code is the same as it is in school – smart and professional

## 2. Using Comments in Google Classroom

- Use academic English in your comments to students.
- Set these clear expectations for students:
  - Students must use academic English at all times and only comment on the work.
  - Any inappropriate comments will be recorded in a screenshot and sent to the HOY who will communicate with parents.
- Ensure any behaviour concerns are recorded in SIMS, where appropriate they are reported to the HOD/HOY.
- If students are not following the expectations you have of them, they can be muted in Google Classroom, so they can no longer make comments.
- **Ensure any welfare/safeguarding concerns that arise during the communication are recorded and reported straight away to the DSL or deputy), in person or by phone and recorded in Safeguard**

## 3. Running Live Lessons via Google Classroom

Protocol for Teachers:

- Staff must only use platforms provided by Stepney All Saints school to communicate with students once they have taken part in live lesson training i.e. No communication with students should be done using your mobile phone, WhatsApp, any other social media platform etc.
- Any virtual lessons must only be delivered to groups of students (no 1:1 lessons).
- Security settings must be enabled as per advice circulated by Mr Jalil
- Teacher dress code is the same as it is in school – smart and professional
- If teacher camera is on, the background must be neutral and professional. At all times the setting should be in a location suitable for delivery of a video lesson. Any computers used should be in appropriate areas, for example, not in bedrooms and should not include other adults or children in the background.
- Staff must record all live lessons so that if any issues were to arise, the video can be reviewed

- Staff are advised to consider screen time for both themselves and the students
- Language must be professional and appropriate
- Staff should register all live lessons using the Edulink App, this data will automatically update SIMS.
- Staff need to ensure they are the organiser of the Google Classroom live lesson and close the video once the lesson is over so students can't contact each other without supervision.
- Staff should not enter a Google Meet that has been set up by a student.

### **Protocol for Students (N.B It is your responsibility to ensure students are following the protocols)**

- Students must only join using their school account through Google Classroom
- Students must only join the class once the teacher has announced it live on the google classroom stream
- Students must mute their microphones unless asked to unmute by the teacher
- If students have a question, they can write 'question' or type the question into the comment box or press the raised hand button
- All comments made by students must be focused on the work and be relevant to the lesson being taught
- Teachers can see the comments so students must write in an appropriate way at all times i.e. use academic English at all times
- At no point, should students take any form of recording or photo of the session. If it is found that this has happened, it will immediately be referred to the behaviour team and students will face serious sanctions in line with our behaviour policy
- In live lessons students and any parent in view must be in appropriate clothes and have a neutral and appropriate background (e.g. they must not be in a bedroom or have any siblings or other family members in the background).
- At the end of the lesson you must, end the recording, leave the lesson and close the window.

### **Behaviour System to Support these Protocols**

Any students who don't follow our protocols will be subject to one or more of the following sanctions:

- The student(s) in question will be muted in the classroom by the teacher

- The student(s) in question will be removed from the classroom by the teacher. The HOD/HOY will be notified via the behavioural referral system and we will also contact home.
- If necessary, the lesson will be stopped and closed.
- Sanctions will follow the school's behaviour policy.

All lessons are recorded and saved by the school in line with our data protection policy which is available to parents, carers and children on the school website.

**If you have any concerns regarding welfare/safety ensure these should be recorded and reported straight away to the DSL (or deputy), in person or by phone in the first instance if possible and entered in Safeguard.**

### Communication

While supporting children not in school, Stepney All Saints School is committed to ensuring the safety and wellbeing of all its Children and Young people.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that child or young person. Details of this plan must be recorded on safeguard and or SIMs, as should a record of contact made. The communication plans will include remote contact through Google Classroom and phone contacts. Other individualised contact methods should be considered and recorded.

Stepney All Saints School and the safeguarding core team will work closely with all stakeholders to maximise the effectiveness of any communication plan.

The school will share safeguarding messages on its website and social media pages.

Stepney All Saints School recognises that school is a protective factor for children and young people and the current circumstances can affect the mental health of students and their parents/carers. Teachers at Stepney All Saints School need to be aware of this in setting expectations of students' work where they are at home. As a school we will also provide support for students experiencing a mental health crisis.

### Supporting Students

Stepney All Saints School is committed to ensuring the safety and wellbeing of all its students. The school will continue to be a safe space for all children to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

The school will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.

Stepney All Saints School will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. If staff have concerns about the impact of staff absence such as our Designated Safeguarding Lead or first aiders, they should discuss them immediately with the Headteacher.

### **Peer on Peer Abuse**

Stepney All Saints School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where school receives a report of peer on peer abuse on Safeguard it will follow the principles as set out in part 5 of KCSIE and of those outlined within the Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multi agency partner required to ensure the safety and security of that young person.

Concerns and actions will be recorded on Safeguard and appropriate referrals made.

### **One to one video meetings with students**

Staff involved in the relatively rare event of a one to one virtual lesson/tutorial with students must adhere to the following conditions:

Contact with a student should only be during agreed school times. These times are school hours plus agreed times for specific after school contact e.g. 6<sup>th</sup> form interviews.

Contact must only be through our agreed methods of communication, for us this is google classroom and the Meet facility.

All meetings must be recorded. Please indicate to the student/parent that the meeting is being recorded. In addition confirm with the student/their parent that the parent is aware they are attending a meeting with a member of staff. Parents are welcome to attend the meeting/be present for the duration.

Staff should focus all contact on work related topics, no personal information is to be shared with any student.

Staff must follow the guidance regarding live lessons previously sent out e.g. location of meeting, dress etc. This also applies to the student who should be in a quiet place in their home for the meeting.

As with any student contact, staff will report immediately on Safeguard any safeguarding concerns that are raised during the one to one meeting.