Safeguarding practices for remote learning during school closure
Covid-19 addendum

Summary

We remind all staff, pupils and parents that the usual arrangements for safeguarding are not affected by School closure and that the School's policies on safeguarding apply, despite pupils learning remotely. KCSIE is statutory safeguarding guidance that schools and colleges should continue to have regard to as per their legislative duty and as such, the following principles apply:

- With regard to safeguarding, the best interests of children must always continue to come first.
- If anyone has a safeguarding concern about any child, they should continue to act and respond immediately. Vulnerable children and those about whom the school already has a concern will be supported in the usual way by tutors, House staff and the DSL and DDSLs.
- Children should continue to be protected when they are online. See guidance below.
- Any safeguarding incidents or concerns must be reported using the following telephone number: 0208 506 6769 to the Designated Safeguarding Lead, Elizabeth Channer or a Deputy Designated Safeguarding Lead (James Barr or Antonia Fryer-Green) or for the Prep School, Lisa Life at the earliest opportunity.
- They can also be reached using the following email addresses:
    - elizabeth.channer@bancrofts.org;
    - james.barr@bancrofts.org;
    - antonia.fryer-green@bancrofts.org;
    - lisa.life@bancrofts.org
- Where a trained DSL or Deputy Safeguarding Lead is not on site, a member of SLT will take responsibility for contacting one of the named DSLs or DDSLs.
- Peer-on-peer abuse must still be reported as a safeguarding concern to the personnel listed above. The principles set out in part 5 of KCSIE 2020 will still apply.
- If staff or volunteers have concerns about a staff member or volunteer who may pose a safeguarding risk to children, the usual procedure must be followed, and a report made to the Head. The principles set out in part 4 of KCSIE 2020 will still apply.
- The principles set out in part 3 of KCSIE 2020 will still apply to arrangements for safer recruitment checks on staff.

Practices for Staff

- Teachers and support staff should only use approved methods to communicate with pupils.
- Staff must follow up on pupil non- attendance by informing tutors. Parents or carers must be notified by the tutor or House staff of pupil absence, as must a child's social worker (if they have one).
- All communications should aim to be completed during school hours.
- As per the ICT Acceptable Use Policy, staff should not use their private email addresses, WhatsApp groups or any other form of social media that are not directly regulated by the School to communicate with pupils.
- When communicating individually with pupils, staff should email via their school email address only and should copy in other pastoral staff (e.g. tutor, Housemaster) when necessary.
- Staff should make their Head of Department a joint owner of a class Team and the relevant Hsm a joint owner of tutor group Team when using Microsoft Teams.
- Prep School Staff should make the Deputy Head Academic a joint owner of a subject Team and the Deputy Head Pastoral a joint owner of a form Team.
- When signing up to online resources (e.g. Seneca Learning), staff should use their school email addresses for the purposes of schoolwork.
- Colleagues should avoid live 1:1 audio or video contact with individual pupils, both to safeguard pupils and to safeguard themselves. If 1:1 contact cannot be avoided, permission must be sought from a Deputy Head ahead of the session.
- Sensitive conversations of a safeguarding or pastoral nature will not be recorded, but notes will be kept by the relevant staff so that concerns and safeguarding issues can be processed appropriately.
- Colleagues should use, where possible, Planet E-stream to upload pre-recorded video clips that they have made.
- In any recorded video, staff should ensure that dress is appropriate and that the background does not contain any personal information.
- In all video footage recorded by teachers, people not connected to the school should not appear.
- Staff should take reasonable steps to limit the sharing of large data files via the School's server.

Practices for Live streaming of audio and visual content

- Staff should record live sessions, where possible, and store them in the relevant class area of Teams both for safeguarding reasons and to share with pupils who cannot access the session at the time. Meetings should be named and appropriately labelled with class name, teacher's initials, subject matter and date. All participants must be made aware of this.
- At the start and throughout sessions, teachers should be clear about the expectations of student behaviour (e.g. a 'classroom standard' of behaviour is expected from all participants and they should usually mute their microphones unless they want to ask a question). Be clear that neither the recording by pupils nor the onward sharing of events is acceptable.
- Staff should make a note of the conference timing and who participated, including those who arrived/departed early or late.
- **Specific Procedures for Visiting Music and LAMDA Teachers:** VMTs and LAMDA teachers may use live video streaming facilities for one-to-one lessons, only if a responsible adult is present at all times to accompany the pupil for the lesson. All the practices above must also apply.

Additions to the Pupil E Citizen Charter for remote learning during school closure

- I understand that any communication that I make will adhere to the usual expectations of behaviour and be in line with the Pupil E Citizen Charter.
- I understand that any infringements will be dealt with by Staff in line with normal sanctions and procedures.
- I understand that when taking part in live-streaming sessions, I should be in an appropriate location and appropriately dressed.
- I am aware that all live-streaming sessions that occur in Microsoft Teams will be recorded and stored in the appropriate Class Team for safeguarding reasons or to be viewed at a later date by those who cannot attend a session.
- I understand that the recording by me, or the onward sharing of material is not acceptable.
- I understand that it is best practice for me to join live-streaming sessions with my camera turned off and my microphones muted. I should wait for further instructions from the teacher on how the session will run.
- I understand that I should minimise the transfer of large items of data via the School's email server.
- I understand that I should do what I can to limit contact with staff outside school hours.