COVID-19 Annex to Safeguarding and Child Protection Policy

This is an annex to the School's Safeguarding and Child Protection Policy (the **Policy**) which has regard to the Department for Education's Guidance for full opening: schools Safeguarding and remote education during coronavirus (COVID-19) and the statutory guidance Keeping children safe in education 2020(KCSIE)

Despite the changes brought about by the Covid pandemic, whether we be in lockdown or in a blended learning situation, the School's Safeguarding Policy is fundamentally the same: the best interests of children and young people always come first and anyone who has a safeguarding concern about any child should respond robustly and promptly, contacting the Designated Safeguarding Lead (or Deputy Designated Safeguarding Leads) in line with our established safeguarding procedures.

Peer on peer/child on child abuse:

The procedures for handling reports of peer abuse remain in line with our Safeguarding procedures. The principles set out in part 5 of KCSIE 2020 will still apply.

Allegations against a member of staff:

The procedures for handling allegations against a member of staff who may pose a safeguarding risk to children remain in line with our Safeguarding procedures. The principles set out in part 4 of KCSIE 2020 will still apply.

The DSL will keep the Policy and this annex under review. The School will ensure that all staff and volunteers are aware of this annex and future revisions and that it is published on the School's website.

Arrangements in place to support staff in identifying new Pastoral and Safeguarding concerns:

- All Pastoral and Safeguarding concerns are logged on CPOMS and visible to the relevant staff.
- The school will ensure that the DSL [and deputy DSL(s)] has sufficient time to provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate.

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Arrangements in place to support pupils:

- The scrutiny of pupil wellbeing by all staff is an ongoing priority and pupils are reminded that there is a wide variety of people to whom they can turn if they have a problem or a concern.
- Form Tutors are required to conduct pastoral conversations with all tutees to establish the well-being of pupils in their care and are then required to contact the parents of all tutees, either by email or by telephone, following these conversations with the pupils.
- House staff have made, and continue to make, targeted contact with the parents of pupils, or in the case of older pupils, with them directly, if they have experienced pastoral difficulties. This includes disadvantaged and vulnerable students, especially those who were persistently absent prior to the pandemic, or those who did not engage with school regularly during the pandemic; children with mental health issues, including anxiety, bereavement and sleep issues; children with SEND (including those with EHCPs).

Arrangements in place to keep children safe who are not physically attending school:

- Tutors must monitor attendance at morning registration and alert parents / carers and House staff to unexplained pupil absence so that it can be explored appropriately.
- Staff should keep an attendance register of their teaching groups and pupil absence from lessons must be reported to Tutors by teaching staff.
- 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 and should use a school email address when signing up to online resources (e.g. Seneca).
- Staff should make their Head of Department a joint owner of a class Team and the relevant House staff a joint owner of a 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.
- With the exception of Tutors, House staff and the Learning Support department, colleagues should avoid live 1:1 audio or video contact with individual pupils, both to safeguard pupils and 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 and recorded on CPOMS.
- Colleagues should use, where possible, Planet E-stream to upload pre-recorded video clips that they have made.
- Pupils in 3rds and Removes (under 13s) must not be directed to use YouTube independently, although selected clips may be shown by staff in class or tutor time.
- In any video contact, (in the case of blended and remote teaching and learning), staff should ensure that their 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.
- Parents / carers must be notified by the Tutor or House staff of unexplained absence, as must a child's social worker (if they have one).

- With a view to modelling good practice, all communications with pupils should aim to be completed by 6pm.
- Live-streamed lessons on Teams will not be recorded unless a significant proportion of the class is absent, however if we move to full online learning, staff should record live sessions 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.
- Pupils who are learning remotely should be present and engaged in online lessons with their cameras on (unless an exception is being made for pastoral reasons) and microphones muted, appropriately dressed and in a suitable place for work, as free from distractions as possible and without other household members or noise in the background.
- Pupils should also adhere to the normal behaviour expectations for lessons; infringements will be dealt with by staff in line with normal sanctions and procedures.
- Any communication by pupils should adhere to the Pupil E Citizen Charter (Acceptable Use Agreement). Recording by pupils or the onward sharing of material is prohibited.
- Pupils should complete work to deadlines set by staff and the pupil should alert teachers if they are not able to do so, seeking help from appropriate staff when necessary.

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.

Arrangements for following up on non-attendance:

- The School will work closely with other professionals and agencies if appropriate (e.g. CME) to support the return to school.
- Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, the School will immediately offer them access to remote education. Engagement with online learning will be monitored by individual subject teachers and followed up by Tutors and House staff where appropriate.
- A child's social worker (if they have one) will continue to be notified of any absence.

Updated COVID-19 safeguarding advice from local safeguarding partners including digital safety:

https://www.redbridge.gov.uk/crime-and-public-safety/anti-terrorism-prevent-and-channel/digital-safety-during-covid-19/

***Changes made to other policies*:**

The Online Safety policy has been updated, along with the E Charter (Pupil Acceptable Use of I.T Policy) The School's Risk Assessment is available on the school website.