



Fitzwilliam Primary School

## REMOTE LEARNING AND SAFEGUARDING

Headteacher: Mrs Susan Harrison  
Acting Headteacher: Mr Paul Quarry

Last reviewed on: January 2021

Created on: September 2020

Next review due by: September 2021

Signed (Headteacher): *P. Quarry* \_\_\_\_\_

Signed (Chair of governors): \_\_\_\_\_

In writing this plan, the school has referred to the Safe Remote Learning information provided by the [SWGFL.org.uk/saferemotelearning](http://SWGFL.org.uk/saferemotelearning).



## **Attendance monitoring**

Where there is a whole class isolation, and set-up is complete, Live teams calls will be used to have daily registers and opportunities to check-in with the class or group.

Pupils accessing work will be recorded on a daily basis by the teacher.

Where pupils are not accessing work, the school Learning Mentor or other designated member of staff should be contacted and follow this up.

Where pupils do not register, the registering staff member will inform the school Learning Mentor or other designated member of staff and they will follow this up.

Pupils will be set work during the morning. They should submit their work by the end of the school day, if possible, enabling the teacher to review the work at the end of the school day, prepare feedback and amend any subsequent lesson planning. We recognise that this may not be possible due to working commitments for parents at home so where this is the case, work should be posted as soon as is reasonably possible.

Where pupils are regularly not engaging in daily live sessions or accessing work, the school Learning Mentor and other designated staff may conduct a home visit to check the wellbeing and availability of technology to access remote learning.

## **Reporting a concern**

Where staff have a concern about a child, whether they be in school or accessing remote learning from home, including those they feel require any additional support during this period, they should continue to follow the process outlined in the school Safeguarding Policy.

When working from home and in the unlikely event that a member of staff cannot access their CPOMS from home, they should phone then email the Designated Safeguarding Lead and/or deputy. This will ensure that the concern is received. The DSL or deputy will then log this on CPOMS and take appropriate action.

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

If there is any issue contacting the DSL a senior member of the leadership team can be contacted.

If this cannot be done, Wakefield children's social care/MASH can be consulted directly on 03458503503. Inform the DSL immediately afterwards.

Reporting to MASH arrangements will operate as usual.

To refer an incident or concern that is a non-emergency to the Police, 101 can be used.

Where staff are concerned about an adult working with children in the school, they should immediately report the concern to the headteacher. 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.

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

Reporting to LADO arrangements will operate as usual please see <https://www.wakefieldscp.org.uk/education/allegations-against-staff/>

### **Safer recruitment/volunteers and movement of staff**

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, we 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 (2019).

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 we are 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.

We will continue to follow the LADO referral pathway and then the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult.

The case holder 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.

During the COVID-19 period all referrals should be made by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk)

It is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, we will continue to ensure all staff on site are appropriately checked, risk assessed if required and we will seek assurances from their employers of these checks.

### **Online safety in schools and colleges**

We will continue to provide a safe 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.

Where students are using school devices at home, a contract is in place and must be agreed to which details online safety expectations. These devices are set up with the same image as the school devices. This includes filtering to ensure access to safe content.

DSL's will consult with the national Professional Online Safety Helpline 0344 3814772 if required.

## **Children and online safety away from school and college**

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Safeguarding and Child Protection Policy.

Online teaching should follow the same principles as set out in the code of conduct and Safer Working Practice guidelines for those working in education settings.

We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- No 1:1s - groups only;
- Staff and children must wear suitable clothing, as should anyone else in the household;
- Any computers used should be in appropriate areas, for example, not in bedrooms, and the background should be blurred;
- The live class should be recorded so that if any issues were to arise, the video can be reviewed;
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day;
- Language must be professional and appropriate, including any family members in the background;
- Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils;
- Staff should only arrange live classes at the pre-agreed times – these will be pre-agreed with the Headteacher and other school staff and parents and pupils made aware;
- Staff should record, the length, time, date and attendance of any sessions held. The length, time and date of sessions will be automatically recorded within Microsoft Teams in the class timeline. Teachers will complete a record of pupils accessing learning. This is checked regularly by members to the Safeguarding team in order to plan additional calls and home visits that may be necessary for pupils not engaging.
- Feedback should be using the approved platform decided by school - Seesaw;
- All feedback should be related to work and in line with professional standards;
- Staff will at all times adhere to the IPMAT Staff Code of Conduct and the Acceptable use of ICT agreement.

Our students are aware of external support such as Childline. These have been communicated and are available on our website.

We will continue to inform parents of online safety resources such as Parent Info. NSPCC Net Aware and advice when using tutors etc. through our website and current parental communications.

## **Supporting children not in school**

We are committed to ensuring the safety and wellbeing of all our students.

For those children with an allocated worker, regular communication and joint planning must take place. We will work closely with all other involved agencies to encourage the child to school and maximise the effectiveness of any plan.

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, we will ensure that a plan and regular communication is in place for that child or young person. We will seek advice from Children First Hubs if necessary.

Details of this plan must be recorded, as should a record of any contact made. The communication can include: remote contact, phone contact, door-step visits etc. Home visit tips and risk assessment are available in school and will be made available on the school website.

This plan must be reviewed regularly and where concerns arise, the DSL will consider any referrals as appropriate.

We recognise that school is a protective factor for children and young people, and the current circumstances can affect the mental health of pupils and their parents/carers. Teachers need to be aware of this in setting expectations of pupils' work where they are at home. Staff will be alert to signs of decreasing mental health and refer accordingly.

It is also recognised that other safeguarding issues are likely to rise in these unprecedented circumstances including but not limited to;

- Neglect
- Sexual abuse
- Physical abuse
- Emotional abuse
- Domestic Abuse – including coercive control
- Parental conflict
- Substance misuse
- Online issues – including gaming, gambling, grooming and radicalisation

Further information and resources are available – including neglect toolkit  
<https://www.wakefieldscp.org.uk/education/education-resources/>

The school will continue to share safeguarding messages and signpost to support organisations on its website and social media pages.

## **Supporting children in school**

We will continue to be a safe space for 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.

We 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.

We 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. This will be bespoke to each child and recorded.

Where school has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with SLT and the MAT.

## **Working with parents and carers**

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online, where relevant, including what sites they will be using and who they will be interacting with from our school
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

## **Peer on Peer Abuse**

We recognise that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where a school receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within of 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 must be recorded and appropriate referrals made.

## **Support from the Local Authority**

The local authority cluster contacts will provide support and guidance as appropriate to enable the school to carry out our safeguarding role effectively.

Regular communication from Wakefield Director of Education is available on the website Wakefield Its Learning <https://wakefield.itslearning.com/>

The Safeguarding Advisor for Education regularly updates the Education resource webpage on Wakefield Safeguarding Children Partnership webpage for DSL's.

<https://www.wakefieldscp.org.uk/education/education-resources/>

This includes staff emotional support websites and helplines.