



<b>Policy Title</b>	Safeguarding during Government enforced lock down (Covid-19) TEMPORARY EXTENSION TO SAFEGUARDING POLICY
<b>Policy Lead</b>	Headmaster (JW)
<b>Date of Review</b>	21 April 2020
<b>Date of Next Review</b>	If required, 01 September 2020 Only required if Government enforced lock down continues

### **Fundamental considerations**

The way schools and colleges are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, however, a number of important safeguarding principles remain the same:

- Responsibility for risk assessment, action and the review of potential safeguarding issues created by moving teaching online resides, in the absence of Judy with the DDSL's: Jody (JW), Tracy (TS) and Robina (RU)
- Staff should remember that their usual safeguarding responsibilities and the expectations of the FSM User Agreement and Staff Code of Conduct remain in place.
- JW, TS or RU will be available on line for you to discuss any issues
- DA (Network Manager) is responsible for the development of FSM's whole school approach to remote learning
- With regard to safeguarding, the best interests of children must always continue to come first
- If anyone in the school has a safeguarding concern about any child they should continue to act and act immediately
- Staff must be aware of the potential for safeguarding issues to arise, whether due to poor technical understanding, an intention to abuse, weak online security or for any other reason
- It is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- Children should continue to be protected when they are online and those using chrome books will continue to be monitored via Smoothwall.
- Tutors and teachers should be cognisant of the possibility of peer on peer abuse on line and report any concerns to the DDSLs who will contact the parents immediately.
- As we have decided to provide both pre-recorded lessons and some live streaming, it will be crucial for teachers to follow these guidelines to safeguard the children and protect themselves at all times.

## **Staff Remote Learning Guidelines:**

- The remote learning provision permitted by FSM is set out on the Google Classroom system and supported by Google Meet. Zoom will be used for 1:1 Music lessons and parents have signed a user agreement regarding the guidelines of this system.
- The same level of professionalism is expected from both staff and students when remote learning is taking place.
- Any computers used should be in appropriate areas, for example, not in bedrooms or bathrooms and, where possible, should be against a neutral background. An artificial background can be set on zoom by going into the 'adjust audio' area before the broadcast and setting background image.
- Think about what may be in view in the background; for instance photos of a beach holiday, so that it does not intrude on staff privacy.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Staff should ensure that other adults in their households are aware of when sessions are taking place and act appropriately.
- Staff must check the suitability of any online source that they recommend (e.g. have they watched full videos, or just the start?).
- YouTube clips should always be cleared through DA
- Language must be professional and appropriate, including any family members in the background.
- Please be empathetic to the needs of the family and the timings of your interactions. It might not always be the best timings and they may be coping with many children with different needs.
- Some parents have been overwhelmed by your enthusiasm and have struggled with the workload and the feeling that everything had to be completed on time. Please be aware that different families will manage your expectations differently.
- For the Lower School, daily contact will be initiated by the teachers to the children in their forms using Google Meet and on the parents' devices. There will be an agreed time to meet at which point the parents will make contact. Parents must be in control of these devices and within earshot of the children and staff. These broadcasts must only take place during the scheduled school day.
- On certain days, as dictated by the timetable, Lower School children are invited to join their class for a Live lesson and similar rules apply.
- Staff initiating Zoom and Google Meets must be responsible for ending the meet otherwise children could stay in the 'room' without your supervision. Assemblies running via Zoom must be initiated by parents to provide safeguarding coverage.
- Upper School pupils will be using their Chromebook but the same safeguarding and child protection policies remain in place. The parent should know when the child is on line even if they are using Google Classroom and Google Meet.
- Please do not feel obliged to answer and respond to children's work outside the school day.

- Under no circumstances, reveal your private email or phone number to the children. If you need to use your personal phone, please go into settings and switch off caller ID or preface calls with 141.
- Staff using Google Meets and Zoom are expected, for their own protection, to record every session, and keep this saved within their Chromebook/School device until instructed to delete these.
- If staff are using outside systems or Apps, these should be sanctioned by DA first
- The remote platform being used by staff will be monitored by DA & WP.
- Staff should monitor and track pupils' participation and effort during sessions. Concerns should be raised at the daily staff meeting and parents will be contacted.