



**Grange
Academy**

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Article 28: *You have the right to a good quality education.*

Article 23: *You have the right to special education and care if you have a disability, as well as all the rights in this Convention, so that you can live a full life.*

Safeguarding Remote Learning Policy

Policy Status: Statutory

Review Cycle: Annually

Owner: Charlotte Thomas
Deputy Head/
Designated Safeguarding Lead

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Approved by: Local Governing Body (LGB) **Date:** January 2022

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Safeguarding During Remote Teaching and Learning Guidance

Introduction

At Grange Academy, we know that safeguarding is everyone's responsibility; we have a child centred approach and put pupils at the centre of all that we do. It is clear that whether pupils are at school or at home, their safety should remain a priority and procedures set down in existing policies, or in any new guidance, should be followed as far as is reasonably possible. There is no additional standard or statutory guidance specifically relating to online lessons or tutoring, however this document will make clear what our school's expectations are in relation to safeguarding during a period of remote teaching and learning. This policy is to be used in conjunction with our Safeguarding and Child Protection Policy, Remote Learning Policy and our COVID-19 Addendum.

Context

- There is still the potential for safeguarding issues to arise during remote teaching and learning, whether due to poor technical understanding, an intention to abuse, weak online security or for any other reason.
- There is also the very real possibility that pupils may be at home with abusers for much longer periods of time, when school is usually their safe space.
- The DSL/DDSL, Safeguarding Team and Form Tutors, will be responsible for risk assessing all pupils, taking action and reviewing potential safeguarding issues created by moving teaching and learning online for those pupils who continue to access education from home. If a safeguarding issue emerges from this staff will report by using My Concern and following normal safeguarding procedures. They may also wish to contact the DSL/DSSL to discuss further and set actions.
- The DSL or DDSL will be available and contactable throughout all periods when remote teaching and learning is taking place by school email, in person or by calling their personal mobile outside of school hours.
- The school leadership team and BILTT IT are responsible for implementing technology solutions and platforms for remote learning. The Senior Leadership Team remain responsible for the curriculum, teaching and learning while the school is operating a remote learning platform.
- The move to remote teaching and learning is a whole-school approach, reviewed on an on-going basis.
- All remote teaching and learning must take place using staff and pupil school email accounts so that Forensic Monitoring can continue to filter and monitor for safeguarding purposes.
- All pupils accessing learning and communicating with staff via online platforms such as Zoom and Microsoft teams will require consent from parents/carers.
- One-to-one tuition and mentoring sessions online are permitted in special circumstances only, and where the school SENDCO and DS/ DDSL have been informed prior to this taking place e.g. SALT, Music Therapy, tutoring and 1:1 counselling.
- Where appropriate some pupils will be able to access materials teachers have set and take part in live video and/or audio teaching sessions without parental supervision. This will be risk assessed per pupil.
- Staff can only teach online if their suitability has been checked and their details have been entered on the Single Central Register (SRC).
- Pupils and families classed as highly vulnerable are monitored more closely during remote teaching and learning. This involves regular phone communication and emailing throughout the week and door step visits with pupils and their families. All pupils have a risk assessment in place with an attached call log record. These are monitored carefully by the Safeguarding Team. Any arising safeguarding concerns are logged on My Concern as per

- school policy.
- DSL/DDSL will continue to work with external agencies remotely where there are significant safeguarding issues, in line with *Keeping Children Safe in Education* (2021) and *Working Together to Safeguard Children* (2018). They will continue to attend all meetings including CINs, TAFs, Core Groups and Child Protection reviews, virtually.
- The monitoring of internet use by staff and pupils will continue during remote teaching and learning by the school's IT Lead and BILTT IT team where school email accounts are being used. The Head of School, SLT and DSL receive regular reports and follow normal procedures.

Training and Reporting Safeguarding Concerns

- Staff have been given training in the use of new software and online platforms. Training will continue to be offered at regular intervals to ensure that all staff understand how to use remote teaching safely.
- Staff are trained in using MyConcern to report all safeguarding concerns. Staff also receive termly Safeguarding training and are provided with regular updates.
- Staff will continue to receive on-going training on specific issues related to remote learning and using software, within Teachers, Department meetings and INSET/training sessions.
- Pupils and families have also been given advice and training through letters sent home and via our school website on how to access and use software, and will continue to be given support, which will include appropriate and safe internet use.
- Pupils will receive extra support from Form Teachers and other relevant staff to ensure that they know how to stay safe when accessing remote teaching and learning and when working on line. Pupils will be trained in how to stay organised and manage their remote learning/study habits, as well as keeping safe.
- Parents have received the National Online Safety '10 Top Tips for Remote Learning' guidance which informs parents how to keep their children safe. Other relevant documents will be circulated throughout the period of remote teaching and learning.
- Staff at Grange will also provide Technical Support for parents/carers who need additional help in facilitating their child's remote teaching and learning experience including Safeguarding advice.
- All Staff will be vigilant to potential safeguarding issues in remote teaching and learning and appropriate responses; these include inappropriate comments, behaviour or images, peer-on-peer abuse, and all other safeguarding concerns as detailed within our Safeguarding and Child Protection Policy available on the school website.
- It is vital that staff report safeguarding issues encountered or raised in remote teaching and learning as they would do at school: record the concern on MyConcern in a timely fashion using the pupil's own words as much as possible. All MyConcern entries are immediately dealt with by the DSL/DDSL Safeguarding team.
If a member of staff has a concern about another member of staff during remote teaching and learning they must report this directly to the Head of school or the DSL in her absence, who will contact the LADO.

Practical Issues

- It is the expectation that staff will use a range of platforms such as Zoom and Microsoft Teams Evidence Me and Purple Mash to communicate with pupils and to provide learning opportunities. These platforms, in some circumstances, may also be used to deliver live lessons or to upload pre-recorded sessions. They are designed to complement and enhance additional work sent home.
- The platform/s chosen for remote teaching and learning allows the Senior Leadership Team to 'drop in' to online lessons – whether randomly or in response to any concerns raised and to have an oversight of communication with families and engagement in learning.
- In Zoom and Microsoft Teams staff can mute microphones of participants and pupils can

also mute their own microphones and/or turn off their camera. The host can also set whether the participants microphone and/or cameras connects when they join. All participants have the option of using the raised hand tool before speaking.

- Some staff may wish to use video based learning instead of audio sessions, especially in subjects such as Music, Drama, Music, Art and PE where practical tasks are a key part of the success criteria of the subject. Staff must not share video based tasks inappropriately and with any persons outside of Grange Academy, unless they have written permission from the DSL/DDSL.
- Some staff are using their own equipment (such as laptops) when working from home, but many have been provided by the school with necessary equipment and apps. Staff have access to their own BILTT email addresses and login details for security purposes.
- All staff have signed the Acceptable IT Use procedure and have read and agreed to our Ethical and Professionals Standards Policy.
- When using their own devices such as a mobile phone, to contact families, staff should block their number beforehand using 141 before dialing or in their mobile settings, change to Anonymous caller ID/turn 'Show My Caller ID' off. Phone calls and contact to families are logged below each pupil's individual risk assessment.
- A database of online learning resources is accessible to parents/carers via school website.
- Form Teachers will endeavor to stay connected with families with poor home Wi-Fi, particularly in respect of the most vulnerable pupils, through regular pastoral monitoring and check-ins, phone calls and home visits. Some pupils have been provided with a laptop to allow them to access remote learning. A signed agreement is completed by school and the parent/carer and usage monitored by the IT lead and DSL.
- Pupils will authenticate who is contacting them by only accepting a Zoom/Microsoft Teams meeting invitation request from a member of staff with a valid school email address i.e. @biltt.com
- The school will offer advice to parents/carers about filters that might be appropriate on home computers if online lessons are to be effective. Parents can contact the school for further advice. There will be a number of different Operating Systems and setups at home so we cannot suggest a single solution. Also, many parents will already have parent control measures in place.

Communications and Support

- Staff, pupils and parents will be informed of all changes and expectations in remote teaching and learning through the usual channels of communication: email, Virtual Department meetings and minutes.
- The DSL/DDSL will be informed of the reporting of concerns and incidents raised through My Concern. Team Members can be added to individual concerns to ensure that significant information is passed to those who need it e.g. Social Workers, Form Teachers, School Nurse etc. External agencies can also be added to My Concern profiles to ensure swift information sharing during times of non-contact.
- Staff may contact pupils through their school email accounts only. Personal email accounts must not be used.
- Families may contact staff using their school email account. Personal email accounts must not be used. If a pupil contacts a member of staff by their personal email, the member of staff will raise with the Safeguarding Team and manage appropriately.
- Some pupils will have regular contact with their Form Teacher and other key adults through home door step visits, so that their views can be listened to and any safeguarding concerns can be detected swiftly.
- Any revised guidance on conduct by pupils, staff and parents may be sent out at any time during remote teaching and learning.
- The Senior Leadership may survey pupils, parents and staff regularly to collate views on remote teaching and learning to ensure we provide an on-going excellent educational provision for accessing learning at home.

Behaviour

- At Grange Academy, we have high expectations of behaviour from both staff and pupils, as outlined within our Behaviour Policy. These high expectations remain in place during remote learning.
- Staff must use the Google Chrome web browser logged in to the school account to conduct school business. This will ensure that E-Safety is monitored throughout the session, which protects staff and pupils as it will pick up the two way on screen communication (not audio however). If staff want to cover themselves in this aspect they can 'record' each session they run in Meets/Teams/Classroom.
- Behaviour expectations will be made clear by staff at the beginning of each remote teaching/conferencing session. Expectations are also laid out via our consent form. Staff will actively reinforce appropriate boundaries. Teachers will also emphasise that remote teaching apps are for lessons only and not for any other contact e.g. sharing photos or general messaging between pupils.
- Staff will establish a serious and professional manner when teaching online. Staff must be mindful of the language they use during audio and/or video teaching and learning sessions.
- Both staff and pupils will treat each other with respect during remote teaching and learning.
- The default for meetings/lessons is to have the camera function switched off for both the host and participants, unless a specific need is suggested. Where possible, headphones should be used to cancel out any background noise for the safety of all.
- If staff are remote teaching using video, this must take place in a suitable venue i.e. a living room, dining room or study/home or school office/classroom so that pupils' parents can have access and check-in with their child. If staff or pupils have no choice but to access remote teaching and learning in their bedroom, they must not be in bed but ideally sitting at a desk, study area or neutral wall area.
- Remote teaching and learning (both audio and video) must never take place in a bathroom/washroom/toilet.
- If staff use video teaching methods, the background in video streaming/conference calls/recordings must be neutral and appropriate. Minimise mess and avoid personal items on display.
- All staff and pupils must be suitably dressed during remote teaching and learning sessions. This may be more casual than regular school business attire but it still needs to be modest and appropriate. If pupils are not appropriately dressed, terminate the lesson immediately and communicate the reason afterwards. Alert the DSL team using MyConcern.
- All remote teaching and learning sessions should take place in normal school hours.
- Staff must check the suitability of any online source that they recommend (e.g. have they watched full videos and check that the resource is age-appropriate). Primary pupils may only access Children's YouTube videos.

Recording of Lesson Content

- Pupils/parents are not permitted to record anything school-related or record the content of a teacher's lesson.
- Pupils/parents are not permitted to share any school-related recordings (video or audio) whether made personally or uploaded by teaching staff.
- This matter will be taken very seriously and there will be consequences if pupils record staff and /or other pupils and share the content inappropriately.
- Staff recording pupils for purposes other than normal lessons e.g. assemblies, drama performances, music concerts etc. should have written permission from the DSL/DDSL in advance of the recording.
- If a service provider automatically records sessions, all participants will have been informed: the periods of time for which such recordings will be kept; their ongoing accessibility and any purposes for which and under what conditions the provider may use them.

Personal Data and Data Protection

- The school asserts that it is in its legitimate interests to process personal data in order to deliver remote teaching and learning.
- Staff need to be mindful of the need to be sensitive about sharing personal data during remote teaching and learning.
- When recordings are made, data will be only be stored for as long as necessary.
- Only school-provided email addresses will be used to enable greater oversight and monitoring of content and participation.
- The General Data Protection Regulation (GDPR) and the Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children safe.

Online Peer-on-Peer Abuse/Bullying

- Pupils should contact their Form Tutor or the DSL/DDSL for help and support, whether pastoral or academic, as well as to report any concerns, including potential online bullying. They may also choose to a self-selected member of staff.
- Staff should remain vigilant when using online platforms for remote teaching and learning. Staff must report any incidents of peer-on-peer abuse or bullying to the DSL/DDSL and log on My Concern.
- The school will respond to bullying originating from within the home in a similar way to being at school as outlined within our Safeguarding and Child Protection Policy. The incident will be fully investigated by the DSL/DDSL, both the perpetrator and victim of bullying will receive support and parents will be notified. All incidents will be recorded on My Concern and the Integrated Front Door via a referral by the DSL/DDSL.
- All staff are aware from regular training that, as now, any online bullying is potentially a safeguarding issue.
- DSL/DSSL have relevant training on peer-on-peer abuse through relevant updated training.

Online Behaviour

- Pupils have an understanding of the policies that apply if they are using computers at home via their consent form and letters home.
- All Staff have signed an Acceptable Use Policy and this is kept on school records.
- Pupils are aware that the teacher is responsible for what they are doing in 'lesson' time but, during remote teaching and learning, pupils will also need to exercise control and self- restraint when using online platforms.
- The protocols for sharing school business-related pictures and video-clips between pupils and teachers are to use school email, Microsoft Teams, Evidence Me, Purple Mash and Zoom. Do not use personal or non-school approved apps to share or receive content.
- If pupils transgress the guidelines, staff must alert their Head of Department so that parents can be informed of the transgression and the matter dealt with appropriately.

Data protection - Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Adhere to the school's Acceptable Use Policy and GDPR guidelines.

This Policy guidance is linked to:

- Safeguarding and Child Protection Policy and Covid 19 Addendum
- Acceptable Use policy
- Safer Working Practice Agreement
- Behaviour Policy
- Contact with parents/carers guidelines
- Code of Conduct
- Ethical and Professional Standards

Appendix 1

Live Consent letter for Parents/Carers

Live Online Session Consent

Grange Remote Sessions delivered to pupils' in homes

Rules for parents and others in the household

- Consent form and agreement to follow rules must be signed by parent- see below
- No videoing or any recording of the session
- Only pupils invited can access the session, with support of parent/carer if needed – no other children or adults
- Provide an appropriate quiet place for the live lesson to take place.

Rules for pupils

- Follow the instructions and rules of the teacher during the Live Learning Session. These will include permission to speak to peers and the teachers during the Session. Your teacher will explain how it will work at the beginning of your Session, with reminders
- Pupils who do not follow teacher instructions will leave the Session, as their connection will be ended by the teacher
- Respectful language and appropriate behaviour at all times.

Please read the following statements carefully. Signing this form confirms your agreement with these statements.

- **I give consent for my child to take part in remote sessions provided by Grange Academy.**
- **I confirm that I am happy to use Zoom or Teams as the online platform.**
- **I understand that the session will be delivered from a suitable location.**
- **I confirm that I will organise a suitable location at home for my child to access the sessions.**
- **I agree to follow the rules for parents and I will support my child to follow the rules for pupils during the remote sessions.**
- **I understand that if the rules for parents or pupils are broken, the sessions for my child could be ended immediately.**

Parent/carer - please sign and return

Class: _____

Name of pupil: _____

Name of parent/carer giving consent: _____

Email address zoom invitation will be sent to: _____