



Safeguarding during Remote Teaching and Learning Policy

Introduction

At St Augustine's Priory, we know that safeguarding is everyone's responsibility; we have a child-centred approach and put children 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 the 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 7a Safeguarding and Child Protection Policy and the new Annex to 7a Safeguarding and Child Protection Policy (available on the website).

Summary of Systems in place at St Augustine's Priory

- 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 team will be responsible for risk assessing, taking action and reviewing potential safeguarding issues created by moving teaching and learning online: if a safeguarding issue emerges you must immediately contact Melissa George (Seniors), Kirsty Knowles (Juniors) or Liz Keane (Preps and Pre-Preps). By using MyConcern to log all safeguarding issues, all members of the team, including the Headteacher, are immediately notified.
- The DSL or DDSL will be available and contactable throughout all periods when remote teaching and learning is taking place by school email or by calling their school mobile phones (see Annex to 7a Safeguarding Policy for full contact details)
- Claire Matheson (Head of Technology for Remote Learning), Michael Dellow (Head of Computing) and Patrick Martin (Head of IT) are responsible for implementing technology solutions for remote learning. The Deputy Heads in each phase of the school (Christine Macallister, Kirsty Knowles and Liz Keane) remain responsible for the curriculum, teaching and learning while the school is operating a remote learning platform.
- The move to teaching online 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.**
- One-to-one tuition online is permitted in special circumstances only, and where the teacher has informed the DSL/DDSL prior to this taking place e.g. peripatetic teaching, LAMDA or when there is only one pupil in an A Level class etc. Guidance around this should be discussed with the DSL/DDSL.
- In the Senior School it is expected that pupils will be able to access materials teachers have set and take part in live video and/or audio teaching sessions without requiring parental supervision.



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- Staff can only teach online if their suitability has been checked and the checks have been entered on the Single Central Register (SRC).
- Vulnerable pupils (either those with a social worker or those deemed as vulnerable pupils by DSL/DDSLs) are being monitored closely during remote teaching and learning. DSLs/DDSLs, Form Teachers/Senior Form Teachers are in regular contact with vulnerable pupils (if age-appropriate) and their families.
- DSL/DDSLs will continue to work with external agencies remotely where there are significant safeguarding issues, in line with *Keeping Children Safe in Education* (2019) and *Working Together To Safeguard Children* (2018).
- The monitoring of internet use by staff and pupils will continue during remote teaching and learning where school email accounts are being used. The Headteacher and Deputy Head Pastoral (Seniors)/DSL receive regular reports and follow these up as they would do at school.

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 regularly trained in using MyConcern to report all safeguarding concerns.
- Staff will continue to receive on-going training on Safeguarding issues and using software during staff INSETS/training sessions or on an ad hoc basis over the forthcoming weeks and months.
- Pupils have also been given training in using software, and will continue to be given training, which will include appropriate use. Preps/Juniors 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. 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 documents will be circulated throughout the period of remote teaching and learning.
- The school will also provide Technical Support sessions for parents who need additional help in facilitating their child's remote teaching and learning experience including Safeguarding advice.
- Staff must be vigilant to potential safeguarding issues in remote teaching and learning and appropriate responses; these include inappropriate comments or images, peer-on-peer abuse, and all other safeguarding concerns as detailed in 7a Safeguarding and Child Protection Policy available on the school website.
- It is vital that staff report safeguarding issues encountered 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 (see the Golden Rules for When a Child Makes a Disclosure at the end of the document). All MyConcern entries are immediately dealt with by the DSL/DDSL 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 Headteacher who will contact the LADO.



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Practical Issues

- It is the expectation that staff will teach some of their lessons 'live' using a range of platforms such as Google Classrooms, Google Meets, Microsoft Teams etc. These platforms will also be used for daily registration and Form Time. They are designed to complement work set on the VLE.
- 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.
- In Google Meets and Microsoft Teams teachers can mute microphones of participants. The ability to control video cameras and whether they are on or off is controlled by the participant. In most cases, staff will ask pupils to turn cameras off and use audio only.
- Some staff may wish to use video based learning instead of audio sessions, especially in subjects such as English, Drama, Music, Art and PE where practical tasks are a key part of the success criteria of the subject. Google Classroom tasks store all student task responses within the Google Drive of the teacher/classroom owner. Google has strict policies on the sharing of data which are designed to protect school data and enhance safeguarding. Staff must not share video based tasks inappropriately and with persons outside of the St Augustine's community, unless they have written permission from the DSL/DDSL.
- **Staff and pupils MUST use the Chrome browser logged in to their school Google account to conduct school business. This will ensure that our ESafe is running and monitoring online activity.**
- Some staff are using their own equipment (such as laptops) but many have been provided by the school with necessary equipment. **Staff using their own equipment should conduct school business via the Chrome browser with it logged in to their school account as this is monitored for their own safety.**
- Staff have been told to only use school equipment (mobile phone) to contact pupils or parents directly by phone for pastoral reasons. If staff have to use personal mobile phones to make calls to families, they should block their number beforehand and inform DSL/DDSLs. Phone calls to pupils/parents should be logged using the relevant Pastoral Tracking system in each phase of the school.
- A database of online learning resources is being compiled by the Remote Learning group, which is in the process of being peer reviewed and will continually be added to.
- The school will endeavour 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.
- Students will authenticate who is contacting them by only accepting a Google Meets/Microsoft Teams meeting request from a member of staff with a valid school email address ie @sapriory.com
- The school will offer advice to parents about filters that might be appropriate on home computers if online lessons are to be effective. Parents can contact the IT Department helpdesk for 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 some 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, MailChimp etc.



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- The DSL/DDSL team will be informed of the reporting of concerns and incidents through MyConcern. Team Members can be added to individual concerns to ensure that significant information is passed to those who need it e.g. SFTs, Form Teachers, School Nurse etc. External agencies can also be added to MyConcern 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.
- Some key members of staff have been given school mobile phones to contact pupils and parents during remote teaching and learning. Staff will contact the parent and ask to be put through to the child (if age-appropriate to do so) rather than call the pupil's personal mobile phone if they have one. All calls will be logged using the Pastoral tracking system in each phase of the school.
- Pupils may contact staff using their school email account only. Personal email accounts must not be used. If a pupil contacts a member of staff using their personal email account, the member of staff will not reply but start a new email chain using the pupil's school email account and gently remind the pupil it is this way for safeguarding.
- Pupils will have regular contact with their Form Teacher and other key adults so that their views can be listened to and any safeguarding concerns can be detected swiftly. This may be through school email accounts or online platforms. In some instances, this may be over the phone (see above).
- Staff and pupils can contact each other using the agreed online platform for the area of school, e.g. Preps and Pre-Preps, Juniors and Seniors/Priory 6 for remote teaching and learning but all communication must be school related and relevant to lessons. Inappropriate language and off-task conversations will be dealt with, like they would in the classroom (see **Teaching** below for more specific guidance related to behaviour expectations).
- The above communication must take place during normal school hours and not at weekends or holidays, with the exception of key members of staff who may contact vulnerable pupils and/or their families outside of normal working hours.
- Any revised guidance on conduct by pupils, staff and parents may be sent out at any time during remote teaching and learning.
- The Remote Learning Team will survey pupils, parents and staff regularly to collate views on remote teaching and learning to ensure we provide an on-going excellent service.

Teaching

- At St Augustine's Priory, we have high expectations of behaviour from both staff and pupils, as outlined in 9a Promoting Good Behaviour Policy and in both the staff and pupil Code of Conduct documents.
- **Staff MUST use the Google Chrome web browser logged in to the school account to conduct school business.** This will ensure that ESafe is monitoring 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.
- For this reason, the school believes it is in its legitimate interest to record online sessions (see **Personal Data and Data Protection** below)



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- Behavioural expectations need to be made clear by staff at the beginning of each remote teaching/conferencing session. Staff must actively reinforce appropriate boundaries. Emphasise that remote teaching apps are for lessons only and not for any other contact eg sharing photos or general messaging.
- Staff must 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. (See the **Online Behaviour** section for further details).
- The default for meetings/lessons is to have the camera function switched off for both organisers 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 office so that pupils' parents can have access and check-in with their child. If staff or Senior 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, or just the start?/Is the resource age-appropriate?). Junior and Pre-Prep and Prep 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 eg: 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.



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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 Teacher, SFT or DSL/DDSL for help and support, whether pastoral or academic, as well as to report any concerns, including online bullying.
- 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.
- The school will respond to bullying originating from within the home in a similar way to being at school using: 7a Safeguarding and Child Protection Policy, 10a Anti-Bullying Policy and 9a Promoting Good Behaviour Policy. The incident will be fully investigated by a key adult (usually the DSL/DDSL), both the perpetrator and victim of bullying will receive support and parents will be notified. All incidents will be recorded on MyConcern.
- All staff are aware from regular training that, as now, any online bullying is potentially a safeguarding issue.

Online Behaviour

- Pupils have an understanding of the policies that apply if they are using computers at home – all pupils have signed the Acceptable Use Policy and this is also found in the Planners of Senior girls and Homework Diaries of Junior pupils. They have also signed the school's Code of Conduct.
- 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, the VLE and Google Classroom resources for all school related content sharing. Do not use personal or non-school approved apps to share or receive content.
- If pupils transgress the guidelines, staff must alert the relevant Deputy Head and SFT (Seniors only) so that parents are informed of the transgression.
- The Deputy Head Pastoral (Seniors) has produced a comprehensive Pastoral Support Plan which has been sent to all staff, pupils and parents detailing the possible effects of pupils being isolated on their computers for several hours and how to remain healthy and safe. The Pastoral Support Plan promotes kindness as a base-line of good online behaviour.



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Registration

The [government advice](#) (23.3.20) about registration for schools which are not operating as schools but simply providing a safe place for vulnerable pupils and the children of key workers, is that they do not need to take a normal attendance register but should complete and return a 'children in attendance' form (provided in the guidance). This does not mention remote teaching. However, we will register all pupils the following way:

- Form Teachers will hold daily form time via Google Meets (audio or chat function only) to check in with their tutees and to provide pupils with a platform to be listened to.
- The Form Teacher will complete a daily attendance register using Google Sheets Attendance using the following codes:
 - P Present
 - L Late
 - E Explained absence eg sickness
 - U Unexplained absence
- For safeguarding purposes if a pupil does not log in the attendance team will follow up and alert the DSL/DDSLs who will contact the family of the pupil to find out why the pupil is not attending registration periods. It may be that there is limited access to devices/internet at home and this will not be penalised.

St Augustine's Golden Rules for When a Child Makes a Disclosure

When a child makes a disclosure:

Do the following:

- Listen carefully
- Make accurate handwritten notes using direct quotation of the child's own words. If you can scan the notes straight onto MyConcern do so. Otherwise type up the notes on MyConcern and keep the copy of your handwritten notes safely stored to pass onto the DSL when you can
- Tell the child they have done the right thing by telling you and give lots of reassurance

Do not:

- Ask leading questions
- Use your own words to describe events
- Investigate
- Promise secrecy or confidentiality
- Discuss with anyone other than the relevant DSL/DDSL

Remember that safeguarding is everyone's responsibility and we place the child at the centre of all that we do at St Augustine's in order to ensure they are happy, safe and able to thrive.

Melissa George, Deputy Head Pastoral (Seniors), April 2020



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