

# Addendum Safeguarding Policy

## Remote Learning Policy for

### Hampden Gurney C of E Primary School

#### Context

Working from home has become a reality for many professionals since March 2020 and the emergence of the global COVID 19 pandemic. As educators we are aware that we are bound by Safeguarding policies and procedures aimed at protecting not just the young people in our care but also ourselves as professionals.

This addendum to Hampden Gurney C of E Primary School Safeguarding Policy contains details of our safeguarding arrangements of delivering remote learning and will cover the following areas:

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## Key Contacts

<b>Role</b>	<b>Name</b>	<b>Contact Number</b>	<b>Email</b>
<b><u>Designated Safeguarding Lead</u></b>	Eva Valverde	020 77237482	<a href="mailto:evalverde@hampdengurney.co.uk">evalverde@hampdengurney.co.uk</a>
<b><u>Deputy Designated Safeguarding Lead</u></b>	Evelyn Chua	020 77237482	<a href="mailto:head@hampdengurney.co.uk">head@hampdengurney.co.uk</a>
	Hannah Shin		<a href="mailto:hshin@hampdengurney.co.uk">hshin@hampdengurney.co.uk</a>
<b><u>Head Teacher</u></b>	Evelyn Chua		<a href="mailto:head@hampdengurney.co.uk">head@hampdengurney.co.uk</a>
<b><u>Chair of Governors</u></b>	Brian Hilton	020 77237482	
<b><u>Safeguarding Governor/Trustee</u></b>	Anne Larkey	020 77237482	<a href="mailto:alarkey@hampdengurney.co.uk">alarkey@hampdengurney.co.uk</a>

## Introduction

It is important that all staff who interact with children, including online, continue to look out for signs that a child may be at risk. Any such concerns should be dealt with as per the school safeguarding policy, and where appropriate referrals should still be made to children's social care and as required, the police.

If you are concerned about the safety and wellbeing of a child at school or at home, then you can contact the Designated Safeguarding Lead who is Ms Eva Valverde and can be contacted on 020 77237482. If you cannot contact Ms Valverde, then please make contact with Headteacher Mrs Chua on 020 7723482. If you think a child is in immediate danger, contact the police on 999. If you're worried about a child but they are not in immediate danger, you should share your concerns.

All staff and volunteers should report any concerns about a child and their family experiencing domestic abuse.

Parents' and carers' mental health may also be affected during the pandemic. Therefore, it is important that all staff raise concerns with the DSL/DDSL to consider who is best placed to support the child and/or family.

## Who is this policy applicable to?

A child (and their siblings if they are also attending Hampden Gurney C of E Primary School) is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.

A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

Remote learning will be shared with families when they are absent due to Covid related reasons which will not always be at start of week or at the first day of absence.

## Content and Tools to Deliver This Remote Education Plan

Remote learning will only take place using DB Classroom, which has been assessed and approved by the headteacher and governing body. Staff expected to deliver remote learning will also have been trained/mentored in the correct use of the system.

The use of any personal accounts to communicate with learners and/or parents/carers is not permitted. Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with Ms Valverde, DSL.

Staff will use work provided equipment where possible e.g. a school laptop, tablet or other mobile device. If this is not provided, clear expectations should be put in place in relation to safeguarding and data security when using personal devices e.g. using strong passwords, suitable levels of encryption, logging off or locking devices when not in use etc.

Online contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT:

- The operating times are 9am to 3.30pm.
- All remote lessons will be formally timetabled.
- Live streamed remote learning sessions will only be held at pre-arranged times.
- Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

## Behaviour Expectations

Staff will model safe practice and will conduct themselves online during remote sessions as they would in the classroom.

All staff are expected to behave in line with existing school policies and expectations. This includes:

- Appropriate language to be used by all attendees.
- Appropriate dress code
- Staff will not take or record images for personal use
- Staff will use a blurred or plain background for live sessions
- Ensuring that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds
- All sensitive documents or tabs are closed when screen sharing
- Staff should record the length, time, date and attendance of any sessions held

Staff will remind learners of behaviour expectations and reporting mechanisms at the start of each session. This includes:

- All learners are on mute unless asking a question or asked to contribute
- Clear instructions on how learners may signal that they have a question
- All learners to have a blurred background when cameras are on
- Use of chat box disabled where possible or where there are concerns about monitoring set to teacher view only
- Appropriate dress code

## Roles and responsibilities

### Pupils and parents

Staff can expect pupils learning remotely to:

- Adhere to behaviour expectations as outlined at the start of each session
- Raise any concerns about school or home life with a member of staff during school hours by sending a message to their teacher or telephoning the school office.

Staff can expect parents/carers with children learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work
- Seek help from the school if they need it
- Parents/carers will support children with accessing the lesson if required
- Not become involved in live session
- Any concerns are to be raised via the normal school's complaints procedures and not during a live session
- If a parent/carer feels that a child or young person is at immediate risk of harm the police should be called on 999 who can provide an immediate response. However, if a parent/carer does not believe the risk requires immediate action, Westminster Multi Agency Safeguarding Hub (MASH) team should be contacted to discuss concerns:

Phone: 020 76414000

Monday to Friday 9am to 5pm

Out of hours phone: 020 76416000

### Designated and Deputy Designated Safeguarding Lead

Hampden Gurney C of E Primary School has a Designated Safeguarding Lead (DSL) and deputy DSLs. The Designated Safeguarding lead is: Eva Valverde

The Deputy Designated Safeguarding Leads are: Evelyn Chua and Hannah Shin

It is important that all Hampden Gurney C of E School staff and volunteers have access to a trained DSL or deputy DSL or other member of the Safeguarding team. On each day, the staff on site and working remotely will be made aware of who that person is and how to contact them.

## Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding policy, this includes making a report via **C-Poms** the schools safeguarding reporting system, this can be done remotely .

In the unlikely event that a member of staff cannot access **C-Poms** remotely, they should email the concern to the Designated Safeguarding Lead ([evalverde@hampdengurney.co.uk](mailto:evalverde@hampdengurney.co.uk) ) and the, Headteacher ([head@hampdengurney.co.uk](mailto:head@hampdengurney.co.uk)) . This will ensure that the concern is received.

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

Where staff are concerned about an adult working or volunteering with children in the school, they should follow the school reporting process and inform the Headteacher as soon as possible. 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 to the Headteacher.

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

If staff are concerned that they cannot report this, they should utilise the whistleblowing process and contact: [lado@westminster.gov.uk](mailto:lado@westminster.gov.uk)

## Useful Contact Numbers

MASH: 020 76414000/ Out of Hours: 020 76416000

LADO: [lado@westminster.gov.uk](mailto:lado@westminster.gov.uk)