



Larchfield Primary & Nursery School

NAME OF POLICY: Remote Learning Policy
DATE APPROVED: January 2021
DATE TO BE REVIEWED: January 2022

Introduction

Keeping pupils safe continues to be our top priority. All school staff have a continuing responsibility to promote the welfare of the children we teach and protect them from harm, (in the form of neglect or physical, emotional, or sexual abuse), and to support vulnerable children.

This annex to our safeguarding policy details changes to our procedures and practices on account of the temporary school closure and the need for ongoing learning at home. In this context of remote learning, due to the Covid-19 school closure we are particularly mindful of the risk to the safeguarding of children should live learning take place. This is considering the safety and professional safety for all. With this said we will not be currently carrying out live teaching but ensuring the children receive personalised remote learning daily and given regular feedback via email communication and a weekly catch up phone call from their teacher. In addition to this, vulnerable children and those on the SEND register, who it is felt would benefit, will also receive weekly check-ins from the Inclusion lead and/or Family Support Worker.

This annex also takes into account the safeguarding of children of key workers and vulnerable children, who are still being cared for in school.

Guiding principles

The way we are currently working in response to coronavirus is fundamentally different to business as usual; however, a number of important safeguarding principles remain the same:

- The best interests of children come first
- Anyone who has a safeguarding concern about a child must raise the concern immediately with the DSL (Designated Safeguarding Lead)
- The DSL or deputy should be available at all times
- Children should be protected online
- If a staff member has safeguarding concerns about another member of staff or the Headteacher, he/she should follow the procedures laid out in the main Safeguarding Policy.

Legislation and guidance

This annex is drawn up in accordance with the following statutory DfE guidance, in addition to other legislation, and key documents identified in our Safeguarding policy, in particular 'Keeping Children Safe in Education', September 2019:

- Coronavirus (COVID-19): Safeguarding in schools, colleges and other providers, 27th March 2020. ● Guidance on vulnerable children and young adults, 27th March 2020

- Mental health and behaviour in schools, Nov 2018

- Teaching online safety in schools, June 2019 Staff must continue to adhere to school policies relating to Safeguarding:

- Safeguarding Policy

- Behaviour Policy

- Anti-bullying Policy

- Prevent extremism Policy

- Data/GDPR Protection Policy

- Staff Code of Conduct

- Safer Recruitment

The Department for Education COVID-19 helpline is available to answer questions: 0800 0468687, email DfE.coronavirushelpline@education.gov.uk

Roles and responsibilities

The Designated Safeguarding Lead (DSL) is:

Jacqui Kearney, Headteacher

The Deputies (DPs) are:

Annie Cole, Deputy Headteacher and Angie Baker, Family Support Worker.

There will always be a DSL/DDSL on site during the school day. Angie Baker will always be contactable at home.

Contact details (email addresses and mobile phone) can be obtained from the school admin team during all business hours. The office can also provide contact details for the Chairman of Governors should there be a concern about the behaviour of the DSL.

The School Business Manager (Pam Malli) is responsible for maintaining safe IT arrangements. She ensures that appropriate filters and monitoring systems are in place to protect children when they are online on the school's IT systems. The Headteacher is the lead on remote teaching.

Staff training

- Staff are expected to read this Annex, our Safeguarding Policy and the Staff Code of Conduct.

- Staff must be aware of the reporting route should they have a safeguarding concern about any child or member of staff. Teachers are currently not expected to carry out live teaching from home.

- Contact with pupils will only be through school email accounts. Other methods of contact can be through personal phones if working from home, but should withhold the caller ID before phoning.

- When contacting pupils directly on 'ask the teacher' email account, staff should always keep copies in their class file within this email address.

- Never conduct any live lessons from home. When contacting during weekly phone calls parents must always be present during the conversation with a child.
- A register with regard to engagement will be kept. Daily evidence of learning will be emailed from parents at the end of each day.
- The school will follow up on any child who does not engage.

Online safety during the current situation, student screen time will inevitably be increased significantly, both for remote learning and personal use. The school is committed to keeping children safe online and to ensuring positive online interaction between teachers, parents and pupils. Some work will also be set which is not computer-based, to allow pupils learning time away from screens.

Pupils will be given guidance in line with the DfE guidance on 'Teaching about online safety', June 2019. Pupils will be taught:

- Appropriate online behaviour
- How to evaluate what they see online
- How to identify online risks
- How to recognise techniques used for persuasion

Parents should be aware of:

- The importance of remaining in control of electronic devices at home and remaining in earshot when children are in contact with teachers.
- What their children are being asked to do online during this period of remote learning.
- The sites that the children will be asked to access.
- Filters that might be appropriate on home computers if online lessons are to be effective.
- Who their child is going to be interacting with online.
- How to report concerns to the school.
- Where to seek support to help them to keep their children safe online.

The following websites offer support to parents and carers regarding e-safety:

- Internet matters <https://www.internetmatters.org>
- London Grid for Learning <https://www.lgfl.net/default.aspx>
- Net-aware <https://www.net-aware.org.uk>
- Thinkuknow <https://www.thinkuknow.co.uk/>
- Parent Info <https://parentinfo.org/>
- UK Safer Internet Centre <https://www.saferinternet.org.uk>

Staff should:

- Complete the daily online attendance form, introduced by the DfE, for children of critical workers and vulnerable children who are attending school.
- Any pastoral concerns should be raised with the child's teacher who should deal with it in the normal way, by contacting parents whenever possible.

- Any safeguarding concerns should be addressed to the DSL or deputies, who will follow the protocols explained in the Safeguarding policy.
- Safer recruitment policy rules apply in accordance with KCSIE, with reference to the appointment of new staff, maintenance of the SCR and our legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child.