



SLS Annex to Safeguarding and Child Protection Policy in relation to school closures due to Coronavirus (Covid 19) January 2021

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 guided by safeguarding policies and procedures aimed at protecting not just the young people in our care, but also ourselves as professionals.

This addendum to the school Safeguarding Policy contains details of our safeguarding arrangements for delivering remote learning, with regard to statutory safeguarding guidance, KCSiE 2020 and latest DfE guidance. Our current safeguarding policy can be found here:

<https://www.stlukesschool.org.uk/parents/policies/> This Annex will be updated as the situation changes or as government safeguarding guidance is updated.

This Annex has been shared with all staff members and all governors via email and with all parents via email in the school newsletter. It is also available on the school website:

<https://www.stlukesschool.org.uk/parents/policies/>

Statutory Authority

The Provision of Remote Education, Temporary Continuity Direction, came into effect on 22 October 2020; placing a legal duty on schools in England to provide remote education for statutory school-aged children who are unable to attend school due to coronavirus. This includes:

- Whole year groups being directed to stay at home for fully remote learning (FRL)
- Individuals or smaller groups self-isolating for fixed periods (SI).

Delivery of Remote Learning

- Remote learning will only take place using systems approved by the headteacher/governing body.
- Staff expected to deliver remote learning will receive training in the correct use of the system.
- Staff will only use school approved professional accounts with learners and/or parents/carers.
- Staff will not use personal accounts to communicate with learners and/or parents/carers
- 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 must 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 agreed operating times
- The use of educational resources will be in line with existing teaching and learning policies, with consideration made to licensing and copyright.
- The use of video and microphones in live lessons will be in line with behavior expectations detailed below



Staff

Staff will have high expectations and apply school policy; modelling safe practice and conduct themselves online during remote sessions as they would in the classroom. This includes:

- Following appropriate dress code
- Not taking or recording images for personal use
- Using a neutral 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

Pupils

Staff can expect pupils learning remotely to:

- Have a neutral background when cameras are on
- Wear appropriate dress code
- Adhere to behaviour expectations as outlined in the Remote Learning Policy and Behaviour Policy and Addendum.

Parents/carers

- Make the school aware if their child is sick or otherwise cannot complete work
- Seek help from the school if they need it
- Support children with accessing the lesson if required
- Allow the lesson to proceed without interruption
- Raise concerns via the normal school's complaints procedures and not during a live session

Further details of our approach to Remote Learning can be found in our Remote Learning Policy here:

<https://www.stlukesschool.org.uk/parents/policies/>

Reporting Concerns

Designated and Deputy Designated Safeguarding Lead

All staff will have access to a trained DSL or deputy DSL. Staff on site and working remotely will be made daily aware of who the DSL is and how to contact them.

It is expected that the school will have a trained DSL (or deputy) available on site. However, if this is not possible a trained DSL (or deputy) from the school will be available to be contacted via phone or email. All staff members have been supplied with contact details. Where a trained DSL (or deputy) is not on site, in addition to one of the above options, a senior teacher will take responsibility for co-ordinating safeguarding on site.

Parents or others can contact the DSL (or Deputy DSL) via the school's email address:

office@stlukesschool.org.uk or on the school telephone number 0207 4354135.

- Designated Safeguarding Lead - Jo Iwanicki
- Deputy Designated Safeguarding Lead - Helen Wickham
- Deputy Designated Safeguarding Lead - Julie Galton



In unusual circumstances, if staff members (or others) need to make a referral themselves they should contact the MASH (Multi Agency Safeguarding Hub team as usual. Whistleblowing contacts numbers are also available below:

- The MASH) number for staff to gain safeguarding advice or make referrals is: **020 7974 3317**
- Camden Council's confidential and independent help line for protected disclosure: **0800 734199**
- Ofsted's whistle-blowing line: **0300 123 3155**
- NSPCC whistle-blowing helpline: **0800 028 0285**

Staff

All staff members continue to have the same safeguarding responsibilities for keeping children safe, being alert to any signs of possible abuse and reporting any concerns. This applies equally to staff who are part of the rota for caring for children of critical workers in school and staff who are working from home and communicating remotely with children and families. If a staff member believes that a child is in immediate risk of harm they should contact the police.

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 the schools safeguarding reporting system. This can be done remotely.

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.

Pupils and Parents

It is important that parents and pupils are aware of how they can share any concerns they may have. Concerns in this instant could include matters relating to safeguarding, learning and or their wellbeing.

Key principles

During the period of school closures these key principles apply:

- the best interests of children must always continue to come first
- if anyone in a school has a safeguarding concern about a child, they should act as they ordinarily would, immediately if the child is in danger
- the DSL or deputy DSL should be available. If not in school they should be contactable at all times and their details need to be shared with those in school
- unsuitable people must not be allowed to enter the children's workforce and/or gain access to children
- children should continue to be protected when they are online

Working with other professionals and agencies

The school will continue to support children by working with other professionals, such as social workers and CAMHS workers, and other agencies such as the Virtual School for Looked After Children or Camden's Early Help services, during this period.

Keeping in contact with families, including 'vulnerable' children

Class teachers are responsible, in the first instance, for maintaining contact via email with all families (and children) throughout this period. If class teachers are concerned that no contact has been had with a family for three consecutive school days they should alert the head teacher who, with the admin team, will



endeavour to contact the family firstly via email and then by phone. If no contact has been made for five consecutive days the head teacher will consider whether and when a referral to Camden's MASH team will be made in order to establish the welfare of the child.

Attendance at school each day is the best 'safety net' for many vulnerable children (and families). School closures have removed this safety net for the time being and we recognise we need to put in place systems to replicate this over this period. School staff have identified the more vulnerable families and children within our school community and have established and will maintain additional contact (via email and phone) throughout this period, including to offer support or contact with other agencies where needed. This group of more 'vulnerable' families may change over the period of school closures.

If a child who is expected at school does not arrive on a particular day, staff members will follow usual follow-up procedures to contact the family and establish the welfare of the child.

Safer recruitment and reporting concerns about adults working with children

All safer recruitment practices, including up-to-date vetting and DBS checks, as set out in our Safeguarding and Child Protection Policy, still apply during the period of school closures.

Only adults for whom we hold full vetting checks and who are part of our usual school Single Central Record will be:

- part of the rota to supervise children of critical workers in school
- able to contact families by email using school email addresses or receive emails from them.

At least two adults will be present in school at any one time to supervise the children of critical workers (however small the group of children) in order to protect staff members from potential allegations.

As usual, staff members should report any concerns about the behaviour of adults (whether they are working in school or working remotely) to the DSL immediately. Concerns about the behaviour of the head teacher (DSL) should continue to be reported to the Chair of Governors at governors@stlukesschool.org.uk

Professional boundaries

Staff should maintain professional boundaries with children and families at all times, including when communicating online and working remotely. Staff members are referred to the Guidance for Safer Working Practices Document (<https://www.saferrecruitmentconsortium.org/GSWP%20Sept%202019.pdf>) which the school has adopted and forms part of our staff code of conduct. This Guidance still applies during this period.

Social distancing, hygiene and cleaning

Staff members, children and parents still attending school are expected to follow the latest government guidance on social distancing in schools as far as is practical. [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\) - GOV.UK \(www.gov.uk\)](#) (Section 5) This guidance has been summarised and shared with all staff working in school. Good hygiene and cleaning practices, including supervised hand washing, and following current guidance for schools, also continue to be in place.

Support for mental health and well-being

The school recognises the possible impact of school closures (and the wider national situation) on the mental health and well-being of children, families and staff members. The school has been and will



continue to be active in signposting all groups in the school community to sources of mental health and well-being support and in providing or facilitating one-to-one buddy support systems where this is necessary.

Implications for safeguarding for online and home learning

The school recognises the different challenges posed by online and home learning compared to usual teaching and learning in school, including the need for

- a greater emphasis on online safety learning for pupils, including awareness of online peer-on-peer abuse
- a greater vigilance of staff members for signs of stress in families and when and how to offer support

Please see our 'Home Learning' page on the website for more details of our agreed practices and support for pupils, parents and staff members during this period <https://www.stlukesschool.org.uk/home-learning>