



**Safeguarding and E-safety Remote Learning during Covid-19  
Whole School and EYFS**

IMPORTANT: For the academic year 2021 – 2022, head/headteacher will be the Principal and therefore these titles are interchangeable.

The Head undertakes a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed: Mr Tim Cannell

Date reviewed: 6 September 2021

Date of next review: 3 September 2022

ONLY REQUIRED IN THE EVENT OF WHOLE OR PARTIAL LOCKDOWN AND SHOULD  
BE READ IN CONJUNCTION WITH THE SAFEGUARDING AND CHILD PROTECTION  
POLICY

**INTRODUCTION**

Parsons Green Prep aims to continue teaching and learning of a high standard during COVID-19 government restrictions, by using online technology and remote learning, whilst maintaining and ensuring the safety and welfare of all pupils. Several measures have been put in place in order to achieve this. These guidelines are in line with Keeping Children Safe in Education, Sept 2021. Procedures outlined in this policy act alongside, and supplement, our everyday safeguarding and welfare procedures.

**RE-OPENING THE SCHOOL**

From September 2020 the school reopened fully to all pupils.

If there is a situation where the school is open only to certain groups of children, staff should continue to follow the school's Safeguarding & Children Protection policy and adhere to the Staff Code of Conduct in addition to this policy. Attendance will be monitored as normal.

Where the school reopens (either partially or in full) after a period of lockdown, parents, staff and the governing body will be consulted and a full risk assessment will be made available on the school's website. Pupils with a valid reason for non-attendance will be able to access the curriculum remotely. The school will endeavour to support pupils living with vulnerable adults at home. The school will continue to support vulnerable staff members.

**LINES OF REFERRAL**

Designated Safeguarding Lead (DSL), including EYFS: Mr Ryan McAvoy  
[ryan.mcavoy@parsonsgreenprep.co.uk](mailto:ryan.mcavoy@parsonsgreenprep.co.uk);

Deputy Designated Safeguarding Leads (DDSL): Mr Neil Christey





[neil.christey@parsonsgreenprep.co.uk](mailto:neil.christey@parsonsgreenprep.co.uk)

In the unusual event of the DSL and DDSLs being unavailable, safeguarding concerns will be referred to the Headteacher, Mr Tim Cannell [headmaster@parsonsgreenprep.co.uk](mailto:headmaster@parsonsgreenprep.co.uk), who will be able to coordinate safeguarding procedures and liaise with Hammersmith & Fulham Social Services **0208 753 6600**.

In the event of an emergency, contact the police on **999**.

### CONTINUITY OF EDUCATION

In the event that children are required to learn from home, we will put in place a full programme of remote learning to be delivered by Zoom and Microsoft Teams. It is our intention that:

- All subjects will continue to be taught
- Purposeful and relevant lessons will be delivered
- Work will be marked and given back to pupils
- Teachers will self-evaluate at the end of every fortnight
- Lessons will be observed by senior management
- The Senior Management Team will continue to monitor lessons and the progress children make in them, and will act to ensure that children continue to receive a high-quality education.

### SUPPORTING KEY WORKER/VULNERABLE CHILDREN

Parsons Green Prep will ensure that the appropriate support is in place for the children of key workers and vulnerable children, who are on site during the COVID-19 closures. The Headteacher will ensure that appropriate staff are on site and staff-to-pupil ratio numbers are appropriate, to maximise safety. Staff supervising on site have paediatric first aid training and will be briefed on safeguarding procedures and lines of referral. There will be no voluntary workers, only current staff. The school will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.

### SAFEGUARDING PROTOCOLS FOR REMOTE LEARNING

- Teachers will not ask for or use the personal emails of any pupil
- Teachers will not give their own email or telephone details to any child
- Parents will contact teachers using the teacher's PGP email address
- All communications with children will be via the Office 365 Portal (Teams and One Note)
- Using Teams, teachers can set Zoom links on Chat, so that they can take video calls with their class
- Office 365 uses PGP email accounts, and staff should be aware that all interactions on this platform may be monitored or recorded
- Staff will be trained in how to mute or stop a video call if they are concerned for any reason
- SMT will monitor regularly (by joining classroom calls and chat sessions and monitoring the teaching day to day)
- Staff will send weekly evaluations of pupils' learning to the headteacher and head of assessment, to demonstrate progress and to identify areas for development





- Staff will complete a timetable and this will indicate when lessons, calls and communication take place
- If staff need to contact pupils outside of Teams and OneNote, only parental email and telephone may be used
- Staff will not use social media as a way of communicating with pupils; they will not follow children or allow children to follow them over social media.
- Staff will dress professionally and prepare lessons in the same way they would if they were in school
- Staff will communicate with children in the same manner as they would if they were at school
- Staff should conduct lessons on their own, with no other members of their household present
- Staff should continue to report any concerns they have in connection with pupil well-being and/or behaviour to the DSL
- PHSE sessions during the pandemic will address issues that will come out the pandemic, eg worries, anxieties, unable to see friends etc
- Staff training will include safer use of technology, what to do if they have a concern, what to expect and how to support families during a crisis situation.
- The DSL will follow up on any safeguarding concerns, using normal procedures
- Appendix 5 of the Staff Code of Conduct, Safeguarding Policy still applies when staff are undertaking remote teaching and learning
- A register will be taken as usual using Engage twice a day, and normal procedures for monitoring attendance will continue
- The DSL will liaise with teaching staff to offer support, taking into account the most vulnerable groups in the school – SEND, EYFS, children of concern
- Pupils will sign a remote learning behaviour code at the beginning of term, to show they understand what is expected and how to keep safe (attached). The behaviour code will be sent to parents, so that they are aware of expectations and know how to support their children online.
- Visiting staff will not be allowed to conduct 1:1 lessons during school hours. Those teaching whole classes will join the Zoom call set up by the class teacher at the start of the day and will leave it once their lesson has ended. Parents will be asked to confirm that any arrangements they make are private ones between them and the teacher and that no teaching may take place during school hours.

### **PASTORAL SUPPORT AND MENTAL HEALTH**

For some children, this will be a time of uncertainty. For some pupils, school is a safe and secure place. Being unable to attend as normal will be challenging for some children and families, including SEND pupils. Teaching staff will address these issues in PSHE lessons, feeding back to the DSL where necessary. Leadership, the DSL and SENDCO will direct and offer support where required.

Specific support, eg Kooth, CAMHS, pastoral support groups will be accessed, where appropriate.

### **ATTENDANCE**

For some children, this will be a time of uncertainty. For some pupils, school is a safe and secure place. Being unable to attend as normal will be challenging for some children and families, including SEND pupils. Teaching staff will address these issues in PHSE lessons,



feeding back to the DSL where necessary. Leadership, the DSL and SENDCO will direct and offer support where required.

### **USING TECHNOLOGY**

Alongside the guidance above, staff are also reminded to:

- Have a plain background behind them, during live calls
- Never have 1:1 electronic communication with a pupil
- Mute and stop the video function where appropriate
- Report concerns about live calls to the DSL immediately
- Use tools on OneNote to allow for some independent learning, reducing screen time

Pupils have a set of remote learning golden rules to follow:

- Treat each other with kindness
- Think before writing comments online
- Tell a grown up if there is a concern
- Behave as you would do in school
- Never share personal information

Parents have been issued with e-safety guidance and this policy will be made available online.

### **REFERRALS**

Staff will continue to follow the Child Protection procedure and advise the DSL immediately about concerns they have about a child. COVID-19 means a need for increased vigilance due to the pressures on services, families and young people.

Children's services may be affected by the impact of the virus on staff and an increased demand for services. Where a child is at risk of significant harm there may be a need to be persistent in referring concerns to the local authority.

### **BEING AWARE**

The pressures on children and their families at this time are significant. There will be heightened awareness of family pressures through a range of issues. This should be considered in the setting of any work for children to undertake at home (including recognising the impact of online learning – see below). Staff will be aware of the mental health of both children and their parents and carers, informing the DSL about any concerns.

### **PEER ON PEER ABUSE**

The school recognises the potential for abuse to go on between young people, especially in the context of a school closure or partial closure. Our staff will remain vigilant to the signs of peer-on-peer abuse. Specific training will be delivered at Easter INSET, with follow up training during remote staff meetings.

Discussion of peer-on-peer abuse will be achieved through online assemblies, PHSE lessons, monitoring logs and actions on Teams. Pupils will be reminded about what to do and whom to go to, if they have concern. Parents are invited to discuss concerns as soon as they arise, with the DSL or headteacher.



## E-SAFETY

Young people will be using the internet more during this period. The school may also use online approaches to deliver training or support. Staff will be aware of the signs and signals of cyberbullying and other risks online and apply the same child-centred safeguarding practices as when children were learning at the school.

- The school continues to ensure appropriate filters and monitors are in place.
- Our governing body will review arrangements to ensure they remain appropriate.
- The school has taken on board guidance from the UK Safer Internet Centre on safe remote learning and guidance for safer working practice from the Safer Recruitment Consortium. We have reviewed the code of conduct and information sharing policy accordingly.
- Staff have discussed the risk that professional boundaries could slip during this exceptional period and been reminded of the school's code of conduct and importance of using school systems to communicate with children and their families.
- Children and young people accessing remote learning receive guidance on keeping safe online and know how to raise concerns with the school, Childline, the UK Safer Internet Centre.
- Parents and carers have received information about keeping children safe online with peers, the school, other education offers they may access and the wider internet community. We have set out the school's approach, including the sites children will be asked to access and set out who from the school (if anyone) their child is going to be interacting with online. Parents have been offered the following links:
  - Internet matters - for support for parents and carers to keep their children safe online
  - London Grid for Learning - for support for parents and carers to keep their children safe online
  - Net-aware - for support for parents and careers from the NSPCC
  - Parent info - for support for parents and carers to keep their children safe online
  - Thinkuknow - for advice from the National Crime Agency to stay safe online
  - UK Safer Internet Centre - advice for parents and carers
- Free additional support for staff in responding to online safety issues can be accessed from the Professionals Online Safety Helpline at the UK Safer Internet Centre.

## ALLEGATIONS CONCERNING A STAFF MEMBER

Staff will continue to follow the same procedures, as set out in our Safeguarding & Child Protection Policy, if they have concerns about a staff member or volunteer who may pose a safeguarding risk to children. Staff will continue to adhere to the Safeguarding Code of Conduct.

## POLICY REVIEW

Due to the circumstances surrounding Covid-19, this policy will be kept under constant review. Staff will be kept updated about changes made.







**Remote Learning Behaviour Code  
(to be signed by children before starting online learning)**

It is an exciting challenge to teach and learn online, and it is important that we all behave responsibly online.

Please sign to show that you agree to follow the behaviour code below, to keep our community safe and happy.

I will:

1. Never use technology without asking permission from a parent.
2. Never record live calls with my class and teacher.
3. Never take, upload or share photos or screenshots of pupils, teachers or resources.
4. Always tell my parents who I am speaking to online.
5. Wear appropriate clothing.
6. Never share passwords or log-in details.
7. Never share personal information online.
8. Act as though I am in school. I will turn up to lessons on time, speak only when it is my turn, and will always be prepared to work hard.

Signed.....

Date.....

Remember, we are a listening school, even during online learning at home. If you have any worries please do not hesitate to get in touch by email or telephone:

**Parsons Green Prep School: 0207 3719009**  
**Mr Cannell: [headmaster@parsonsgreenprep.co.uk](mailto:headmaster@parsonsgreenprep.co.uk)**  
**Childline: 0800 1111**

Reviewed and approved:	Job title; Head
	6 September 2021
Next review due:	3 September 2022