



## **Gatehouse School**

### **Important update about Child Protection and Safeguarding during COVID-19 school closure**

**Alongside our Child Protection and Safeguarding Policy, the following definitions and arrangements apply until further notice:**

**Annex to Child Protection policy – version 4.0**

### **Child protection during the COVID-19 measures**

#### **Context**

The way schools and colleges are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual. Most children are no longer in a school setting and staff numbers have been affected by the outbreak.

Schools have been asked to provide care for children who are vulnerable and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home. From the 1st of June 2020, Nursery, Reception, Year 1 and Year 6 pupils will return under the Government's Phase One return to school strategy.

This Annex to our Child Protection policy sets out details of our safeguarding arrangements for:

1. Version control and dissemination
2. Safeguarding priority
3. Current school position
4. Safeguarding partners' advice
5. Roles and responsibilities
6. Vulnerable children
7. Increased vulnerability or risk
8. Attendance
9. Reporting concerns about children and staff
10. Safeguarding training and induction
11. Safer recruitment/volunteers and movement of staff
12. Peer on peer abuse
13. Online safety
14. Supporting children not in school

15. Health and Safety
16. Management

### **1. Version control and dissemination**

This is version 4.0 of this annex. It will be reviewed by our DSL or a deputy DSL on a weekly basis as circumstances continue to evolve or following updated Department for Education advice or guidance. It is available on the school website.

At least two members of the Safeguarding Team (The Head, Sevda Korbay, the DSL, Mrs Fiona Tighe, and the deputy DSL's, Ms Freya Williams, Ms Jenni Veitch and Mrs Aileen Reidy) will be present on the premises while the school is open.

### **2. Safeguarding priority**

During these challenging times the safeguarding of all children at our school – whether they are currently at home or in attendance – continues to be our priority. The following fundamental safeguarding principles remain the same:

- the best interests of children continue to come first
- if anyone in our school has a safeguarding concern, they will act immediately
- a designated safeguarding lead (DSL) or deputy DSL will always be available
- no unsuitable people will be allowed to gain access to children
- children should continue to be protected when they are online.

### **3. Current school position**

The school is currently open to the children of key-workers, vulnerable pupils and pupils from Nursery, Reception, year 1 and year 6.

### **4. Safeguarding partners' advice**

We continue to work closely with Tower Hamlets Safeguarding Team, and we will ensure this annex is consistent with their advice. This will include expectations for supporting children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need. The current advice is that the contact for Mash, Lado and any other Family Front Door services remains the same.

### **5. Roles and responsibilities**

The roles and responsibilities for safeguarding in our school remain in line with our Safeguarding Policy.

<https://www.gatehouseschool.co.uk/wp-content/uploads/2018/09/2001-Policy-Safeguarding-1.pdf>

DSL	Mrs Fiona Tighe	fiona.tighe@gatehouseschool.co.uk
Headteacher	Mrs Sevda Korbay	headteacher@gatehouseschool.co.uk
Deputy DSL EYFS	Aileen Reidy	aileen.reidy@gatehouseschool.co.uk
Deputy DSL	Freya Williams	nurse@gatehouseschool.co.uk
Deputy DSL	Jenni Veitch	jenni.veitch@gatehouseschool.co.uk

## 6. Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with EHC plans.

Those who have a social worker include children who have a child protection plan and those who are looked after by the local authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.

There is an expectation that vulnerable children who have a social worker will attend school, so long as they do not have underlying health conditions that put them at risk. Where a parent does not want their child to attend school, and their child is considered vulnerable, we will discuss this with the social worker and explore the reasons for this directly with the parent.

Those with an EHC plan will be risk-assessed in consultation with the local authority and parents to decide whether they need to continue to be offered a school place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.

We will encourage our vulnerable children and young people to attend a school, including remotely if needed.

Senior leaders in our school, especially the DSL (and deputies) know who our most vulnerable children are, and they have the flexibility to offer a place to those on the edge of receiving children's social care support.

We will continue to work with children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children.

## **7. Increased vulnerability or risk**

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Staff will be aware of this in setting expectations of pupils' work where they are at home. Support for vulnerable children will be given through phone and Zoom contact. Where we are providing for children of critical workers and vulnerable children on site, we will ensure appropriate support is in place for them.

Our staff will be aware of the mental health of children and their parents and carers and will contact the DSL or a deputy if they have any concerns.

## **8. Attendance**

Children expected to attend will be brought to school by an adult. If they do not attend, a telephone call will be made to ensure that they are safe. For those not attending in person, on-line zoom registration has been established and takes place at 9am and 3pm daily. This enables the form teacher to take a daily register and have contact with the pupils in their form. Monitoring of pupils during school closure (Coronavirus- Covid-19) has been compiled which is a working document that teachers can add comments to on learning, progress, safety and well-being. This is reviewed weekly.

## **9. Reporting concerns about children or staff**

The importance of all staff and volunteers acting immediately on any safeguarding concerns remains. Staff and volunteers will continue to follow our Child Protection procedures and advise the DSL of any concerns they have about any child, including those who are not attending school.

The varied arrangements in place as a result of the COVID-19 measures do not reduce the risks that children may face from staff or volunteers. As such, it remains extremely important that any allegations of abuse made against staff or volunteers attending our school are dealt with thoroughly and efficiently and in accordance with our Allegations Against Staff Policy.

<https://www.gatehouseschool.co.uk/wp-content/uploads/2019/03/2001-Staff-Code-of-Conduct-Policy.pdf>

## **10. Staff training and induction**

Our DSL and deputies are currently up to date with all their training.

All current school staff have received safeguarding training and have read Part One and Annex A of Keeping Children Safe in Education. When new staff are recruited or volunteers join us, they will receive a safeguarding induction in accordance with our Child Protection Policy.

If staff from another setting attend the school site then, in line with government guidance, we will not undertake any additional safeguarding checks if the setting providing those staff confirm that:

- the individual has been subject to an enhanced DBS and children's barred list check and, that in the opinion of that setting, nothing resulted from those checks that provided any cause for concern
- there are no safeguarding investigations into the conduct of that individual
- the individual remains suitable to work with children.

### **11. Safer recruitment/volunteers and movement of staff**

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children.

When recruiting new staff, we will continue to follow our Safer Recruitment policy.

<https://www.gatehouseschool.co.uk/wp-content/uploads/2018/06/Policy-Safer-Recruitment-Rev-JB-Mar-17.pdf>

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

For volunteers we will continue to follow the checking and risk assessment process set out in paragraphs 167 to 172 of Keeping Children Safe in Education 2019. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to engage in regulated activity.

It is essential from a safeguarding perspective that we are aware, on any given day, which staff/volunteers are on our school site and that the appropriate checks have been carried out on those individuals. We will continue to maintain our single central record (SCR) during these measures to ensure we have this awareness.

### **12. Peer on peer abuse**

We recognise that children can abuse their peers and our staff are clear about the school's policy and procedures regarding peer on peer abuse. All peer on peer abuse is unacceptable and will be taken seriously. We also recognise that abuse can still occur during a school closure or partial closure and between those children who do attend the school site during these measures.

Our staff will remain vigilant to the signs of peer-on-peer abuse and will follow the process set out in our Peer on Peer abuse policy.

### **13. Online safety**

It is likely that children will be using the internet and engaging with social media far more during this time. Our staff are aware of the signs of cyberbullying and other online risks and our filtering and monitoring software remains in use during this time to safeguard and support children.

Our staff will follow the process for online safety set out in our e-safety policy . Staff who interact with children online will continue to look out for signs a child may be at risk. If a staff member is concerned about a child, that staff member will follow the approach set out in this annex and report that concern to the DSL or to a deputy DSL.

Online teaching will follow the Remote Provision Protocol for Teaching Staff and the Code of Conduct for pupils for online sessions on Remote Learning Platforms. We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

### **14. Supporting children not in school**

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive additional pastoral support in school, they will ensure that a communication plan is in place to support that child. Details of that plan will be recorded in the safeguarding file for that child. It will be reviewed regularly to ensure it remains current during these measures.

A monitoring form will be shared each week with form and specialist teachers. If there has been no visual contact with any child, this will be reported to the DSL and head of pastoral care and the headteacher. They will liaise as to which steps to take. Telephone or Zoom contact will be made with the family to ensure that they are not struggling and to ask if they need any additional support.

Additional 1-1 Skype / Zoom contact will be made on a regular basis with identified pupils. There is an option for families to have telephone contact / Skype /Zoom with SLT or teachers as and when needed.

### **15. Health and Safety**

Our School Nurse, Freya Williams, will be on site to ensure adequate PPE is available for staff and to monitor the health of those on site. The school building will be adequately cleaned to a deep-clean standard.

## 16. Management

Whilst the school is open and operating for children of key-workers at least two of the following members of staff will be on-site: the Head, Mrs Korbay, the Designated Safeguarding lead, Mrs Fiona Tighe, and the Deputies, Mrs Aileen Reidy, Ms Freya Williams and Ms Jenni Veitch.

### Weekly review

version 1	22/4/2020	
version 2	27/4/2020	changes made following review
version 3	4/5/2020	changes made following review
Version 3	11/5/2020	no changes made
version 3	18/5/2020	no changes made
version 3	25/5/2020	no changes made
Version 4	1/6/2020	Changes made for Phase One return to school.
Version 4	8/6/2020	no changes made

### ATTACHMENTS:

Online teaching will follow the Remote Provision Protocol for Teaching Staff and the Code of Conduct for pupils for online sessions on Remote Learning Platforms.

### **Remote Provision Protocol for Teaching Staff**

## Specific guidance related to remote provision and live sessions

The only forum on which live sessions should take place is on Zoom (see Appendix 1 Correct Procedures for using Zoom)

1. All live sessions must be recorded. This is for safeguarding reasons.
2. When admitting children into your zoom sessions do this individually from the waiting room so you are sure you recognise every child's contact details.
3. Do not have 1:1 conversations on video, except for scheduled 1:1 meetings.

In live group sessions there must be at least 2 pupils present before they begin. A separate protocol is in place for those who normally work 1:1 with pupils (music teachers, SEN lessons etc)

4. To encourage normal working hours please do not post on any online provision after 18:00 or before 07:00am.
5. If a pupil contacts you via google classroom and a response is required then you should respond within 2 working days.
6. When recording or live streaming sessions, make sure the background is neutral and nothing personal or inappropriate can be seen or heard in the background:
  1. No pictures of children on walls etc
  2. Be mindful of what is visible behind you/in front of you
  3. Close all unnecessary programmes on your computer, particularly email, CPOMS.
  4. Do not have other people in the room when you are making a video or live streaming
7. Make sure that you are suitably attired.
8. When a zoom session is taking place, this must be hosted by the teacher.

Conduct the conversation/session following the same professional protocols as you would in a 'normal' lesson.

Do not use personal accounts.

Make sure that phone calls do not reveal personal phone numbers.

In everything we do, we adhere to the expectations as set out in the Staff Code of Conduct. Here are the main sections that are relevant to our distance provision protocols:



## **STAFF BEHAVIOUR POLICY / CODE OF CONDUCT**

*The aim of the Staff Behaviour and Code of Conduct policy is to provide clear guidance about behaviour and actions so as to not place pupils or staff at risk of harm or of allegation of harm to a pupil.*

1. *All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, pupils and the public in general. An individual's behaviour, including use of language, either in or out of the workplace, should not compromise her/his position within the work setting or bring the school into disrepute.*

2. *Communication with Pupils*

*Staff and volunteers must not give their personal details such as home/mobile phone number; home or email address to pupils unless the need to do so is agreed with senior management.*

3. *Confidentiality*

*There are some circumstances in which a member of staff may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay to those with designated pupil protection responsibilities.*

4. *Personal Appearance*

*A person's dress and appearance are matters of personal choice and self-expression. However staff must ensure they are dressed decently, smartly, safely and appropriately for the tasks they undertake.*

5. *Use of images of children*

*When using an image the following guidance must be followed: images must be securely stored and used only by those authorised to do so. Be clear about the*

*purpose of the activity and about what will happen to the photographs or images when the lesson/activity is concluded, ensure that all images are available for scrutiny in order to screen for acceptability, be able to justify the images made, do not take, display or distribute images of pupils unless there is consent to do so.*

## 6. Social media

*Staff must not post material which damages the reputation of the school or which causes concern about their suitability to work with children and young people. Those who post material which could be considered inappropriate could render themselves vulnerable to criticism or allegations of misconduct.*

The whole document is part of the Child Protection, Safeguarding and Staff Code of Conduct, available on our website if you need to refer to it.

## Appendix

### **Correct procedures for using Zoom for Teaching staff:**

- Log in to Zoom by clicking on 'sign in with Google' and using your school account, you should then be able to click on 'my account' in the top right corner, followed by 'settings' in the list to the left.
- The first two options are Host video and Participant video. Turn these OFF. This will mean that participants (including yourself) will be able to join the meeting, then turn on their camera when they are ready to.
- Audio Type can be left as it is to allow for different devices that children and staff may have to be using at this time.
- Join before host should be OFF.
- Both Use Personal Meeting ID settings should be OFF.
- Only Authenticated Users Can Join Meetings... should be ON.
- ALL AVAILABLE PASSWORD SETTINGS should be ON.
- Embed password in meeting link... should be OFF.
- Mute participants upon entry should be ON (for the same reasons as having video disabled when first joining meetings).
- ALL CHAT FUNCTIONS should be OFF.
- File Transfer should be OFF.

- Screen Sharing must be OFF.
- Disable desktop/screen share for users should be ON.
- All settings between this point and Waiting Room should be OFF.
- WAITING ROOM should be ON. (Another key feature, this means that when pupils join the meeting, you have to approve them before they appear. This is easy for us, as we just need to look for the gatehouse email address. DO NOT ALLOW ACCESS TO ANY OTHER EMAIL ADDRESS. When logged in to Zoom, go to settings as before, then click on the 'Recording' tab at the top of the page.
- Local recording should be on.
- Hosts can give participants the permission to record locally should be unchecked (off).
- Automatic recording should be on.
- Videos will be automatically saved to the device being used to host the meeting. Immediately after each meeting, transfer the video to a folder in your official school Google Drive named 'Zoom Recordings' and delete from the device once uploaded.
- Lastly, no video/audio is enabled until there are at least two pupils present in the meeting with the teacher, to avoid the possibility of 1:1 online conversations which are not advised.

20/04/2020

### **Code of Conduct for Pupils for Online Sessions on Remote Working Platforms**

This code of conduct outlines what we expect of pupils during online sessions.

Much of this echoes our expectations of pupils in lessons when in school and all of it is designed to help pupils gain the most benefit from online learning.

- I will only use google classroom and my school email for the purposes of online learning and will only browse, download, upload or forward material that is related to my learning and as directed by my teachers.
- I will not use my school email to create groups, initiate calls or initiate meetings and will end sessions when the teacher tells me to do so.

- I will check my google classroom regularly, with the help of my parent or carer, to keep track of online sessions and learning.
- During live online sessions my parent/carer will be in the vicinity, either in the room or a nearby room, with the door open.
- I understand that online sessions will be recorded but that the recordings will never be made public.
- I will not take photos of my screen or record online interactions in any way.
- I will make sure that my communication in the online learning environment is always supportive of my learning and the learning and wellbeing of others.
- When taking part in online sessions I will make sure that
  - my environment is quiet and free from distractions
  - the background (and foreground) is appropriate (Be mindful of what is visible behind you/in front of you)
  - I am suitably dressed.
  - I remain attentive.
  - I communicate in a courteous way at all times to both teachers and fellow pupils.

(Remember what we always say about social media, when you type something, 'it's always there and you can't take it back'. So be careful of what you say and write)

### **Parent's information about zoom 1-1 teacher meetings**

- The teacher will host the 1-1 meetings with pupils via zoom.
- The parents or carers can access the appointment system through a link the teachers will send out to the child's email account. The teacher will then send through the meeting ID and password.
- The appointments are scheduled to last for 10 minutes.
- To make this system manageable please leave at least 2 hours between making the appointment and its scheduled time.