POLICY DOCUMENTS

Citation	This document shall be cited as: **Safeguarding during Remote Teaching (this document should be read in conjunction with the school's Safeguarding and Child Protection and Procedures Policy)**
Person responsible	Second Deputy
Comments to	Second Deputy
Last reviewed/updated	April and September 2021
To be reviewed/updated	At the beginning of a Government enforced closure
Reason for review/update	New supplementary policy as a result of the temporary closure of the School, and change in Nominated Safeguarding Governor
Person reviewing/updating document	Second Deputy
Source/Author of document	Rob Jones
Implementation of the policy	Designated Safeguarding Lead responsible for communication of updated policy, and via Parago

Safeguarding during Remote Teaching

1. During March 2020, the UK Government ordered the national closures of all UK schools in response to the Coronavirus crisis (COVID-19). This resulted in Kingham Hill School moving to a virtual school set-up (VKHS) from Monday, 23 March.

2. ISI released the following information with regards to safeguarding during remote teaching:

   Many schools already use remote teaching to broaden curricular provision for their pupils, and more are doing so as schools close their premises in response to the Coronavirus crisis. Government guidance, as at 23 March 2020, indicates that emergency legislation may be used to dis-apply or modify some requirements on schools. However, whether pupils are at school or at home, their safety should remain a priority and procedures set down in applicable policies, or in any new guidance, should be followed as far as is reasonably possible. There is no additional standard or statutory guidance specifically relating to online lessons or tutoring.

3. Regarding Safeguarding during the time of the School closure, a number of important safeguarding principles remain the same:

   - The best interests of children must always continue to come first.
   - If anyone in the School or college has a safeguarding concern about any child they should continue to act and act immediately.
   - A Designated Safeguarding Lead (DSL) or deputy is always available.
   - It is essential that unsuitable people are not allowed to enter the Kingham Hill School workforce and/or gain access to pupils.
   - Children should continue to be protected when they are online.

   Kingham Hill School is taking, as far as is reasonably possible, a whole institution approach to safeguarding. This will allow the School to satisfy itself that any new policies and processes in response to COVID-19 are not weakening their approach to safeguarding or undermining their Safeguarding and Child Protection Policy and Procedures.

4. **Kingham Hill School during closure**

   - There is a potential for safeguarding issues to arise, whether due to poor technical understanding, an intention to abuse, weak online security or for any other reason.
   - During the School closure, safeguarding responsibilities will remain in place with Rob Jones (DSL), Jill Gordon (DDSL) and Debra Ritsperis (Safeguarding Governor). The Safeguarding team are available and contactable during School closure; contact details

can also be found in the school's Safeguarding and Child Protection Policy and Procedures:

School contacts

Designated Safeguarding Lead Rob Jones **SMT on Duty**	Email: r.jones@kinghamhill.org Telephone number: 01608 658999 or 01608 698964 Mobile number: 07940 276003
Deputy Designated Safeguarding Lead Jill Gordon	Email: j.gordon@kinghamhill.org
Head Nick Seward	Email: n.seward@kinghamhill.org Telephone number: 01608 658999
Chairman of Governors Robert Marsden	Email: r.marsden@kinghamhill.org Telephone number: 07964 533720
Nominated Safeguarding Governor Debra Ritsperis	Email: d.ritsperis@kinghamhill.org Telephone number: 07740 702337

- Tim Bostwick is responsible for leading and managing VKHS and will contact the Safeguarding team if any safeguarding concerns emerge.
- Tuition takes place via email or within Google Suite (Google Classroom, Hangouts, Meet). Please see below for further information on video conversations.
- An INSET was organised on delivering online lessons on 20 March 2020. The School's IT support team are available to assist with any difficulties during School closure.
- If any additional staff are employed within VKHS, this must be agreed in advance with both Sarah Briggs (HR Manager) and the DSL.
- Staff should communicate with pupils using only the School based Google Suite or Zoom (see separate section on Zoom). All video interaction is recorded, including any group sessions, and the recordings placed on the School's Google Drive as soon as possible.
- All 1 to 1 video conversations should be avoided, unless it is absolutely necessary (such as individual music lessons). These lessons must take place on the School's Google platform only, are recorded and lessons are logged with the DSL.

5. **Vulnerable KHS pupils**

- Kingham Hill School is committed to ensuring that vulnerable children remain protected. These are defined as those who have a social worker and those children and young people with Education, Health and Care (EHC) plans.

- The School will continue to provide pastoral support for all pupils. Tutors will check-in with their tutees twice a day and for two tutor sessions during the week.
- Some tutees will require more contact than others and these pupils will be identified.
- The School will remain in contact and work with the social workers and the Virtual School of Looked After Children in order to establish arrangements for their education, welfare and accommodation.

6. **Practical Issues, communication and support**

- All contact between pupils and staff should take place on the school based Google Suite and Zoom platform which allows members to disconnect microphones and video cameras. Any other forms of communication must first be authorised by the DSL.
- Staff are permitted to use their own equipment but have the option of borrowing a school Chromebook.
- All members of the community need to be aware that the School's firewall (Smoothwall) will not operate unless the user is working on the school site. The School will depend on parents/guardians' home filter system in order to keep pupils safe online.
- If a member of staff is teaching a live online lesson, they must ensure:
  o That they adhere to the School's Code of Conduct
  o They insist that pupils are wearing daytime clothing; they should refuse to teach a pupil unless they adhere to this rule
  o That whether they are on Google or Zoom (see below), all video interaction is recorded, including any group sessions. These recordings must be placed on the School's Google Drive as soon as possible
  o They avoid all 1 to 1 video conversations, unless it is absolutely necessary (such as individual music lessons)
  o That if they have to teach a 1 to 1 lesson, these take place on the School's Google platform only, are recorded and lessons are logged with the DSL.

- There have been significant concerns raised about Zoom as an educational video-conferencing platform, which can place both staff and pupils in a difficult position. Therefore, if a member of staff decides to teach via Zoom, they must:
  o Ensure that only School email addresses are used
  o Ensure that their link to the meeting is restricted to its attendees and emphasise this at the beginning of each lesson
  o Use the 'lock' function so no new participants can join
  o Record the lesson and upload it to Google Drive. (It is understood that bandwidth at home might result in delaying the storage of these videos until the staff member has returned to the School site)
  o Log the lesson with the DSL via email
  o Immediately shut down the lesson if they suspect that a hacker has hijacked the meeting and report the incident to the DSL.

7. **Safeguarding incidents and Peer-on-peer abuse**

- Kingham Hill School will continue to be doing what we reasonably can to keep all of our pupils safe. It is important that all staff who interact with the pupils, including online, continue to look out for signs that a child may be at risk. If staff become aware of any safeguarding incident, they should report this to the DSL as soon as possible, either via email or CPOMS, and follow procedures as laid out in the Safeguarding and Child Protection Policy and Procedures.
- Staff are reminded of the need to report any concern immediately and without delay.
- Where staff are concerned about an adult working with children in the School, they should continue to follow the normal procedures and alert the Headmaster immediately. The Headmaster will follow normal allegation management procedures, as detailed in Keeping Children Safe in Education (KCSIE 2020) and liaise with Oxfordshire's Local Authority Designated Officer/Education Safeguarding Advisory Service being either Donna Crozier, Sandra Barratt, Lorna Berry, or Becky Langstone (ESAT), as detailed in the Safeguarding and Child Protection Policy and Procedures. If there is a requirement to make a notification to the Headmaster whilst away from School, this should be done verbally and followed up with an email to the Headmaster.
- Concerns relating to the Headmaster should be directed to the Chairman of Governors.
- Pupils can contact any member of staff if they require help and support including any concerns regarding online bullying.
- If an incident involves bullying originating from within the home, the School will investigate the matter as far as possible and seek advice from LCSS, MASH or LADO as is appropriate.
- All staff need to be aware that any online bullying is potentially a safeguarding issue.
- Negative experiences and distressing life events, such as the current circumstances can affect the mental health of pupils and their parents. Staff should be aware of this in setting expectations of pupils' work when they are at home.

8. **Online behaviour**

- During the year, pupils have been instructed on the appropriate online behaviour and what constitutes cyber-bullying. The School will investigate and pursue any incidents of which they are made aware.
- The School's rewards and sanctions policy remains in place during the School closure. Any serious or major incidents will be dealt with by the School and in consultation with parents at the time of the investigation; any ensuing sanctions will be discussed with parents.
- Staff and parents need to be aware of the effect of pupils possibly being isolated on their computers for several hours.

9. **Registration**

- During closure, the School's official registration for all pupils is marked as 'enforced closure'.

- The Department for Education (DfE) has introduced a daily online attendance form to keep a record of children of critical workers and vulnerable children who are attending the School which the School will adhere to.
- In addition, the School is maintaining a 'shared' registration form for Virtual Kingham Hill School (VKHS).

10. Staff training and induction

- All staff have received at least the Oxfordshire Safeguarding Children's Board (OSCB) generalist safeguarding training.
- All DSL training has been suspended by the OSCB and it is very unlikely to take place whilst there remains a threat of COVID-19.
- Guidance from OSCB can be found here https://www.oscb.org.uk/learning-zone/training/.
- For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.
- All existing school staff have had safeguarding training and have read Part 1 of Keeping Children Safe in Education (2019). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.
- Where new staff are recruited, or new volunteers enter the School, they will continue to be provided with a safeguarding induction.
- If staff are deployed from another education or children's workforce setting to the School, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:-
  - o The individual has been subject to an enhanced DBS and children's barred list check
  - o There are no known concerns about the individual's suitability to work with children
  - o There is no ongoing disciplinary investigation relating to that individual.

- Upon arrival, they will be given a copy of the School's Safeguarding and Child Protection Policy and Procedures, confirmation of local processes and confirmation of DSL arrangements.
- All other safer recruitment checks will continue to follow procedures as laid out in the School's Safeguarding and Child Protection Policy and Procedures and KCSIE (2020).
- 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, the School will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in Part 3 of KCSIE (2021)
- 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.
- When the School is utilising volunteers, the School will continue to follow the checking and risk assessment process as set out in pages 47-48 KCSIE (2021). Under no

circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

- The School will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at Part 4 of KCSIE (2021), in line with advice from the LADO where appropriate.
- The School will continue to consider and make referrals to the Teaching Regulation Agency (TRA's Teacher misconduct advice for making a referral).
- During the COVID-19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk.
- Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that the School is aware, on any given day, which staff/volunteers will be in the School or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, the School will continue to keep the Single Central Record (SCR) up to date as outlined in paragraphs 250-256 in KCSIE (2021).

Rob Jones

Reviewed: April and September 2021

To be reviewed: At the onset of a Government enforced closure

Appendix 1

Safeguarding Advice for Pupils

- During the COVID-19 School closure, the School's Safeguarding and Child Protection Policy and Procedures will remain in place. If you have any safeguarding or serious pastoral concerns during this time, please contact Mr Jones via email on r.jones@kinghamhill.org.
- At present, you are likely to spend more time online than you usually do. Please remember all the information you have been given about staying safe online. Contact Mr Jones immediately if you are suspicious of any concerning behaviour of anyone online.
- The School's Behaviour Policy remains in place during the School closure. Any cyber-bullying which takes place during this time will be investigated so please contact your tutor, houseparent or Mr Jones if you have any concerns.
- If you are being taught by a live online video lesson, please remember:
    - To be dressed in your daytime clothes
    - To adhere to all School rules with regard to your behaviour
    - That the lesson will be recorded and stored on the School's Google Drive. This is for safeguarding reasons.

Appendix 2

Safeguarding Advice for Parents

- During the COVID-19 School closure, the School's Safeguarding and Child Protection Policy and Procedures will remain in place and all safeguarding concerns will be promptly followed in accordance with Government legislation. All safeguarding concerns and queries should be emailed to Mr Rob Jones only at r.jones@kinghamhill.org. The pupil's tutor and houseparent are available for any pastoral concerns, whilst Mr Jones is available for any serious issues.
- During these times, parents have a much larger responsibility regarding keeping your son/daughter safe online and we would strongly recommend that you monitor your son/daughter's online activity as practically as you can. We would also advise that you have suitable internet filters in place; your ISP can provide advice on this.
- Please do read through any information that is sent by the School.

Appendix 3

Safeguarding Advice for Staff

- During the COVID School closure, the School's Safeguarding and Child Protection Policy and Procedures will remain in place. Please also read the newly published supplementary policy.
- All staff need to continue to look out for signs that a child may be at risk or suffering from harm or abuse. This includes any concerns over non-contact during VKHS.
- Staff should continue to report any concerns either via CPOMS or directly to the DSL (r.jones@kinghamhill.org)
- If you are teaching a live online lesson, please ensure:
    - That you adhere to the School's Code of Conduct
    - You insist that pupils are wearing daytime clothing; you should refuse to teach a pupil unless they adhere to this rule
    - That whether you are on Google or Zoom (see below), all video interaction is recorded, including any group sessions. These recordings must be placed on the School's Google Drive as soon as possible
    - You avoid all 1 to 1 video conversations unless it is absolutely necessary (such as individual music lessons)
    - That if you have to teach a 1 to 1 lesson, these take place on the School's Google platform only, are recorded and lessons are logged with Rob Jones.

- There have been significant concerns raised about Zoom as an educational video-conferencing platform, which can place both staff and pupils in a difficult position. Therefore, if a member of staff decides to teach via Zoom, they must:
    - Ensure that only School email addresses are used
    - Ensure that their link to the meeting is restricted to its attendees and emphasise this at the beginning of each lesson
    - Use the 'lock' function so no new participants can join
    - Record the lesson and upload it to Google Drive. (It is understood that bandwidth at home might result in delaying the storage of these videos until the staff member has returned to the School site)
    - Log the lesson with the DSL via email
    - Immediately shut down the lesson if they suspect that a hacker has hijacked the meeting and report the incident to the DSL.