



Addendum Safeguarding Policy

Remote Learning Policy for George Tomlinson Primary School

Context

As educators we are aware that we are bound by Safeguarding policies and procedures aimed at protecting not just the young people in our care but also ourselves as professionals during the global pandemic. There are times when we may need to work from home due to classes, bubbles or the whole school needing to isolate.

This addendum to George Tomlinson Primary School’s Safeguarding Policy contains details of our safeguarding arrangements for delivering remote learning and will cover the following areas:

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Key Contacts

<u>Role</u>	<u>Name</u>	<u>Contact Number</u>	<u>Email</u>
<u>Designated Safeguarding Lead</u>	Verity Carter	<u>0208539357</u> <u>7</u>	Verity.carter@georgetomlinson.waltham.sch.uk
<u>Deputy Designated Safeguarding Lead</u>	Chloe Alder	<u>0207539357</u> <u>7</u>	Chloe.alder@georgetomlinson.waltham.sch.uk
<u>Head Teacher</u>	Verity Carter (as above)		
<u>Chair of Governors</u>	Debbie Strowbridge	<u>c/o</u> <u>0208539357</u> <u>7</u>	Debbie.strowbridge@georgetomlinson.waltham.sch.uk
<u>Safeguarding Governor/Trustee</u>	Debbie Strowbridge and Gillian Barker	<u>c/o</u> <u>0207539357</u> <u>7</u>	Debbie.strowbridge@georgetomlinson.waltham.sch.uk Gillian.barker@georgetomlinson.waltham.sch.uk

Introduction

It is important that all staff who interact with children, including online, continue to look out for signs that a child may be at risk. Any such concerns should be dealt with as per the school safeguarding policy, and where appropriate referrals should still be made to children's social care and as required, the police.

If you are concerned about the safety and wellbeing of a child at school or at home, then you can contact the Designated Safeguarding Leads contactable on the details above. If you think a child is in immediate danger, contact the police on 999.

All staff and volunteers should report any concerns about a child and their family experiencing domestic abuse.

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 to consider who is best placed to support the child and/or family.

Who is this policy applicable to?

A child (and their siblings if they are also attending George Tomlinson) who is absent because they are awaiting test results and the household is required to self-isolate or a member of their family is being told to isolate. The rest of their school bubble are attending school and being taught as normal.

A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

A child's school is closed due to a national lockdown.

Content and Tools to Deliver This Remote Education Plan

Remote learning will be shared with families when they are absent due to Covid related reasons. The child may not be off from the start of the week or they may not have initially been off due to COVID reasons.

Remote learning will only take place using Class Dojo, at times pupils will be directed via class dojo to specific websites/programmes such as Sum Dog, Purple mash etc) which has been assessed and approved by the Headteacher.

Staff expected to deliver remote learning will also have been trained/mentored in the correct use of the system.

Staff will only use school specific approved professional accounts with learners and/or parents/carers.

The use of any personal accounts to communicate with learners and/or parents/carers is not permitted. Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with Verity Carter, DSL.

Staff will use work provided equipment where possible e.g. a school laptop, tablet or other mobile device.

Online contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT:

- The operating times are 855am - 315pm (directed teacher time is 830am-430pm)
- Use of Class Dojo for children who are isolating (further details can be found in the Remote Learning policy)
- Children will receive daily work set by the teacher on Class Dojo-
- The work set will be as similar to the work children in their class are receiving as possible
- The expectation is that children will submit work that same day
- Teachers will respond to the work by following the school's marking policy

- Parents can message on Dojo for clarity about work and can expect a reply within the directed time only- between 8:55-4:30pm

Use of Class Dojo for whole classes/year group/school bubbles isolating

- Please see Remote Learning Policy

Behaviour Expectations

Staff will model safe practice and will conduct themselves online during remote sessions as they would in the classroom. (for live sessions or videos)

All staff are expected to behave in line with existing school policies and expectations. This includes:

- Appropriate language to be used by all attendees
- Appropriate dress code
- Staff will not take or record images for personal use
- Staff will use an appropriate 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
- Staff should record the length, time, date and attendance of any sessions held

Staff will remind learners of behaviour expectations and reporting mechanisms at the start of each session. This includes:

- All learners are on mute unless asking a question or asked to contribute
- Clear instructions on how learners may signal that they have a question
- All learners to have a blurred background when cameras are on
- Use of chat box disabled where possible or where there are concerns about monitoring set to teacher view only
- Appropriate dress code

Roles and responsibilities

Pupils and parents

Staff can expect pupils learning remotely to:

- Adhere to behaviour expectations as outlined at the start of each session
- Raise any concerns about school or home life with a member of staff during school hours by email to their teacher or SLT, or via a phone call to the school office

Staff can expect parents/carers with children learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work
- Seek help from the school if they need it
- Parents/carers will support children with accessing the lesson if required
- Not become involved in the live session
- Any concerns are to be raised via the normal school's complaints procedures and not during a live session
- If a parent/carer feels that a child or young person is at immediate risk of harm the police should be called on 999 who can provide an immediate response. However, if a parent/carer does not believe the risk requires immediate action, Waltham Forest Multi Agency Safeguarding Hub (MASH) team should be contacted to discuss concerns:

Phone: 020 8496 2310

Monday to Thursday 9am to 5.15pm

Friday 9am to 5pm

Out of hours phone: 020 8496 3000

Designated and Deputy Designated Safeguarding Lead

George Tomlinson Primary School has a Designated Safeguarding Lead (DSL) and a deputy DSL.

The Designated Safeguarding lead is: Verity Carter

The Deputy Designated Safeguarding Lead is: Chloe Alder

It is important that all George Tomlinson staff and volunteers have access to a trained DSL or deputy DSL or other member of the Safeguarding team. On each day, the staff on site and working remotely will be made aware of who that person is and how to contact them.

If there are concerns that an online presence could place a pupil at risk, a risk assessment will be conducted by the school.

Reporting a concern

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.

In the unlikely event that a member of staff cannot access the school's safeguarding reporting system remotely, they should email the Designated Safeguarding Lead and the, Headteacher. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working or volunteering with children in the school, they should follow the school reporting process and inform the Headteacher as soon as possible. If there is a requirement to make a notification to the Headteacher whilst away

from school, this should be done verbally and followed up with an email to the Headteacher.

Concerns around the Headteacher should be directed to the Chair of Debbie Strowbridge.

If staff are concerned that they cannot report this they should utilise the whistleblowing process and contact lado@walthamforest.gov.uk

Useful Contact Numbers

MASH: 020 8496 2310

LADO: lado@walthamforest.gov.uk
020 8496 3646
Caroline: 07770 052 421
Gill: 07791 559 789

Safeguarding in Education: Safeguardingineducation@walthamforest.gov.uk
Caroline: 07770 052 421
Chloe: 07824 580 314
Gill: 07791 559 789