



## Safeguarding Annex March 2021

**Safeguarding and child protection arrangements at Sir William Ramsay School in response to Covid-19 (Created following DfE guidance and advice shared by Buckinghamshire County Council). To be read in addition to the Sir William Ramsay School Safeguarding Policy.**

**Updated 08/03/21 to reflect Whole School Return from 8th March 2021**

**Name of Policy Owner: Ms Holding - Designated Safeguarding Lead**

Keeping children safe in education is a statutory duty for all schools and the safety and welfare of all children remains a priority. The principles within [Keeping Children Safe in Education \(KCSiE\) 2020](#) and our [Safeguarding Policy](#) still apply whether staff and/or students are in school or working remotely.

School staff must act immediately on any safeguarding concerns and must remain vigilant for any signs of abuse.

It remains the responsibility of all staff to report any concerns they may have for the safety and/or welfare of children with whom they have contact. If any member of school staff or member of the school community has a safeguarding concern for a student, they must report this to a DSL or DDSL by speaking to them immediately then reporting via MyConcern.

If you feel a child is at risk of harm or abuse, please report directly to First Response on 0800 999 7677 or call the Police on 101 or 999.

Safeguarding Staff at school continue to work with Social Care to remotely attend scheduled meetings following social distancing guidance in place by the Local Authority. Child Protection files will be kept up to date and information shared with relevant agencies where appropriate.

### **How Do We Identify A Vulnerable Child?**

The government have identified vulnerable children as a key group of students for schools to support in school during periods of closure and/or a phased return. All vulnerable children known to our school will be expected to attend.

Vulnerable children are those supported by a social worker or have an Education Health and Care Plan. At Sir William Ramsay School we adopt a flexible approach in the identification of a vulnerable student, to include, for example, those on the edges of receiving social care support and children who are young carers.

School will continue to notify social workers of children who do not attend school, please refer to our [Attendance Policy](#) regarding any penalty for non-attendance (self-isolation does not count in regards to any penalties).

## **Arrangements in Place for Children Coming into School (Whole School Return March 2021):**

- School will follow Government Guidance for education and childcare settings on how to implement social distancing and follow the advice from Public Health England on handwashing and other measures to limit the spread of COVID 19. All parents and Students were informed of the new procedures via letters from the Headteacher (March 2021).
- In all circumstances, where a vulnerable child is not attending school, or stops attending school, including in the case of self-isolation, the social worker is informed. In addition, weekly welfare phone calls or texts will be in place for vulnerable students who are self-isolating.

## **Keeping Safe Online (in case of self-isolation):**

- As learning is online for those self-isolating or if there is a partial school closure, it is more important than ever that staff and students take steps to ensure they remain safe online.
- Any communication between staff and students needs to be through school based methods of communication: school email addresses, Microsoft Teams or Show my Homework. Normal Staff Code of Conduct and School Behavioural Policy applies with regards to communication between staff and students at these times.
- Online learning tools and systems are in line with privacy and data protection/GDPR requirements.
- For Students:
  - Students also need to be aware that peer-on-peer abuse could become more common at this time. This involves children abusing other children and can take many forms (e.g. bullying, sexting, sexual harassment). For any child that is a victim of peer-on-peer abuse during school closures, this needs to be reported to a member of the safeguarding team immediately. The names and email addresses of key staff can be found on the school website or you can call the school emergency safeguarding number. All incidents will be taken seriously and actions will be made in line with school policy.
  - Students are aware that they must report any concerns they have when working online to their parents/carers and school staff immediately. Advice on how to report harmful content online can be found here: <https://reportharmfulcontent.com/>
- For Staff: If at any point lessons are to be delivered virtually, please ensure you follow the guidance below:-
  - Online lessons should be carried out through Microsoft TEAMS only. There have been some worries about the online safety of some other companies like Zoom. Please be aware that TEAMS is not 100% secure either.
  - Lessons must be clearly scheduled and the whole class must be invited. Make it clear that if not enough people join, it will not be allowed to run. You must let your line manager know when you are running classes.
  - Keep a record of the lessons, date, time and students who attended.
  - You must not do 1-2-1 lessons with students. If only one student comes online for lesson you must shut the lesson down. **You must never be online 'alone' with a student.**
  - **The only exception to this is with agreed welfare checks. These checks must still be recorded.**
  - Lessons must be carried out within the normal school day of 8.30am to 2.50pm. Weekend, evening and early morning online lessons are not allowed.
  - The lessons must be curriculum based, not a social activity or catch up.
  - A recording of online lessons will be kept so there is a record to go back to if needed. This is in accordance with advice given to school by the Local Authority, as well as the NSPCC. Students will be informed a recording will be taken at the start of every online lesson. If they do not wish to be recorded, they will need to leave the lesson. This will be for school records only. **Please note the entire recording is visible to all members**

**of the meeting in the chat function and on Microsoft Stream. The recording will be deleted after 6 months.**

- Please shut down any conversations that are not appropriate and let your line manager know if you feel anything inappropriate was said.
- If a chat function is enabled, staff need to monitor this is being used appropriately by students. Any inappropriate comments need to be reported to the appropriate member of staff.
- Be aware that students will be able to 'see' your home. Make sure that what they can see in the background is limited and professional – no personal photos etc. You also need to make sure that you are not disturbed by anyone in your household. Please ensure you are wearing suitable clothing.

**Mental Health:**

- Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Teachers at Sir William Ramsay School are aware of this and are aware of how a child's emotional state can present in different behaviours and report any concerns to a member of the safeguarding team in a timely manner.
- Signposts to support agencies are included on the school website.

**Concerns Over Actions of Other Staff: (Self isolation or shielding)**

- Should staff have concerns that the actions of another member of staff have caused harm to a child, poses a risk of harm to a child or they have committed a criminal offence, this must be reported to the DSL/DDSL or Head Teacher immediately. If your concern is about the Headteacher then you must report this to the Chair of Governors via [clerk@swr.school](mailto:clerk@swr.school).
- If this is not possible or appropriate, this must be reported directly to the Local Authority Designated Officer (LADO) on 01296 382070.
- Please be aware that the school's Whistleblowing Policy is on the school's website and in the online Staff Handbook.

**Safer Recruitment:**

- Government safer recruitment guidance will be followed. The recruitment process may have to include remote rather than in-person interviews but only where there is no other option.