

Amendment to Child Protection Policy for Spring Term School Closure Period 2021

This document is an amendment to the Upham CE Primary School Child Protection Policy and identifies areas where different manners of working or adaptations are required during the Spring Term 2021 closure, in order to achieve the aims and expectations of the Child Protection and Safeguarding Policies.

Throughout, if staff have concerns regarding a child's welfare or safety, they should make an appropriate record (using CPOMs which can be accessed from home) and inform the DSL/ DDSL immediately and usual Children Protection Policy procedures apply.

The school office will be manned throughout the closure period and normal enquiries and communication via phone and email will be responded to daily.

In School Provision for Vulnerable Children and Children of Critical Workers

Vulnerable children and those children of critical workers, will continue to attend school. Safeguarding and Child Protection processes and procedures will apply as if the school was open. The only difference will be regarding staffing where reduced staff are present, due to the limited number. A qualified first aider will be present whilst children are on-site. A DSL will not necessarily be on-site though the DSL and DDSL will be easily contactable – staff are issued with multiple contact details attached to daily register folders. DSL or DDSL could come into school with short notice if required.

If children are expected to be in school but are not, usual attendance checks will still apply.

Welfare checks

Teachers will maintain an overview of the welfare of the children in their class, as they normally would, via remote learning. This would include monitoring email communications with children and families, phone calls and via video conferencing. On a weekly basis, teachers will complete a 'welfare return' to the DSL/ Headteacher in which levels of concern around engagement with remote learning and broader welfare, can be identified alongside actions planned to address. The DSL will maintain an overview of families, drawing on classteacher returns. This will in part inform a weekly DSL return to the Local Authority (LA) regarding vulnerable children (as identified and defined by LA).

Teachers have been issued with contact details (from SIMs) for the families of children in their classes and DSL/ DDSL have those for the whole school for remote use. These will be recovered and destroyed on return to normal school opening. If staff are phoning families from home they are encouraged to hide their phone number using 141 to protect themselves and prevent potential inappropriate parental contact.

All parent enquiries, unless related to remote class learning, are directed towards the main school telephone number 01489 860355 or adminoffice@upham.hants.sch.uk email address.

Remote learning

During remote learning, staff posting material on line will have the same regard for GDPR permissions in terms of posting children's images as they would normally. Particular regard

will be given to children who are adopted so there are no potential risks of original families seeing images. Consent will be sought for publication of work through describing the context for publication when requested ie 'If you would like your artwork in the gallery, send it through to ...'. Images of children will not be used alongside names or references that could make them identifiable to a third party.

When links are sent through for video conferencing/ connecting activities, they will be sent to known family email addresses rather than posted publicly on the website so that a third party unknown to school, cannot attend in any manner. Where Google Classroom (with Google Meets) is used, children have individual, secure logins meaning only those in the group can access. Children cannot access the video conferencing tool without their teacher setting it up or being connected.

Wherever possible, the Class email addresses will be used for all correspondence with children and families. All class team staff ,as well as the headteacher, can access these accounts so they are open and checked by others. For some occasions, staff personal school emails may be required (eg for Google Classroom and YouTube) and staff must notify the headteacher if this needs to be the case for technical I.T. reasons. Private emails or phone numbers must not be used for any correspondence, as is detailed in the staff code of conduct.

Rules for children Using Video Conferencing

When children are using video conferencing tools, either independently or with an adult supervising (directly or from a distance), the following rules will apply.

- You must make sure an adult knows you are joining a 'meeting',
- You must be in a shared space, such as a dining room, lounge, office or kitchen, not a bedroom.
- You must be dressed appropriately – not in pyjamas or bed wear.

These rules will be reinforced by staff during introductions, during the 'meetings', through headteacher communication on Friday Updates and within the instruction sections when links are generated. If a child joins where one or more rules are broken, the staff member will remove access and end the 'meeting' for that individual and inform the DSL (who will contact parents).

Rules for staff when recording messages/ video conferencing

When school adults are using video conferencing tools (likely to include Microsoft Teams, Zoom & Google Meets) with parents and/ or children from either home or school, the following rules apply

- The headteacher must be made aware of the approach or a changed approach, such as a different tool.
- 'Meetings' must be made from shared spaces in the home ie kitchen, lounge, office or dining room. Bedroom spaces must not be used.
- Due consideration must be given to backgrounds (objects, books, pictures etc), nothing offensive, political or inappropriate should be present. If the background is

distracting a blurred background filter could be applied– this would also protect staff member’s privacy

- Though staff may be dressed casually when working at home, rather than normal formal school wear, all clothing must be appropriate (ie not revealing, pyjamas or bed wear)
- If a child were to say something of concern in a shared ‘meeting’, staff may need to intervene to avoid a public sharing but the child should be enabled to continue to share their concern with the staff member once everyone else has left.

Amendment written by: D.Woolley DSL/ Headteacher

Approved by Governors Remotely: 29 January 2021 (will cease to be relevant at the end of the closure period)