



Remote learning and Safeguarding Annexe (Part of Calthorpe Academy Safeguarding Policy)

This guidance is an annexe to our Safeguarding Policy to help Calthorpe staff support learners' remote education during the coronavirus (COVID-19) outbreak. It should be read alongside statutory safeguarding guidance on [keeping children safe in education](#) and our [Safeguarding policy](#).

Where a class, group or small number of pupils need to self-isolate, or there are local restrictions requiring pupils to remain at home, the Department for Education expects schools to be able to immediately offer them access to remote education. Schools should ensure remote education, where needed, is safe, high quality and aligns as closely as possible with in-school provision.

Calthorpe will continue to improve the quality of our remote education and have a strong contingency plan in place for remote provision.

Safeguarding pupils and teachers online

Keeping pupils and teachers safe during remote education is essential. Teachers delivering remote education online should be aware that the same principles set out in our code of conduct will apply.

The resources below are designed to support any staff involved in remote learning:

- advice from [NSPCC](#) on undertaking remote education safely
 - guidance from the [UK Safer Internet Centre](#) on remote education
- Schools can access the free [Professionals Online Safety Helpline](#) which supports the online safeguarding of both children and professionals. Call 0344 381 4772 or email helpline@saferinternet.org.uk. The helpline is open from Monday to Friday from 10am to 4pm.
- Guidance on [teaching online safety in schools](#) provides information to help schools ensure their pupils understand how to stay safe and behave online.

When contacting learners and parents, staff must remind parents/carers and learners about online safety (Please refer to our Calthorpe E-safety policy)

It is especially important for parents and carers to be aware of what their children are being asked to do, including:

- online resources they will be asked to use

- school staff their child will interact with

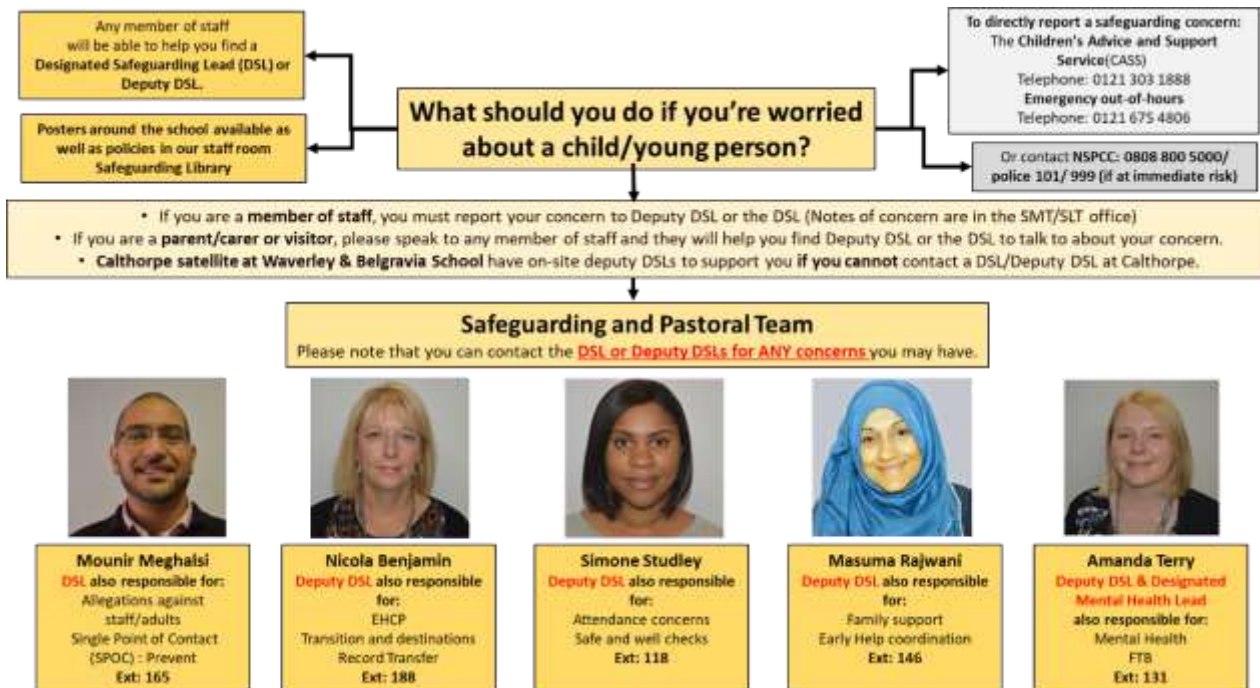
Staff must emphasise the importance of a safe online environment and encourage parents and carers to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. These are usually free, but often need to be turned on. If you need any support with this, please email our IT instructor.

The following resources could be used by parents and carers to keep their children safe online:

- [support for parents and carers to keep children safe online](#), which outlines resources to help keep children safe from different risks online and where to go to find support and advice
- guidance on [staying safe online](#) which includes information on security and privacy settings
- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online
- [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- [Internet matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- [London Grid for Learning](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
- [Net-aware](#) has support for parents and carers from the NSPCC, including a guide to social networks, apps and games
- [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation
- [UK Safer Internet Centre](#) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services

Reporting concerns

It is essential that staff communicate with our Pastoral team (DSLs) so that children, teachers, parents and carers can raise any safeguarding concerns in relation to remote online education. We will have at least 2 DSL on site at all times and all DSL on duty through emails. The best way of to raise a concern is to call the Academy or alternatively contact Birmingham Children Trust directly (see the flow chart below).



Harmful or upsetting content

Get support by:

- reporting harmful online content to the [UK Safer Internet Centre](#)
- getting government advice and trusted resources from [Educate Against Hate](#) on safeguarding from radicalisation, building resilience to extremism, and promoting shared values

Bullying or abuse online

You can:

- get advice on reporting online abuse from the National Crime Agency's [Child Exploitation and Online Protection command](#)
- get advice and support from [Anti-Bullying Alliance](#) for children who are being bullied

You may also wish to use resources such as [Tootoot](#) to provide a confidential route for pupils to report bullying or abuse.

Communicating with parents, carers and pupils

Where education is having to take place remotely due to coronavirus (COVID-19), it's important for all staff to maintain professional practice as much as possible. When communicating online with parents and learners, staff should:

- communicate within school hours as much as possible (or hours agreed with the school to suit the needs of staff)
- communicate through the school channels approved by the senior leadership team
- use your school email accounts (not personal ones)
- use your school devices over personal devices
- staff should not share personal information

Virtual lessons and live streaming

When providing virtual lessons, staff should consult the guidance from the National Cyber Security Centre (NCSC) on [which video conference service is right for your school](#) and [using video conferencing services securely](#), this could help staff to set up video conferencing safely.

Teaching from home is different from teaching in the classroom. Teachers should try to find a quiet or private room or area to talk to pupils, parents or carers. When broadcasting a lesson or making a recording, consider what will be in the background and parental consent for all involved.

Providing pastoral care remotely

Where pupils are required to remain at home (for example, if pupils need to self-isolate or there are local restrictions) helping parents, carers and pupils to make a weekly plan or structure is important. These plans should include time for education, playing and relaxing to reduce stress and anxiety.

As set out in [Public Health England's guidance for parents and carers](#), routine can give children and young people an increased feeling of safety in the context of uncertainty.

Welfare calls & Safe & well checks

The DSL/DDSL (Pastoral Team) will provide support to Head of Department & teachers so that contact is maintained with children (and their families) who are not yet returning to school or college. Where possible staff will try and speak directly to learners. Staff (where possible) will make calls from the school or college site via school or college phones and devices. Where staff use personal phones to make calls, they will withhold their personal number. DSLs (and deputies) will continue to do what they reasonably can to keep up to date with safeguarding developments, such as via safeguarding partners, newsletters and professional advice groups.

DDSL's in conjunction with HOD's will speak to families every fortnightly to ensure that families are ok and will sign post to relevant agencies when needing extra support.

DDSL's will carry out safe & well checks for vulnerable pupils not attending school, children who are long term absent and any concerns raised by staff during teaching and learning calls/video calls etc.

Following the calls and home visits all information will be documented & monitored & further action will be taken when required.

Personal data and GDPR

Calthorpe Academy will continue to follow the guidance outlined in the [data protection: toolkit for schools](#) when managing personal data and staff will need to consider:

- taking care not to share contact details when emailing multiple people
- being careful when sharing usernames and other personal data for access to online resources
- providing access to school data systems safely