



Emergency Safeguarding Procedures (during partial school closure)

Aims of the addendum to our safeguarding policy:

- Ensure that the best interests of the children come first
- Act immediately if any safeguarding concerns are raised
- To ensure that a DSL is, at all times, available
- Ensure staff, pupils and parents are aware of their responsibility regarding online safety.
- To monitor attendance to lessons in order to safeguard children.
- To ensure the programme of study is conducive with good physical and mental wellbeing
- To ensure, as far as possible, that pupils have access to their teachers, their curriculum and additional support including SEND, pastoral and study skills.

Safeguarding pupils while they are not in school: General information for all:

- Pupils will adhere to their timetable as closely as possible and teaching staff will complete their class register
- Reception will contact those parents of pupils that have not registered their absence and who have not been registered in lessons by period 1.
- A list of absent pupils will be posted in the school closure tile for staff.
- A list of absent staff will be posted in the school closure tile for pupils
- Year group notebooks have been set up by Heads of Year in order for pupils to “check in” and express any pastoral concerns. We will move to a more interactive tutorial after the Easter break whereby tutors will use Teams to check in with pupils on a Tuesday and Thursday morning.
- All concerns will be documented as per procedure via My Concern
- At least one DSL will be accessible during the school day. Ring reception on 0121 454 5831 and then request the DSL.
- The DSLs will continue to monitor Concerns raised on My Concern

- Any member of staff that has a concern relating to a pupil will report it on My Concern
- If a member of staff believes that a child is in immediate danger, they will inform the relevant authorities
- Staff continue to have an oversight of academic progress through monitoring
- Miss Welsh (SENCO) will make contact on a weekly basis with all pupils on the SEND register. She will run a notebook and direct additional support toward pupils with SEND
- The school will remain open to vulnerable pupils and that of key workers
- Social distancing will be observed during this time as far as possible.
- Additional emergency contact details have been requested.
- Pupils in school will be provided with a school packed lunch (unless it is during the holiday period)

Remote learning: Safeguarding guidelines:

It is understood that the teaching process will be slower and that Class notebook and TEAMS may not work consistently throughout the lesson. If pupils are in attendance and have registered they can access resources outside of the lesson time to complete work. Lessons may not be fully interactive, all of the time. Registering before each lesson ensures effective monitoring of pupils during the school day.

Guidelines if using audio/video technology:

1. If recording videos try to film in a neutral area (or blur your background using the facility on TEAMS) so that nothing inappropriate can be seen or heard in the background.
2. When inviting pupils to a conference in real time, for the first time, accompany the request with an email as follows:
 - I. You are invited to participate in an interactive lesson where I will deliver and then set the work via notebook. If you cannot join the lesson, then work will still be on notebook. Please make sure you complete registration on Notebook. Please ensure that the cameras on your personal devices are covered or switched off during the lesson
3. If communicating with students online, make sure the platform you are using is suitable for their age group. Also check the privacy settings.
4. Set up school accounts for any online platforms you use. Teachers must never use personal accounts. This also applies to communication via email.
5. If you have academic concerns about a pupil and wish to contact parents, please notify Mrs Crimp. You can report any academic concerns via My Concern. Please do not contact parents from personal phone numbers at home.
6. 1:1 teaching is permissible if conducted within the subject Team. Additional 1:1 mentoring led by staff can take place within either the co-curricular Team or Senior School Students Team. There will also be 1:1 pastoral/SEND support given to those pupils who need it.

7. If using video, staff must wear suitable clothing, as should anyone else in the household.
8. If using video any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
9. The live class can be recorded. Recordings will appear in Streams. Guidelines when recording lessons can be found in appendix 1.
10. Language must be professional and appropriate, including any family members in the background.

Heads of Department:

1. Should provide support to colleagues in their departments to ensure that work is provided as required.
2. Should liaise with staff within the department to support them if students are not engaging with lessons or submitting work on time and / or to a suitable standard.
3. Liaise with the Deputy Head Curriculum if there are any queries.

Heads of Year:

Students

1. Should be online and follow their normal timetable to enable teachers to respond to students needs and keep structure to the day.
2. Should check their emails and the student school closure tile for daily updates and communication
3. Adhere to the following rules when using collaborative software and participating in real time teaching:
 - Only use the collaboration space for work related discussions
 - Do not delete any work that is not your own in the collaboration space
 - ONLY register for yourself and not others. Class teachers will be able to monitor who is registering in the notebook via the application.
 - If participating in an audio lesson, pupils will adhere to any instruction outlined by the class teacher before the lesson begins.
 - All video cameras must either be switched off or covered
4. Pupils must try to complete all work set and seek help with any problems.
5. Report any technical issues to the ICT team on the following address:
seniorittechs@EdgbastonHighSchool.onmicrosoft.com

Parents

1. Should encourage and support their child's work – including finding an appropriate place to work, checking that set work is completed by the end of each day and

ensuring that the normal school timetable for the day is followed. Timetables are available on the parent portal. Parents are not expected to help with academic questions but instead should encourage their child to seek help from the appropriate teacher as they would if they were in school.

2. Parents will advise school if the child will not attend a lesson or schooling on any given day
3. Monitor social media use and ensure that their daughters have appropriate privacy settings on their devices at home. Here are some links to sites that might help you manage your daughter's online activity during this time.

NSPCC

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

Childnet International

<https://www.childnet.com/blog/keeping-children-happy-and-safe-online-during-covid-19>

Parentzone

<https://parentzone.org.uk/home>

Signed: CAM acro Headmistress

Signed: Chantal Member of Council

Date: 30/6/20

Appendix 1 – guidelines when recording lessons

Recording lessons provides pupils with a useful learning resource which can be viewed on demand. This has obvious advantages for distance learning, accessibility, revision and re-use of materials.

Recording lessons or part of a lesson is at the discretion of the teacher and is not compulsory.

Guidelines

- Before recording a lesson make pupils aware that you are doing so. A banner will also be displayed on their screen to say that the lesson is being recorded.
- Teachers should make pupils aware when they stop recording
- Ownership of the content of the recordings belongs with the teacher
- Only teachers are able to record content and control its distribution. Pupils do not have permissions to record lessons remotely.