

SEVENOAKS SCHOOL

SUMMER PROGRAMME

Safeguarding and Child Protection Policy – Sevenoaks School Summer Programme – COVID-19 June 2020

Safeguarding

Safeguarding is still everyone's responsibility, even when teaching remotely, and all reporting procedures and key contacts in the main Safeguarding and Child Protection Policy remain. The needs of the child remain paramount.

Working online

Teachers need to observe strict rules about contact with pupils online. The only channels are email or Zoom for online lessons. Teachers should only use these approved platforms. Occasionally, the Director may need to telephone a pupil but that would be for a specific attendance-related reason. Notes from these should be recorded. All online contact should follow the school's behaviour policy and code of conduct, as if teaching in school. If contacting students by phone or videoconferencing, or posting videos of us teaching, we need to follow good safeguarding practice:

Videoconferencing and videos

- use Zoom
- calls are for teaching not just chatting. They are not for talking to parents, for whom the tutor is still the first point of contact
- both parties should keep video conferences respectful to reflect the tone of interaction in a school setting:
- students, teachers (and any audible or visible family members) should use appropriate language and be appropriately dressed
- in a family room or space, not a bedroom or public place
- take care to check your background before starting a video call for personal effects, visual disturbance or interruption. In Zoom it is possible to blur the background

All sessions on Zoom may be recorded. Learners and staff should be made aware when they are being recorded (e.g. for sending to pupils in different time zones). Any incidents of concern that occur during online sessions should be immediately reported to the Director.

When using Zoom, the following procedures will be followed, and any incidents reported immediately to the Director.

- Create a password protected meeting
- Enable 'waiting room'
- Record the session
- Change screen sharing to 'host only'
- Disable 'join before host' - so the meeting can only start when you are there
- Disable 'allow removed participants to re-join'
- If there is more than one member of staff, enable co-host, so you can assign others to help moderate
- Disable 'file transfer' so there is no digital virus sharing (depends on the activity)

Online safety remains very important, especially when pupils are online so much of the time. Advice, guidance and links for parents, students and teachers can be provided on request

- Learners are encouraged to report concerns to a member of staff or a trusted adult at home. Where this is not possible, additional support can be accessed online via:
 - Childline: www.childline.org.uk
 - UK Safer Internet Centre's 'Report Harmful Content': <https://reportharmfulcontent.com>
 - National Crime Agency Child Exploitation and Online Protection Command (NCA-CEOP): www.ceop.police.uk/safety-centre
- Parents/carers are encouraged to ensure children are appropriately supervised online and that appropriate parent controls are implemented.

Written by EXG 18 June 2020

Additional support and links:

- Childline: www.childline.org.uk
- Kent Resilience Hub: <https://kentresiliencehub.org.uk>
- NSPCC: <https://learning.nspcc.org.uk/safeguarding-child-protection/how-to-have-difficult-conversations-with-children/>

DfE Guidance

- Closure of educational settings: information for parents and carers: www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers
- Vulnerable Children Guidance: www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people
- COVID-19: guidance for educational settings: www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19
- Coronavirus (COVID-19): safeguarding in schools, colleges and other providers: www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers
- Coronavirus (COVID-19): attendance recording for educational settings: www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings

Specific Links relating to Coronavirus for Learners and Parents/Carers

- Kent County Council: www.kent.gov.uk/social-care-and-health/health/coronavirus
- Childline: www.childline.org.uk/info-advice/your-feelings/anxiety-stress-panic/worries-about-the-world/coronavirus/
- Mind: www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/
- Young Minds: <https://youngminds.org.uk/blog/talking-to-your-child-about-coronavirus/>
- Kent Children's University: Home Resources Learning Packs: www.theeducationpeople.org/blog/kent-childrens-university-home-learning-resources-pack-is-live/
- Children's guide to coronavirus: www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/

- Resources for parents during coronavirus: www.childrenscommissioner.gov.uk/coronavirus/resources/
- Sport England: www.sportengland.org/stayinworkout
- Place2be:
 - www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-supportingchildren-who-may-be-especially-vulnerable/
 - www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-informationfor-children/

Online Safety

- NCA-CEOP: www.thinkuknow.co.uk/
- Internet Matters: www.internetmatters.org/
- Childnet: www.childnet.com/blog/keeping-children-happy-and-safe-online-during-covid-19
- UK Safer Internet Centre: www.saferinternet.org.uk/blog/working-remotely-adviceprofessionals-parents-posh-rhc
- NSPCC: www.nspcc.org.uk/keeping-children-safe/online-safety/
- Parent Info: <https://parentinfo.org/>
- BBC Own it: www.bbc.com/ownit

Domestic Abuse

- Domestic Abuse Services: www.domesticabuseservices.org
- Victim Support: 0808 16 89 111 www.victimsupport.org.uk/help-and-support/get-help/supportline
- Look Ahead Care & Support – Service provider West Kent (Sevenoaks, Tunbridge Wells, Tonbridge and Malling): www.lookahead.org.uk/
- National Women’s Aid Domestic Abuse 24hr helpline: 0800 2000247