Nacton Church of England Primary School

Nacton Village
Ipswich
IP10 0EU

(01473) 659370

Safeguarding and Child Protection Policy

Remote Learning Addendum

Version 4

Chair of Governors: Mrs Angela Laithwaite

Signed: _____

Chair of committee: Mrs Andrea Whybray

Signed: _____

Date authorised: _____

Approval minuted:

Date of next review: Spring 2023

1 Introduction

This document is an addendum to the main Safeguarding and Child Protection Policy and has been added in response to the changed circumstances around the Coronavirus (COVID-19) pandemic.

As circumstances continue to evolve quickly this document is being reviewed regularly to identify any necessary changes.

2 Staff

2.1 Introduction

In all interactions with pupils and parents online, via email and on learning platforms, staff members must be particularly mindful of the school's Code of Conduct and Child Protection and Safeguarding Policy. Staff members must conduct themselves professionally as they are representatives of the school. Also, staff members are scrutinised as role models, demonstrating the positive behaviours that we expect to see from pupils and parents.

Staff members' conduct must be compatible with the school's ethos at all times, in whatever context they are interacting with pupils and parents.

Outlined below are ways that staff may interact with pupils and their families should they be self-isolating during the COVID-19 pandemic.

2.2 Videos / Photos

School staff members may record videos or take photographs of themselves to post online or on learning platforms, to support pupils' learning and improve home-school interaction. They should:

- Record against a neutral background.
- Avoid recording in their bedroom if they can (if that's not possible, use a neutral background).
- Dress as they would for school (not dressed in pyjamas).
- If they are sharing their screen, double check what other tabs they have open in their browser (e.g. no search results for adult content open in another tab) and be aware that email notifications may pop up on the screen.
- Use professional language.

School staff members should only share videos and photographs on Class Dojo and Tapestry, this is to ensure that they are only seen by our pupils and their families.

If school staff members set activities that require pupils to upload or send photos or videos, they should give explicit guidance on what to photograph or record. For example, staff members may ask for a photograph of the outcome of pupils' work. Staff members must not explicitly request photos or videos that show pupils in their bedrooms. In any photos or videos that show pupils, they must be dressed appropriately.

If a staff member is sent a photo or video they consider inappropriate or that makes them feel uncomfortable, they must seek guidance from the Designated Safeguarding Lead.

2.3 Video Calls / Live-streaming

As a school we are ***not*** **undertaking live-streaming sessions** with pupils or parents. In special circumstances, the Designated Safeguarding Lead or Headteacher may authorise a video call, for example if actually seeing a child helps to alleviate

concerns for a child's welfare. If any concerns are raised as a result of video calls, these must be passed on to the Designated Safeguarding Lead as soon as practically possible.

- In all cases, parents must be aware and must agree to video calls. These are not to be recorded.
- If pupils' webcams are on for a video-call, they must be asked to dress appropriately (not dressed in pyjamas).

2.4 Telephone Calls

Staff members may telephone families to check on pupils' welfare and to offer learning support.

- If a member of staff feels this may be appropriate, they must consult with the headteacher first.
- This must be done through parents' phones, not pupils' phones.
- During the course of a call to parents, staff members may speak to pupils but in all cases they must make sure parents are aware and agree. Parents could be encouraged to use speakerphone so they can hear both sides of the call.
- It is recommended that calls should be made in school hours as much as possible.
- A record must be kept of any telephone calls.
- Ideally, if a call is necessary it should be carried out in school using the school telephone. If that isn't appropriate staff members should block their phone number so parents don't see it (it is good practice to give parents an indication of what time you'll be calling if blocking numbers, so they're more likely to answer). If they're using video calling, take the same steps as above.

2.5 Class Dojo/Tapestry

Staff may message parents and pupils through Class Dojo/Tapestry. This is a quick and easy way to communicate.

3 Parents/Carers

3.1 Introduction

The staff at Nacton Church of England Primary School have set up Class Dojo and Tapestry to maintain contact with the pupils and their parents and share home learning activities during the school closures. We encourage families to share their home learning activities with the teachers and head teacher.

3.2 Sharing videos and photographs

If pupils, or parents on their behalf, share videos or photographs on Class Dojo or Tapestry they, and anyone else in the picture, need to be appropriately dressed. On Class Dojo the videos and photographs should be shared on the child's portfolio rather than in a message to a member of staff.

3.3 Messaging staff

The easiest was to contact staff is through the messaging facility on Class Dojo or by creating an observation on Tapestry. As staff are teaching full time in school they will not be able to respond instantly but will do their best to respond in a timely manner. There is no expectation for staff to monitor Class Dojo or Tapestry outside of school hours.

The admin@nacton.suffolk.sch.uk email address is regularly monitored, so parents can contact the school that way too.

3.4 Videos and photographs

Any videos, photographs or messages from staff are purely for the use of the pupil and their family. These are not to be shared or tampered with in any manner.

4 Document History

Version	Date	Comments
1	27/04/2020	Initial version during COVID-19 lockdown
2	12/11/2020	Revisions following school reopening. Reformatted.
3	11/03/2021	No changes.
4	08/03/2022	Change review interval to annually.

Document review interval: Every year.