



# Chesham Preparatory School

Headmaster: Mr J S Beale BEd (Hons)

## Remote Learning Policy For Chesham Preparatory School

**This is additional information to the Child Protection Policy due to changes brought about by the Coronavirus**

**Date: Thursday 16<sup>th</sup> April 2020**

**Date Shared with Governors: 17<sup>th</sup> April 2020**

**Date shared with staff: 20<sup>th</sup> April 2020**

**Date shared with parents: 21<sup>st</sup> April 2020**

**Policy Owner: Mr Jonathan Beale**

This policy is in addition to the existing Child Protection Policy to reflect and take into account the new arrangements in response to COVID-19.

Despite the changes that have come about due to COVID-19, with regard to safeguarding, the best interests of the children at Chesham Prep must always continue to come first.

It remains essential that as far as possible the school continues to be a safe place for children. This guidance supports governing bodies, the senior management team, designated safeguarding leads (DSLs) and all staff working with the children either directly or remotely so they can continue to have appropriate regard to Keeping Children Safe In Education 2019 (KCSIE) and ensuring that the children are safe. This is to ensure that Chesham Prep is continuing to take a whole school approach to safeguarding.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely where required.

The DSL Alison Bush will ensure that the child protection files are kept up to date and any required information is shared with the relevant agencies.

## Mental health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Teachers at our school will be aware of this in setting expectations of pupils' work whilst they are at home.

Appropriate support is in place for children of critical workers and vulnerable children attending school. The government guidance on mental health and behaviour in schools will be referred to in order to support mental health issues that can bring about changes in a child's behaviour or emotional state, which can be displayed in a range of different ways, and can be an indication of an underlying problem.

Support for pupils in the current circumstances will include having the opportunity to receive support from the school counsellor, Martin Cook. If further support is required the school with the parents' permission will contact the appropriate support services.

Further advice on support can be found on schoolsweb at <https://schoolsweb.buckscc.gov.uk/covid-19-corona-virus-latest-advice/covid-19-mental-health-and-well-being/>

## **Reporting Routes of Abuse for Members of Staff**

If anyone at Chesham Prep has a safeguarding concern about any of the children, they should continue to act immediately by contacting the DSL Alison Bush 07598 816069 or in her absence Jonathan Beale (Headmaster and Deputy DSL). Should a situation arise whereby neither are available, members of staff should contact the most appropriate of the following deputy DSLs, James Bateson, Head of Senior School, Victoria Thornborrow, Head of Junior School and Hilary Rudol, Head of Early Years. The DSLs are all available via email i.e. [jbeale@cheshamprep.co.uk](mailto:jbeale@cheshamprep.co.uk).

All members of staff should be doing what they reasonably can to keep all of the children safe. At the present time, the majority of children will not be physically attending the school. It is important that all staff who interact with children, mainly online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the child protection policy by contacting the DSL and where appropriate referrals should still be made to children's social care and, as required, the police.

The [UK Safer Internet Centre's professional online safety helpline](#) also provides support with any online safety issues they face.

## **Pupils and Parents Reporting Online Abuse**

If the children have a concern about online abuse, they should share this information with their parents who should then act immediately by contacting the DSL Alison Bush 07598 816069 or in her absence Jonathan Beale (Headmaster and Deputy DSL). Should a situation arise whereby neither are available, contact should be made with the most appropriate of the following deputy DSLs, James Bateson, Head of Senior School, Victoria Thornborrow, Head of Junior School and Hilary Rudol, Head of Early Years.

Children and parents can also contact age appropriate practical support from the following:-

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

## **Online Safety**

The safe environment that Chesham Prep is committed to providing includes online. Therefore appropriate filters and monitoring systems are in place to protect the children when they are online on the school's IT system or using recommended resources or when using Google classroom. Jonathan Beale (Headmaster) has the responsibility of maintaining safe IT arrangements where possible, with day to day support from Daniel Pierce (Head of Computing) and Caroline Hughes (Bursar).

Chesham Prep ensures that all the children have received age appropriate information as to how to keep themselves safe and both parents and staff receive annual training to ensure that they are up to date with information so that they are able to protect the children from online abuse.

**Peer on peer abuse including bullying**, children and parents should contact the DSL Alison Bush and in her absence Jonathan Beale (Headmaster and Deputy DSL) or any member of staff that they feel comfortable with contacting.

Children will be reminded that any comments that they post will be seen by others and cannot be edited or deleted and this becomes part of their digital footprint.

**Concerns about a staff member**, staff or parents should contact the DSL Alison Bush and in her absence Jonathan Beale (Headmaster and Deputy DSL).

If anyone has a concern about the headmaster or the DSL they should contact the chairman of governors [nbaker@cheshamprep.co.uk](mailto:nbaker@cheshamprep.co.uk)

Chesham Prep is aware that parents may choose to supplement the school online work with support from online companies and in some cases individual tutors. Chesham Prep would like to emphasize the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children. Additional support for parents to keep their children safe online includes:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and carers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers
- [CEOP](#) - for advice on making a report about online abuse

### **Supporting children in school**

Chesham Prep will continue to be a safe space for all children to attend and flourish. The Headteacher will ensure that appropriate staff are on site and the staff to pupil ratios are appropriate, to ensure the children's safety.

Chesham Prep will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.

## Staff Training and safeguarding induction

All existing Chesham Prep members of staff have already had safeguarding training and have read part 1 of KCSIE. These staff will be given the information of the new arrangements so they know what to do if they are worried about a child.

It is essential that unsuitable people are not allowed to have access to the children and therefore the following will be adhered to.

In the unlikely event that the school needs to employ a new member of staff, new guidelines for obtaining a new DBS will be followed, to ensure that current measures that have been put in place as a result of the coronavirus outbreak are not compromised. The ID documents will be viewed over a video link and scanned images are to be used in advance of the DBS check being submitted.

Please note, the change should only be implemented for urgent cases where it is not possible to follow the normal identity checking guidelines. The applicant must present the original versions of these documents when they first attend their employment or volunteering role.

The change will come into effect from 24 March 2020.

The school will follow the advice on GOV.UK around checking identity documents for indicators of fraud, which can be found [here](#).

For more information about the changes, please contact [customerservices@dbs.gov.uk](mailto:customerservices@dbs.gov.uk).

New staff will be provided with a safeguarding induction and an up to date Child Protection policy (including this information) along with part 1 KCSIE. The policy will be under continuous review to ensure that it is updated to be in line with the advice from the local authority designated officer and Bucks children's social care and guidelines from the Government Department for Education.

It is acknowledged that DSL training is very unlikely to take place during this period (although the option of online training can be explored). For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

The school will continue to keep the Single Central Record up to date as outlined in paragraphs 148 to 156 in KCSIE.

## **Staff and Pupil Conduct**

Members of staff are to not have one to one online tuition to help safeguard children and staff. Minimum numbers of children must be three.

Privacy settings must be considered before posting to ensure the children's safety as to who can see and comment on the lessons and materials posted online.

A classroom standard of behavior is expected from both children and members of staff, lessons should not be taking place in the children's bedrooms but should be in an open place in the home where they can be monitored and supported by parents.

Children must not use virtual backgrounds as this ensures that the lessons are taking place in a communal area in the children's homes.

Members of staff should not share private information with the children.

All live streaming should take place in school time and where possible on school premises depending on guidelines from the government with regard to the Coronavirus restrictions. When only working from home is allowed, members of staff should ensure that they approach their teaching in a professional manner in which safeguarding concerns are paramount. Pupils and members of staff should be appropriately dressed. There should be an appropriate back drop such as a blank wall or garden. No one else should be visible.

The live class should be recorded by the member of staff so that if any issues were to arise, the video can be reviewed.

Staff must only use platforms provided by Chesham Prep to communicate with pupils

## **Attendance**

Local authorities and schools do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

We currently do not have any children on a Children In Need Plan. However should this change we would work with their social workers as to whether they should be attending school.

Should there be any children where it has been agreed between Chesham Prep, social workers and parents/carers that children will be attending school, the school will check on any pupil who does not arrive at the agreed time.

Chesham Prep will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

In all circumstances where a vulnerable child does not take up their place at school or discontinues, the DSL will notify the child's social worker.

To support the above, Chesham Prep, when communicating with parents/carers, will confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

The Department for Education has introduced a daily online attendance form to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data on the number of children taking up places.

### References

Livestreaming – NSPCC Advice

SWGfl Online safety policy guidance (South West Grid for learning)

**Government Guidelines: Coronavirus (COVID-19): safeguarding in schools, colleges and other providers**

Published 27 March 2020

Guidance

**Coronavirus (COVID-19): implementing social distancing in education and childcare settings**

Published 24 March 2020

Guidance

**Guidance for schools, childcare providers, colleges and local authorities in England on maintaining educational provision**

Published 19 March 2020

[https://mail.cheshamprep.co.uk/owa/redir.aspx?C=Icn7Y\\_35-QpBjoGiLpLgyOxfGN7UicG1JIVmu7jJ0QbhQVLOQNPXCA..&URL=https%3a%2f%2fschoolsweb.buckscc.gov.uk%2fcovid-19-corona-virus-latest-advice%2f](https://mail.cheshamprep.co.uk/owa/redir.aspx?C=Icn7Y_35-QpBjoGiLpLgyOxfGN7UicG1JIVmu7jJ0QbhQVLOQNPXCA..&URL=https%3a%2f%2fschoolsweb.buckscc.gov.uk%2fcovid-19-corona-virus-latest-advice%2f)



