



Safeguarding and Child Protection Policy - Annex Safeguarding and the Connected School

1. Rationale, Definitions and Scope of this Annex

- 1.1 The Connected School has the potential for safeguarding issues to arise, whether due to poor technical understanding, an intention to abuse, weak online security or for any other reason.
- 1.2 This policy applies to all teachers at Haileybury and working for Haileybury, including peripatetic music and LAMDA staff. For the purposes of this policy all these people are described as members of staff.
- 1.3 This policy is an annex to the Safeguarding and Child Protection Policy and should be read in conjunction with it. Other, related, policies include (not exhaustive):
- The ICT Acceptable Use Policy for Pupils
 - Rewards, Behaviour and Sanctions Policy
 - Counter Bullying Policy
 - The Staff Code of Conduct
 - ICT Acceptable Use Policy for Staff
- all of which are accessible via the [Haileybury Portal](#).
- 1.4 During these challenging times the safeguarding of all children at the School, whether they are currently at home or in attendance continues to be our priority. The following fundamental safeguarding principles remain the same:
- the best interests of children continue to come first
 - if anyone in our school has a safeguarding concern, they will act immediately
 - a Designated Safeguarding Lead (DSL) or Deputy DSL will always be available
 - no unsuitable people will be allowed to gain access to children
 - children should continue to be protected when they are online
- 1.5 This document complements two other documents:
- [Connected School Guide for Staff](#)
[Connected School Guidelines \(Pupils\)](#)
- 1.6 The School follows the guidance of Keeping Children Safe in Education September 2020 (KCSIE 2020, updated January 2021) and in particular for this policy Annex C of KCSIE 2020; Coronavirus (COVID-19) guidance on the DfE website (March 2020 and following); the Relationships Education,

Relationships and Sex Education and Health Education Guidance 2019; Mental health and behaviour in schools (November 2018); Teaching online safety in school (June 2019).

2. Peer on Peer Abuse

We recognise that children can abuse their peers and our staff are clear about the School's policy and procedures regarding peer on peer abuse. All peer on peer abuse is unacceptable and will be taken seriously. We also recognise that abuse can still occur during a school closure or partial closure and between those children who do attend the school site during these measures.

3. Online safety

It is likely that children will be using the internet and engaging with social media far more during this time. Our staff are aware of the signs of cyberbullying and other online risks and our filtering and monitoring software remains in use during this time to safeguard and support children. Staff who interact with children online will continue to look out for signs a child may be at risk. Connected School Guidelines (Pupils) provide clear guidance on risks and actions regarding online safety.

The School is an accredited member of the [National Online Safety platform](#) which provides courses and information on online safety for teachers, parents and pupils.

4. Responsibilities

- 4.1. All members of staff continue to have a responsibility to safeguard the needs of all pupils at the School, following the protocols and procedures as set out in the School's Safeguarding and Child Protection Policy, whilst also being alert to the additional risks associated with pupils being at home and learning online.
- 4.2. Particular attention should be paid to pupils who may be more vulnerable to harm or mental health concerns in the current climate and conditions.
- 4.3. Overall responsibility for Child Protection and Safeguarding remains with the Designated Safeguarding Lead.

5. Safeguarding Advice for Classroom Teachers

- 5.1. All communication with students must come via official school accounts. To clarify, you must **not** be using your personal email or contact numbers in order to interact with students.
- 5.2. Pupils have been told that they must observe usual schools rules/expected behaviour, when engaging in a Zoom/Google Meet sessions.
- 5.3. Whilst pupils will not be in school uniform, they should be dressed appropriately. Please do not allow them to remain in a workshop session if it is apparent that they are not.
- 5.4. Pupils are not allowed to record or screenshot those delivering/participating within a lesson - i.e. they should not have any recording/image of you, or others, from a lesson.

- 5.5. You might ask them to screenshot aspects of a workshop - for example a white board/document - but please ensure that this doesn't include images of participants.
- 5.6. If you have any concerns regarding a pupil's behaviour or potential safeguarding issues, that arise from these lessons, please report them immediately via CPOMS, alerting a member of the Child Protection Team.
- 5.7. Staff must check the suitability of any online source that they recommend (e.g. checking full videos).
- 5.8. Materials produced by academic departments are reviewed by the Deputy Head (Academic) with the relevant Heads of Department in line with normal practice.
- 5.9. The safeguarding implications regarding any technology or apps used in Connected School has been risk assessed and discussed with the Online Safety Group.
- 5.10. Staff should complete the [online safety training](#) distributed by the Director of Digital Learning, if not completed during the Summer Connected School.
- 5.11. Staff should be sensitive to the fact that pupils may be accessing the Connected School from different time zone; or may have difficulties with national firewalls or poor Wifi.
- 5.12. All staff must be mindful of the support that any pupils with SEND needs and/or an EHC plan may require during the operation of the Connected School.

6. Children Missing in Education

Where a child is expected but does not arrive at school, or does not engage with the Connected School platform we will attempt to contact the family. If contact cannot be made, the DSL or a deputy DSL will be informed via CPOMS. The DSL or a deputy will attempt to contact the parents through various methods, such as telephone, ZOOM or contact a relative in the first instance. If contact cannot be made the Deputy Master will convene a ZOOM meeting to discuss next steps.

7. Government Mandated Administrative Needs during the Connected School Period

The Deputy Master coordinates and reports the attendance of any children of key workers and designated vulnerable children. The induction of any new teaching staff who join during the Connected School period will be led by the Deputy Master with the Deputy Head (Safeguarding and Wellbeing) and Assistant Head (Professional Development); any support staff who join will undergo an induction coordinated by the HR department and the Deputy Head (Safeguarding and Wellbeing). Any pupil leavers or joiners to the Admissions Register will be reported to Hertfordshire LEA during the Connected School period using the Hertfordshire system that continues to be coordinated by the Deputy Master.

8. Training and Information for Staff

All members of staff using Connected School will receive this policy and be asked to read and understand it.

During a national lockdown, or associated Covid-19 measures, our DSL and deputy DSLs may not be able to receive their refresher training. In line with government guidance, our trained DSLs and deputy DSLs will be classed as trained even if they cannot receive this training.

All current school staff have received safeguarding training and have read Part One and Annex A of Keeping Children Safe in Education. When new staff are recruited or volunteers join us, they will receive a safeguarding induction in accordance with our Safeguarding and Child Protection Policy.

LBP

April 2020. Updated January 2021.