



Saint Joseph's  
CATHOLIC SCHOOL

# Addendum

## Safeguarding Policy

### November 2<sup>nd</sup> 2020

**The advice and guidance that follows ONLY applies where it is necessary for staff and students to maintain educational delivery in the event of:**

- a) Local lockdown/restriction
- b) Year group/bubble 'exclusion' from school due to a positive COVID test of 2 or more cases and where self-isolation has been advised by PHT following the school's implementation of guidance for managing suspected or confirmed cases (See School's Internal Action Card V4 22.09.20 issued by LA)

**The addendum is intended to outline procedures for staff, students, and parents in relation to both:**

- Safeguarding
- Staying safe During Remote Learning

## 1. Safeguarding Vulnerable Pupils not attending due to a) or b) above

During COVID19 and the return to school, St Joseph's Catholic School has followed the advice and guidance issued by the DfE and LA, paying heed to those students who are defined as vulnerable because they are subject to a CP or Cin Plan, they have an EHCP or are otherwise identified by the school as being in need of ongoing monitoring due to historic or current safeguarding concerns

Where a student is in one of these categories, the flowcharts issued by the LA on 02.11.20 are used to identify actions and interventions by the Head, DSL, DDSL, SENCO and Attendance Officer.

Actions are recorded and shared with outside agencies as outlined in the guidance/flowcharts (see attached appendices to this addendum)

## 2. Reporting safeguarding concerns

**STUDENTS:** If in local lockdown/restriction or self-isolating, students have a registered school email address and they may email one of 3 accounts to report a concern or a worry.

These accounts are [safeguarding@sjcs.org.uk](mailto:safeguarding@sjcs.org.uk) , [welfare@sjcs.org.uk](mailto:welfare@sjcs.org.uk) or [STOP@sjcs.org.uk](mailto:STOP@sjcs.org.uk)

These are monitored by the safeguarding team, DOLS or Pastoral Team.

Contact will be being maintained with students via Microsoft Teams ( the school's chosen medium to provide remote education under the Coronavirus 2020 Act of Temporary Direction, effective date 22nd October 2020 ) and by Pastoral Staff who, when on-site, will be able to call parents and conduct welfare checks with students but ONLY ever on speakerphone and after contact with parent is made and agreement is made for the call to be witnessed on speaker by the parent.

All communications are recorded on SIMS under initiatives.

Any safeguarding concerns will be shared with the DSL/DDSLs and normal routines will be followed to share information, intervene, support, refer and/or monitor.

**STAFF/PARENTS:** Any concerns about a child should be reported with immediate effect to the DSL or one of the safeguarding team (DDSLs) in the normal way where school is open to staff BUT via email to [safeguarding@sjcs.org.uk](mailto:safeguarding@sjcs.org.uk)

In the event of restrictions (ie. staff are remote working or there are local restrictions and school is NOT open to staff) all staff will have access to the DSL and can phone him to discuss/report any concern

If DSL is unavailable, or not on-site, DDSLs can be contacted by email.

For staff reporting concerns via email, this communication should outline exactly as per the Safeguarding training in September on how to report a concern. This means that:

The nature of the concern and the exact words used by the child/adult making the disclosure should be recorded in the email.

This email replaces the 'Cause for Concern – Part A (appendix 4 in the Safeguarding Policy) but staff may wish to use this, scan and attach to the email to notify the DSL/DDSL but ONLY when restrictions are in place.

### 3. Home-School Communication

#### a) Emails

**STAFF:** It is essential that ONLY approved means of communication are used to contact parents or pupils – this means that a registered school email is the ONLY permitted medium other than making a phone call from the school site where school remains open but students are not in attendance.

Staff may NOT use their private email addresses for parent/student communication, nor should they share their private contact details with parents or pupils at any time. If this occurs, the Head and DSL should be informed with immediate effect.

**PARENTS:** Parental contact with school will be via email to either [admin@sjcs.org.uk](mailto:admin@sjcs.org.uk) or [covid@sjcs.org.uk](mailto:covid@sjcs.org.uk) or telephone, if the school is open but year group(s) are not in attendance due to

local lockdown, restrictions or as a result of advice that year group(s)/bubbles are required to self-isolate.

Staff will respond as per staff code of conduct to any inquiries and GDPR policies, reporting any concerns to a member of the SLT in the event where a parent's tone is deemed to be inappropriate or aggressive towards a member of staff.

Where this is found to be the case, a senior member of staff will investigate. The parent code of conduct may be issued if it is found that actions towards staff are deemed inappropriate.

Any grievance will be handled according to the school complaints' procedure, with any subsequent actions being taken.

### **b) Telephones**

The ONLY authorised alternative method of making a telephone call to a parent, other than via a school landline, is via an approved school mobile – there are three in use and these are assigned to the DSL, SENCO and Designated Teacher for PLAC during COVID or local lockdown/restrictions.

These phones are used for the purpose of maintaining contact during restrictions, checking on and reporting on student welfare. They are to be used when there are impositions on restriction of access to students due to local lockdown/restriction or year group(s) self-isolating and school is NOT open to staff to carry out these duties.

### **c) Social Media**

Social media platforms, such as Facebook or whatsapp are NOT permitted mediums for staff to use with parents or pupils.

The school's website and twitter account are the ONLY accepted online mediums that are used and these are regulated and secure.

### **Recording Communication**

All communication about a child's welfare should be recorded under initiatives in SIMS by the person making that contact.

The DSL or DDSL will record any safeguarding concerns in the normal way on the school's central log.

## **4) Reporting Inappropriate Use of Technology during Remote Learning and Mitigating against abuse**

Any student whose behaviour during online lessons is deemed to be inappropriate and/or is considered to be, as an example, peer-on-peer abuse will be dealt with accordingly, as outlined in the Remote Learning Policy

Staff will remain vigilant about the pupils use of chat in Microsoft Teams. Like any chat function, it could lead to bullying, or be a distraction from learning. Training and advice/guidance will be given on the management of this function.

A summary of how this can be disabled is provided below for ease of reference

To disable chat for pupils, you need to create a '[messaging policy](#)' in Teams and then assign it to pupils.

First, create your new messaging policy:

1. Log in to the Microsoft Teams [admin centre](#)
2. Click 'Messaging policies' on the left-hand side
3. Click 'New policy' and give it a name (e.g. 'Disable chat')
4. Select the 'Chat' setting, and turn it off
5. Click 'Save'

Then, assign this policy to pupils:

1. Log in to the admin centre
2. Click 'Messaging policies' on the left-hand side
3. Click on the policy you've just made, then 'Manage users'
4. Search for the user you want to add, click on their name, and then click 'Add'
5. Repeat step 4 until you've added all of your pupils
6. Click 'Save'

As per the Remote Learning Policy, to safeguard staff and students during online lessons some simple reminders and expectations have been agreed and are as follows:

Teachers Will:

- Sit against a neutral background
- Avoid recording in their bedroom where possible (if that's not possible, use a neutral background)
- Dress like they would for school
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen
- Use professional language

Pupils will be asked to:

- Be in a shared space in their house, rather than in their bedroom.
- Dress appropriately
- Attend lessons with their cameras off.

Parents will be asked to

- Be mindful that other children might see or hear them and anything in the background.

The school will:

- Make a recording so there's something to go back to later, and so there is a log of who's doing video calls and when.
- Check that parents are happy with school making recordings, advising that it's for school records only.

For ease of reference, a reminder of how to record is below:

To **record** in Microsoft Teams:

1. In the meeting, click 'More options' (the 3 dots) > 'Start recording'
2. Wait for the recording to start (you'll get a notification saying 'Recording has started')
3. When you finish, click 'More options' > 'Stop recording'
4. Wait for the recording to be saved in Microsoft Stream (whoever started the recording will get an email notification when it's ready to watch)

To **record** a live event in Teams, check the 'Recording available to producers and presenters' setting when you schedule your live stream.

The recording is made available for pupils too, by checking 'Recording available to attendees'. The recording will be available for 180 days after the event ends.

If this function is used, it is vital that staff:

Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen, as demonstrated in training

Disable chat for pupils, uncheck the 'Q&A' setting when you schedule your live stream.

**Safeguarding Addendum effective November 2<sup>nd</sup> 2020**  
**Remote Learning Addendum effective October 22<sup>nd</sup> 2020**

**Mr A Bazen**  
**Deputy Head and Designated Safeguarding Lead**

**Flowcharts from 02.11.20 can be found by clicking below.**



Attendance  
Vulnerable Children.pdf



Elective Home  
Education Flowchart vEducation EHCP Flow



Elective Home  
Education EHCP Flow



Exclusion from  
School v2.pdf