



Annex to the Safeguarding (Child Protection) policy

Child protection during the COVID-19 measures

College is physically open to staff and pupils and all Safeguarding arrangements outlined in College's Safeguarding (Child Protection) Policy apply. There remain some adjustments to reflect the Covid-19 measures in place and these are outlined in this Annex under the following sections;

1. Version control and dissemination
2. Safeguarding priority
3. Current school position
4. Safeguarding partners' advice
5. Roles and responsibilities
6. Increased vulnerability or risk
7. Attendance
8. Reporting concerns about pupils and staff
9. Online safety

1. Version control and dissemination

This is version 3.0 of this annex. It will be reviewed by our DSL or a deputy DSL on a regular basis as circumstances continue to evolve or following updated Department for Education advice or guidance. It is available as an Annex to the full policy on the school website and is circulated via the DSL to all staff.

2. Safeguarding priority

The safeguarding of all pupils at College – whether they are currently at home or in attendance – continues to be our priority. The following fundamental safeguarding principles remain the same: **All staff and volunteers are reminded that they should act immediately on any safeguarding concerns, in accordance with the School's Policy.**

3. Current school position

In accordance with Government Guidelines, the College is open to staff and pupils. A small number of have not returned physically to College and are accessing remote learning.

4. Safeguarding partners' advice

We continue to work closely with our safeguarding partners, at Gloucestershire Safeguarding Children's Executive and will ensure this annex is consistent with their advice. The current advice

reflects the COVID-19 Safeguarding Statement from the Chair of the Gloucestershire Safeguarding Children's Executive (GSCE). This confirmed the following:

- Pupils' services may be affected by the impact of the virus on staff and an increased demand for services. Where a child is at risk of significant harm there may be a need to be persistent in referring concerns to the local authority. The arrangements for contacting the Multi-Agency Safeguarding Hub (MASH) are: **01452 426565 or by email childrenshelpdesk@gloucestershire.gov.uk**
- GSCE retains a statutory duty to ensure pupils are kept safe through multi agency working. It is vital that the partnership maintains good communications through this time and adheres to existing Multi Agency arrangements.

5. Roles and responsibilities

The roles and responsibilities for safeguarding in our school are listed our Safeguarding (Child Protection) Policy.

6. Increased vulnerability or risk

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Staff will be made aware of the mental health or pastoral concerns of pupils as appropriate, and will contact the DSL or a deputy if they have any concerns.

7. Attendance

College is following the [attendance guidance issued by government](#).

8. Reporting concerns

All staff will act immediately on any safeguarding concerns and follow our Child Protection procedures outlined in College's Safeguarding (Child Protection) Policy.

9. Online safety

During this period, a small number of pupils will be 'remote learning' and using the internet and engaging with social media far more. Staff and pupils will continue to follow the process for online safety set out in our Online Safety Policy [here](#).

Parents of pupils who are remote learning have also been given the following guidance to promote the safe and effective working of their daughter:

- Parents are asked to ensure that their daughter has good internet access and an appropriate place in which to work.
- Parents support the protocols that their daughter is following for her learning.
- Parents are aware when any one to one lessons ('Extras') are taking place and are prepared to enter the room at any point to monitor the lesson.
- Parents should contact their daughter's Housemistress if there are any concerns.

College has put in place pupil and teacher protocols to ensure expectations of lessons are clear. These have been copied below in their entirety in the interests of full transparency.

Remote Learning Pupil Protocols

For pupils accessing remote learning for their lessons, the following rules and guidelines apply.

Rules:

1. Pupils to adhere to the ICT Acceptable Use Policy at all times.
2. All communication with pupils, teachers or others using technology is responsible and sensible.
3. Pupils will be responsible for their behaviour and actions when using technology and this includes the resources accessed and any language used.
4. Pupils must not record or take photos of other pupils or the teacher during the session (unless requested to do so).

Pupil guidelines:

1. Access remote learning from an environment that is quiet, safe and free from distractions.
2. Join the session on time.
3. Be dressed appropriately for learning.
4. Remain attentive during the session but to also be sympathetic to any issues relating to the technology.
5. Interact patiently and respectfully with teachers and peers.
6. End the session as soon as the teacher indicates to do so.
7. Check and use email outside the lessons for any additional instructions from your teacher or to ask urgent questions relating to the lessons.
8. Turn off any music on your device or in the background so it does not disturb the lesson.
9. Be prepared for the lesson with your notes and textbooks available, just as you would do in a classroom.

Remote Learning Teacher Protocols

To ensure an effective lesson and create a safe environment for pupils when engaging in a remote learning session, the member of staff should:

1. Receive training in our preferred platform 'Microsoft Teams' to ensure they are confident in using the technology for delivering the lesson prior to remote learning commencing.
2. Use Microsoft Teams, Moodle, SharePoint or email to communicate with pupils and deliver a remote learning session.
3. Ensure wherever possible the remote learning session takes place at the same time as the timetabled lesson. This will enable staff and pupils to keep to the normal structure to the day. We accept that that it may not be possible for the member of staff to be in College.
4. There is an option for you to record your lessons to make them available to girls who are in time zones which make it difficult to join the lesson live. Please only use this facility if you are content to do so.
5. The lesson should be conducted from an environment that is quiet, safe and free from distractions. If working from home consider 'blurring the background'.
6. Set work that reflects the normal curriculum objectives, appreciating that learning activities may differ from those in a classroom setting.
7. The work set reflects the length of the lesson and any prep set is in line with normal guidance.
8. Ensure that by the end of the day the lesson was delivered, individual pupil queries relating to the lesson have been addressed.
9. Ensure that you are in professional dress for the duration of the lesson.
10. Please monitor and record whether remote students are 'attending' the remote learning session.