# Safeguarding pupils while remote learning – guidance for parents

FIVE SPIRES ACADEMY

If any of our pupils need to self-isolate due to COVID-19, or where there are local restrictions that require pupils to remain at home, schools are expected to be able to immediately offer access to remote education. It is important to us that this education is safe and is of a high quality. This guidance tells parents/carers how we will work safely with your children while providing remote learning, and how we will support both staff and pupils to stay safe.

Even though your child won't be learning in the classroom in the normal way, the language, resources and materials used to support their learning will be similar to those that would have been used to teach in the classroom, and they will be appropriate to the age and level of understanding that your child has. Remote learning will be delivered in the safest and most effective way possible, and every possible step will be taken to promote the safety of our pupils throughout this process.

Our usual school policies that keep pupils and staff safe – including the safeguarding and child protection policy, the staff code of conduct, the pupil behaviour policy, and the online safety policy – still apply while children are learning remotely, and staff will respond to any concerns about a pupil in line with these policies. During remote learning, if you have any concerns about the safety of your child, or about any other child in our school, please immediately contact the school and ask to speak to a member of the leadership team.

## Communication with parents/carers

It is vitally important that we have good communication between our teachers and parents/carers during any period of remote learning. We need to speak to you regularly in order to assess your child's progress in learning as well as to provide support, advice and check on safety and wellbeing. In order to do this safely, the following principles apply.

- Parents/carers will receive guidance to explain how remote learning should be accessed, what resources will be used and how (including where learning will take place online), which staff will be working with your children and overseeing their learning, how work will be marked, and how you and your child will receive feedback about their learning.
- This guidance will also explain how we expect pupils to behave during their time of accessing remote learning, particularly if learning is taking place online. We appreciate the full support of parents/carers in upholding these expectations.
- Any communication between school and parents/carers will take place within usual school business hours, which are 8.30am – 4.30pm. It is acknowledged that, in exceptional circumstances, communication may need to take place outside of these hours, i.e. in response to a concern about a pupil's safety.
- Staff will only communicate with you using devices (phone, laptop, tablet) issued by school, and using approved school platforms and accounts, i.e. school email, Microsoft Teams.
- Communication between school and parents/carers must be professional at all times and should show dignity and respect to everyone involved.
- If communication is live via video, i.e. via Microsoft Teams or Zoom, we ask parents/carers to consider the best and most suitable place for them to communicate with school staff from. If possible, the more personal and private areas of the house, i.e. bedroom, should be avoided. Parents/carers and pupils are also respectfully asked to be fully dressed in normal daytime wear during any live video communication.
- There will be regular opportunities for communication between school and parents/carers to allow you ask to ask questions, feedback about your child's learning, raise any concerns, and seek any support that is required.

## Safeguarding pupils if they are learning online

Many schools are choosing to deliver part or all of their remote learning via the Internet. Our chosen platform for this is Office 365 Education. You and/or your child will have received your own unique account to this platform, which is for your use or your child's use, and should not be shared or used by anyone else.

Our staff have received training to help them to deliver remote learning on this platform safely and effectively, and as part of our approach to remote learning we will adhere to Government-endorsed safety guidance from the NSPCC that two members of staff will be present when any live video communication is taking place. In exceptional circumstances, it may be appropriate for a member of staff to work alone with your child during live video communication, but this will only take place with prior permission from parents/carers and school leaders, and where an appropriate risk assessment has taken place.

We have also taken additional steps to ensure that only the right people can use our platform, and use it in the right way. You may notice that some features have been removed or restricted – this helps us to ensure that everyone can stay safe if they are learning online.

## Support for parents/carers to help keep their child safe while remote learning

This may be a period of uncertainty and worry for both you and your child. Try to help them structure their day and their week in a similar way to how it is structured at school, with allocated time for learning, rest and play. Help them to see the importance of getting up and going to bed at a regular time, and getting properly dressed in the morning, even though they aren't coming to school. If it is possible, encourage them to have a separate space for learning, somewhere different to where they rest and play, which will help them keep to a good routine.

The Government has produced a useful guide for parents/carers to help keep their children safe online when at home. It explains some of the known risks that children face when they are online and helps parents/carers to understand what steps they should take to keep their children safe. It also signposts different resources that parents/carers and children can use to help them if a problem does occur. Please access this guide by clicking here.

Whilst your child is learning at home, we will continue to share information with you in our newsletters and email updates, which regularly contain safeguarding and online safety information. Our staff will also ensure that, when pupils are expected to access remote learning via the Internet, regular reminders for online safety are shared and discussed. This will follow the Government expectations for the curriculum on online safety, where pupils are expected to learn about 'the 3 Cs': online content (what you see and hear), online contact (who you communicate with) and online conduct (how you behave)

## Other information

If your child has been allocated a school laptop to support with their home learning, you will receive separate information and forms to sign to explain how this can be used and when it should be returned. Please make sure you have signed and completed the forms prior to your child starting their use of the laptop.