



## Child Protection and Safeguarding Covid 19 – Addendum

### Appendix 4 - Windermere School – Remote Learning and Pastoral Support Provision in extended detail.

#### 1. General Principles

Until the DfE publishes specific guidance Windermere School will rely on the DfE's interim COVID-19 safeguarding guidance published on Friday on 27 March. This guidance does not specifically cover recording of live sessions but it does recognise that schools must adapt to the current situation to ensure their pupils continue to be kept safe.

The guidance requires schools to update their safeguarding policies which has been done through the published Addendum – Child Protection and Safeguarding – Covid – 19.

This addendum sets out the interim arrangements put in place by Windermere School to keep our children who are not physically attending the school site.

Special attention has been paid to when the children are online, and how concerns about these children should be progressed (see Appendices 1 and 2 - Staff and Pupil Expectations).

##### 1.1 Risk Assessments

Windermere School's SMT and Safeguarding teams have carried out risk assessments to determine what arrangements are most appropriate for our setting to support safe remote learning, and also continue to give the best pastoral care to our pupils.

The factors we have considered in these risk assessments include:

- The age of the pupils and appropriate content for their age in terms of lessons.
- The needs of any vulnerable pupils, this includes those pupils with SEND.
- The risks arising from the remote provision we are providing.

Windermere School have considered advice from a variety of bodies including the DfE, BSA, ISBA and the UK Safe Internet Centre on safe remote learning and the London Grid for Learning on the use of videos and livestreaming.

##### 1.2 Considerations Made

London Grid for Learning, recommended by the UK Safe Internet Centre poses a number of questions which Windermere School has carefully considered and acted on:

	Consideration	Action taken by Windermere School
1.2.1	Only use school registered accounts	Staff and pupils, through Teams have been asked to use school accounts, for any instances where school accounts are unavailable and 4G or 5G is being used, this has been noted and risk assessed.
1.2.2	Staff to present lessons using School owned devices	In staff expectations colleagues are required to use school devices, if this is not possible or there is a sound reason for an alternative these situations are risk assessed individually.
1.2.3	Will some pupils be excluded? Do they have internet, a device a quiet place.	Assessment was made of all pupils to ensure they all had devices and access to the internet. Any situations where this is a problem arrangements have been made on an individual basis for these pupils.

1.2.4	Do pupils and staff have safe and appropriate places to study?	Any pupil who has to work from their bedroom has been risk assessed so that the learning environment is as suitable as possible. Any inappropriate objects or information is removed or blurred.
1.2.5	Will the sessions be available more widely than the school.	Only members invited to a session by the teacher/ tutor will be able to partake.
1.2.6	What about children with SEND and CP needs?	Careful monitoring of these children is carried out by the LS and Pastoral Teams, at least daily contact with them and their families and discussion in meetings means we are constantly revisiting and reassessing their needs.
1.2.7	Avoid one to ones unless they have been risk assessed.	Any, one to one session should be discussed with the Pastoral and Safeguarding team and a risk assessment will be put in place.
1.2.8	Have pupils been reminded about the expectations?	A new set of expectations has been produced in light of the current situation, these have been discussed with pupils by tutors. Any pupil who does not adhere to these expectations will receive extra training.
1.2.9	Do pupils know how to report concerns?	Within the new expectations it has been explained what a pupil or member of staff should do should they have any concerns.
1.2.10	Do you want to record a session?	Staff will be asked in the section below to assess need to record a lesson. If they answer the questions in the affirmative, then Windermere School will agree that recording should take place and the member of staff will follow the laid out recording protocol. (See section below)
1.2.11	Is GDPR covered?	See extended section below.

## 2. Recording a live lesson

### 2.1 What is a live lesson?

Lesson livestreaming is what is done during the timetabled lessons. This is when the teacher and the pupils being taught are online together.

Please note this section does not refer to colleagues pre-recording their lessons and PowerPoints provided you are happy to share these sessions.

### 2.2 Windermere School General Expectations with regard to recording live lessons

- No recording of registrations, tutor times or form times is necessary
- When recording, it is good practice to only record direct teaching unless you feel that pupil interactions will add to the learning.
- Windermere School accepts that there may be occasions when it is useful for the pupils to have a lesson recorded, before a decision is made to record a lesson, teachers should follow the flow chart to help them decide whether to record or not

### 2.3 Flow Chart to consider whether you need to record a live webinar.



### 2.3 What if during a lesson there is a problem which means you need to record

There might be times when something happens mid lesson, which you have no control over, and it means a child cannot access the session fully e.g. the internet goes down or sound is lost. If you are aware of this, then you may make the decision to record to remaining pertinent parts of the lesson for the pupil. If you do this, we ask that after the lesson you email the Deputy Head (Pastoral) with the details

Lesson	
Date	
Time	
Reason for recording	

### 2.4 What if a teacher still feels they should record a livestream?

If after following the flow chart you still feel you have a rationale behind a decision to record, and all the pupils give permission for this to happen, contact the Deputy Head (Pastoral) directly who will risk assess your recording and hold this on file.

### 2.5 Will Staff be judged on their lesson recordings?

If a teacher at Windermere School feels it is beneficial for their pupils to have a live recording of their lesson, this is for the pupils and not something that a teacher will be judged or appraised on, unless the member of staff would like the recording to be viewed as part of their appraisal.

### 2.6 For what length of time will a recording be stored?

In general recordings will remain on the Team for 2 weeks, they will then be deleted

## 3. General Data Protection Regulation

### 3.1 Processing Personal Data

Processing of personal data includes the collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of **personal data**.

### 3.2 GDPR and Recording Lessons

Regarding data protection compliance, recording live lessons results in, Windermere School will naturally be collecting more personal data on staff and pupils.

The School will therefore follow the requirements under data protection law with respect to processing personal data.

- Windermere School under these laws has satisfied themselves that they have a lawful basis to make these recordings and will do this by using the flow chart and risk assessments to give a reasoning behind why each recording is being made.
- Situations where the flow chart has been used and the outcome has resulted in the advice being not to record and then the teacher subsequently deciding still to record will be risk assessed.
- Situations where recording has been deemed necessary mid-way through a lesson will be noted and the reason for recording explained clearly.
- Any risk assessments made will be filed and stored to demonstrate compliance.

## 4. One to One Online Sessions and Recording

### 4.1 General teaching and tutoring sessions

In line with the advice given in appendices 1 and 2 (Staff and Pupil Expectations) for a one to one lesson or tutor time to happen there should be another adult, preferably the pupil's parent, present. If this is not

possible and provided the member of staff is comfortable the session can continue but without the video camera on.

If any pupil or teacher feels uncomfortable or concerned, then the session should be terminated and report through to the DSL

#### **4.2 Therapeutic One to One sessions with any member of the Pastoral Team**

At Windermere School there are a number of pupils who require regular therapeutic sessions, the list of these pupils appears on the Pastoral and Safeguarding tracker spreadsheet which is viewed by the Pastoral Team and updated at least weekly.

For each of these pupils the provision of one to one therapeutic sessions has been agreed with the child's parent(s).

Due to the personal and often sensitive nature of these sessions and in line with the confidentiality afforded through the "Voice of the Child" – these sessions will not be recorded on the platform used to facilitate the session (in most cases this will be Teams)

If anyone is concerned, uncomfortable or feels more action needs to be taken, following a therapeutic session there are set our reporting lines for all to use.

Pupils can contact any member of the Pastoral Team, (listed on Appendix 2 – Pupil Expectations), talk with their parents or any other trusted adult who is part of the school, this information should then be shared with the DSL.

#### **4.3 One to One Sessions with VMTs**

VMTs should not record one to one sessions unless there is a situation where there is not an adult present in the child's house.

If the VMT is teaching and the child is alone at home a recording should be made but before this happens agreements to record by email must be sent by both the VMT and the parents of the pupil to Deputy Head (Pastoral).