



**WINDERMERE**  
SCHOOL

**Safeguarding Expectations of Staff at Windermere School in response to the need for remote teaching and tutoring.**

**Rationale for this addendum is the necessity for remote teaching in response to Windermere School closing their premises in-line with the Government response to Covid-19.**

**General Safeguarding**

In the case of a school closure and staff and pupils accessing education from home, Windermere School's Safeguarding Policy remains in place.

As staff we all have a duty of care and a responsibility to safeguard all our pupils. Contact must be kept with all, but especially our more vulnerable pupils.

Behavioural expectations remain as when in School.

The Staff Code of Conduct must still be adhered to when communicating remotely with pupils.

Windermere School, whether pupils are at school or at home, understands that their safety must remain a priority and to this end we set out below staff responsibilities.

<b>Person responsible</b>	<b>Responsible for</b>	<b>Reporting to</b>
DSLs and Pastoral Team	Risk assessing, taking action and reviewing potential safeguarding issues created by moving teaching online.	HM and Safeguarding Governor
Deputy Head Academic	Leading on remote teaching.	DSLs and Pastoral Team
DSLs	Being available and contactable throughout all periods when remote teaching is taking place.	DSLs
Parents	Responsible for supervision/monitoring during remote teaching online.	Tutors
DSLs and Pastoral Team	Any supplementary or alternative provision for vulnerable pupils.	DSLs and Pastoral Team
Teaching Staff	Checking the suitability of any online source they recommend. Have they watched videos in full and not just the start?	Head of Faculty and Deputy Head Academic

APPENDIX 1

Teaching Staff	Responsible for noting any concerns for any pupils when remote teaching.	DSLs and Pastoral Team
Tutors and Class Teachers	Responsible for noting any concerns for any pupils when remote tutoring.	DSLs and Pastoral Team

**Member of the Extended Pastoral Team**

DSL and SMT	HoS	Boarding Team	Learning Support
Jenny Davies Jo Parry Julie King Lynn Moses	Deb Dalzell Simon Rowe Lynn Moses	Deb Dalzell Mel Monk Paul Ainsworth Janet McCallum Darren Blanch Elliot Percival	Wendy Fitton

**Staff contacts for any Safeguarding concerns**

Jenny Davies – [jdavies@windermerschool.co.uk](mailto:jdavies@windermerschool.co.uk)

Mobile (personal): 07702626367

Work Mobile: 07731019833

Jo Parry – [jparry@windermerschool.co.uk](mailto:jparry@windermerschool.co.uk)

Mobile: 07709429889

In the event of no contact being made with Jo or Jenny, then please contact:

Ian Lavender – [ilavender@windermerschool.co.uk](mailto:ilavender@windermerschool.co.uk)

Mobile: 07765401144

Jo Harris (Safeguarding Governor) – [jharris@windermerschool.co.uk](mailto:jharris@windermerschool.co.uk)

Mobile: 07876596044

**Training and guidance**

All Windermere Staff have been trained and advised on what to look for in terms of safeguarding issues when remote teaching and how to report these when these are encountered.

## Remote 'face-to-face' contact, for example, Skype, video conferencing

The following are non-negotiable areas of safeguarding for staff and pupils.

- Face-2-face will be wherever possible through broadband and not 4/5G. If there is no alternative to 4/5G, the teacher must inform the DSLs.
- Staff will use School and not personal devices. Any use of personal devices will be reported to the DSLs and reasons recorded on file.
- Staff will inform pupils when they are recording a session. (See further guidance in Appendix 4.)
- Pupils must not share any recordings.
- A public/communal area, such as a dining room, will be used for video calls. Wherever possible, pupils will not call from bedrooms. Where there is no other option a separate risk assessment will be put in place and agreed by the Deputy Head Pastoral.
- Staff will use a neutral area of their home with no personal effects on show.
- It is recommended that staff use the 'blur' function on Teams to blur the background, ensuring privacy for other occupants of the home.
- Any phone call made from a personal mobile to a pupil should be made with the number blocked.
  - On an iPhone go into settings, select phone and then Show my caller ID, then switch this off. Your number will not be shown.
  - On an android phone, tap menu, tap settings, tap additional settings and then tap caller ID, finally tap Hide Number.
- Staff are expected to include their Head of Section in their tutor teams and Head of Faculty in academic teams. At Elleray, staff are expected to include Head teacher and DSL into each of their class teams.
- Pupils will be supervised by an adult present in their home during one-to-one calls. If no adult is present, then the call will be taken as audio rather than video.
- A dress code will be adhered to for both staff and pupils. Smart/casual and no nightwear. In the case of a pupil inappropriately dressed the pupil will be reminded of the guidelines and the call ended.
- ALL communications will be through School platforms.
- Only school emails will be used when communicating with pupils.
- Timings for calls will be set prior to calls via school email or other school platforms, and these calls will take place during normal school working hours and not before 8.15am or after 4 pm. *Please note that for pupils who are in different time zones separate arrangements may be made directly with teachers and tutors which may mean contact outside these times.*
- Be mindful of advisory ages for certain communication platforms.
- Any concerns seen/heard during call will be dealt with and reported following normal safeguarding policy and procedure.
- If a member of staff becomes unwell and cannot facilitate remote teaching/tutoring, Browhead staff must contact Deputy Head Academic and

HoS who will disseminate the information to all relevant staff. Elleray staff should contact the Head of Elleray.

**The acceptable use policy must be adhered to at all times, alongside the Staff Code of Conduct.**

### **Communication and Support**

- Staff, pupils and parents will be informed by email of all changes and expectations with regard to remote teaching.
- Staff pupils and parents have been informed by email of how to report concerns and incidents.
- Parents will be given advice about filters that might be appropriate on home computers.
- Parents will be given advice on appropriate online safety precautions for their children.
- Staff and pupils have been reminded about the protocol when contacting each other. This will be done through a school approved email address.
- Elleray – Class teachers will have daily tutorials as well as tutoring through lessons and will send a weekly update email to parents copying in the Head of Elleray.
- Browhead - Daily tutorials will give opportunities for staff and pupils to discuss any concerns. Weekly communication between tutors and parents, will also be used to flag up any issues. Tutors to include their HoS into these emails, which should be sent following tutorials each Friday and no later than Sunday evening.
- Age appropriate, well-being surveys will be conducted periodically to check on the mental health of our community.
- Weekly meetings of the extended Pastoral Team will identify any issues with regard to individual pupils.
- All teachers should add a weekly comment onto the Praise and Concerns spreadsheet for each pupil they teach every Thursday by 4pm.

### **Online behaviour**

- Pupils know who they can contact for support, whether pastoral or academic, as well as how to report any concerns as well as online bullying.
- Staff are aware that online bullying is a potential safeguarding issue.
- Staff will inform the DSLs and Pastoral Team if they believe there is bullying taking place online or otherwise within the home.
- The DSLs will discuss appropriate responses to any concerns raised.
- Pupils are aware that sanctions are still in place if they transgress the guidelines.
- Sanctions will be discussed directly with parents on an individual basis and an appropriate action will be taken.
- The time spent online will be set at a maximum of 4 hours of webinars or face to face teaching time each school day. Other opportunities for learning will be offered through the amended curriculum which will be practical, creative and therapeutic and will require minimum screen time.

## Registration

### Browhead

- Pupils are expected to attend tutorials and timetabled lessons.
- To ensure the safety and wellbeing of our pupils, there will be a tutor time each morning at 8.30am, and again at 1.55pm.
- Pupils will be registered on the registration sheet distributed electronically by LM. Codes to be used are as follows:
  - N = Not at registration (Adding additional comments detailing measures to follow up an N code or a different time zone registration. Any unresolved N codes must be forwarded to the HoS)
  - F = Face to face registration
  - M = Email or message registration
  - I = Absent due to illness (Comment preferred)
  - C = Other authorised absence (Comment needed)
- Class teachers should also register attendees at each of their lessons
- If a pupil does not attend tutor time the tutor is expected to send a brief email to the child, copying in the parents, to investigate.
- If a pupil does not attend a lesson the class teacher is expected to note this on the appropriate spreadsheet so that tutors are aware.
- If a class teacher has none explained, non – attendance twice in a cycle they should inform the Tutor and HoS.
- Each week the Pastoral Team will review the attendance of all pupils and decide the appropriate steps for the individuals and families.
- Year 13
  - Tutors should record registration once each day and contact the tutee if they fail to register in some form on two consecutive days.

### Elleray

- Pupils are expected to attend tutorials and timetabled lessons.
- To ensure the safety and wellbeing of our pupils, there will be a Form Time each morning at 8.30am for KS2 and 9.30am for KS1, and a second session at 2.15pm (1.30pm for Year 1), where pupils will be registered. Pupils attendance will also be monitored in the webinars they attend. Any concerns will be passed to the Head teacher (Elleray) and the DSL.
- Pupils will be registered on the electronic registration sheet. Codes to be used are as follows:
  - N = Not at registration (Adding additional comments detailing measures to follow up an N code or a different time zone registration. Any unresolved N codes must be forwarded to the HoS)
  - F = Face to face registration
  - M = Email or message registration
  - I = Absent due to illness (Comment preferred)
  - C = Other authorised absence (Comment needed)
- If a pupil does not attend a lesson the class teacher is expected to send a brief email to the parents to investigate.
- If a class teacher has none explained, non – attendance twice in a cycle they should inform the Head of Elleray and DSL.

- Each week the Pastoral Team will review the attendance of all pupils and decide the appropriate steps for the individuals and families.