



How we keep our students safe online during remote learning

Rationale for this addendum is the necessity for remote teaching in response to Covid-19.

General Safeguarding

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

Windermere School has a duty of care and a responsibility to safeguard all students. Contact must be kept with all, but especially our more vulnerable students.

Behavioural expectations remain as when in School.

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

Who is looking after you

Your Tutor continues to be your 'go to' person during periods of remote learning. They are there to support you and listen to your concerns. There is also a large pastoral team overseeing the needs of all our students and you are welcome to contact any of them if you feel it would be helpful.

Senior Team and Designated Safeguarding Leads	Heads of Section	Boarding Team	Learning Support
Mrs J Davies Mrs S Brown Mrs J King Mrs L Moses	Mrs D Dalzell Mr S Rowe Mrs L Moses	Mrs D Dalzell Mrs M Monk Mrs J McCallum Mr D Blanch Mr M Winter Mr R Hill	Mrs W Fitton

Staff contacts for any Safeguarding concerns

Mrs J Davies – jdavies@windermerschool.co.uk

Mrs S Brown – sbrown@windermerschool.co.uk

In the event of not being able to contact Mrs Davies or Mrs Brown, then please contact:

Mr I Lavender – ilavender@windermereschool.co.uk

Mrs S Hamilton (Safeguarding Governor) – shamilton@windermereschool.co.uk

Remote ‘face-to-face’ contact, for example, Teams

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

- Face-2-face will be wherever possible through broadband and not 4/5G. If there is no alternative to 4/5G you should inform your Tutor.
- Staff will inform students when they are recording a session. Students must not record any sessions.
- Recordings must not be shared.
- A public/communal area, such as a dining room, where possible will be used for video calls. Wherever possible, students will not call from bedrooms. Where there is no other option a separate risk assessment will be put in place and the Deputy Head Pastoral and DSLs made aware.
- Students 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 unless other arrangements have been made with the DSLs.
- A dress code will be adhered to for both staff and students. Smart/casual and no nightwear. In the case of a student inappropriately dressed the student will be reminded of the guidelines and the call ended.
- ALL communications will be through school platforms such as Teams.
- Only school emails will be used for communication between staff and students.
- 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 4pm. *Please note that for students who are in different time zones separate arrangements may be made directly with teachers and tutors which may mean contact outside these times.*
- Any concerns seen/heard during call will be dealt with and reported following normal safeguarding policy and procedure.

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

Communication and Support

- Staff, students and parents will be informed by email of all changes and expectations with regard to remote teaching.
- Staff, students and parents have been informed by email of how to report concerns and incidents.
- Parents will be given advice about appropriate online safety applications to be used in a home environment.
- Staff and students have been reminded about the protocol when contacting each other. This will be done through a school approved email address.
- Daily tutorials/Form Times will give opportunities for staff and students to discuss any concerns. Weekly communication between tutors and parents, will also be used to flag up any issues.
- Weekly meetings of the Pastoral Team will identify any students who need extra support either academically or pastorally.
- Age appropriate well-being surveys will be conducted periodically to check on the mental health of our community.

Online behaviour

- Students know who they can contact for support, whether pastoral or academic, as well as how to report any concerns such as online bullying.
- Staff and students 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.
- Students 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

- Students are expected to attend tutorials and timetabled lessons.
- To ensure the safety and wellbeing of our students, there will be a tutor time each morning at 8.30am and a second session at 1.55pm, where students will be registered. Students will also be registered in any webinars they attend. Any concerns will be passed to Heads of Section and if necessary will be discussed by the Pastoral Team.
- If a student 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 student does not attend a lesson the class teacher is expected to indicate this on the registration spreadsheet.

Elleray

- Students are expected to attend tutorials and timetabled lessons.
- To ensure the safety and wellbeing of our students, there will be a Form Time each morning at 8.30am for KS2 and 9.00am for KS1, and a second session at 2.15pm (1.30pm for Year 1), where students will be registered. Students attendance will also be monitored in the webinars they attend. Any concerns will be passed to the Head Teacher (Elleray) and the DSLs. Timings may be amended slightly at times and this will be communicated to parents.
- If a student does not attend a lesson the class teacher is expected to send a brief email to the parents to investigate.