

Safeguarding during Covid-19 closure / home learning risk assessment

Government advice: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers>

Activity	Process	Safeguarding points
Teaching pupils through Google hangouts or Meets	Inviting pupils to hang outs for teaching sessions through creating lessons on your Google calendar and inviting pupils. Teaching online.	<p>Only using pupil CTLC email address</p> <p>Only using CTLC provided equipment for CTLC emails.</p> <p>Not admitting anyone who has not been invited</p> <p>Always ensuring that there is a staff member with you in the lesson</p> <p>Reinforce same codes of conduct for teachers - appropriate clothing, appropriate room in the home and students to sign agreement</p> <p>Backgrounds or a plain wall as seen from home. Two members of staff in Classroom, therefore if person has cameras and microphones of their own turned off</p> <p>Remind pupils of acceptable use policy document on Classroom.</p> <p>Decision on whether you use cameras decided individually - you know your own school</p> <p>All additional information e.g. notes of any phone calls/communications needs to be recorded in concern log/MyConcern.</p>
Regular communication, dialogue and connection with pupils and their families.	<p>JM and support staff will make regular contact via email or phone calls, throughout the week with pupils and their families.</p> <p>JM and support staff will check center pupil's attendance and mark them in using the distance learning register. Home tutors to share registers with JR weekly as normal.</p>	<p>If a response to contact is unsuccessful after several repeated attempts, the pupil must be contacted and made aware.</p> <p>Any other professionals, active or inactive, via the CP/CIN/EHA process will be made aware.</p> <p>Discussions regarding whether a meeting at family home needs to be made</p> <p>Decision made on who best to contact</p> <p>Should this prove unsuccessful, a meeting should be logged and advice sought from the relevant professionals</p> <p>Notes of any phone calls/communications is nothing to report to be made in concern log/MyConcern.</p>
Individual pupils sessions - catch up, support, mentoring	Inviting pupils for '1:1' sessions	<p>NEVER undertake a one to one session</p> <p>MUST always be another member of staff</p> <p>Ensure that CR/RK is aware of the session and that it appears in a weekly time slot</p> <p>Record any point/issues in pupil's file</p> <p>Report any safeguarding concerns in the normal way after discussion</p>

Email communication with pupils	Emails with pupils to discuss e.g. issues that they are having, to provide motivation and support, to give advice on how to support their mental health.	For your protection, please keep all communication could be kept in an email folder for each pupil. You do not need to keep purely related to teaching and learning. Any email or communication regarding safeguarding issues need to be kept as usual and shared with the appropriate staff. Any communication regarding learning that relates to a safeguarding issue should be copied into the Lol for that area.
Setting of work in Google classroom	Check Google classrooms on a daily basis and liaise with pupils to support them to complete work where necessary. Mark and return any work (or comment on any work part-completed to date if appropriate). Set new work as needed.	Be mindful of workload; check in with pupils to see if the work is too much/overwhelming. Give feedback. Make a record of the feedback. Include leaders of learning in it to let you know that they have accepted the work in the classroom. When you set work you can't mark it. You can add a comment/or just mark it in a private conversation. Set up a folder for each student and then mark it in a private conversation.
Phone calls to parents	Call to parents to chase attendance and to check on wellbeing of themselves and their child.	Use the preferred number parents have given you. Keep a record of the time and date of the call and a summary of the conversation in the contact log.
Phone calls to pupils	Call to pupils to check on wellbeing or to support them with their learning.	Phone the parents number and ask for the speaker so that the parent can hear you. If possible, ask a colleague to join the call. If the colleague can hear you and the parent can't, phone the pupil on their own phone. Record time, date and brief summary of the conversation in the contact log. If the call is a safeguarding one, record the date, time and about potential risk you can identify. If you are unsure, ask another staff member to Hangout with you and listen in.
Resource lists and tasks set for pupils on Google Classroom	Provision of different website/video clips to support pupil learning - may be accessed/used during lessons or independently.	Ensure that ALL clips recommended are checked thoroughly before sharing them. If you are unsure, ask another staff member or DSLs to check.
Remote interactive lesson Using online learning activities eg My Maths, SAM learning	Check pupil understands how to use the learning platform. Phone pupil and talk through any guidance etc. and arrange any follow up telephone calls. Explain how the pupil can contact you if they need any help e.g. parent phoning you and putting on speaker phone to talk to you or by pupil sending you an email.	Phone the pupil on the parents number. Use the phone on speakerphone when you are on the phone so the parents can hear. Remember to only use, and share, the phone number.

Appendix 1: Rules for Live Lessons. To be signed by students and parents before live lessons take place

- Ensure you have a plain background using a wall or door.
- Ensure you are dressed in plain clothes - not pyjamas or revealing clothing.
- Ensure you have an appropriate workspace - not in bed and doors are open.
- No masks.
- No recording of the session with external devices.
- Parents are in the house, but not in the same room or on camera.

Agreed by:

(Student)

(Parent)