



**Safeguarding Policy**  
**Remote Learning Policy and Action Plan**

**Signed:** *Peter Lewis*

**Dated: 10<sup>th</sup> February 2021**

**Review : February 2023**

## Safeguarding Policy

### Remote Learning Policy and Action Plan for Emmanuel Community School

#### Context

Working from home has become a reality for many professionals since March 2020 and the emergence of the global COVID 19 pandemic. As educators we are aware that we are bound by safeguarding policies and procedures aimed at protecting not just the young people in our care but also ourselves as professionals.

Emmanuel Community School Safeguarding Policy contains details of our safeguarding arrangements of delivering remote learning and will cover the following areas:

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## Key Contacts

<b>Role</b>	<b>Name</b>
Designated Remote Access Staff Teaching Lead	Funmi Tinuoye
Designated Staff IT Lead	Daniel McIntosh
Trust Remote Access Lead	Elizabeth Aradeon
Wellbeing & Mental Health Lead	Melanie Greaves Hilda Jackson
Trust Remote Access Safeguarding Lead	Titilayo Oluwatudimu
Headteacher	Peter Lewis
Designated Safeguarding Lead	Peter Lewis
Deputy Designated Safeguarding Lead	Titilayo Oluwatudimu

## Introduction

Due to the Covid 19 pandemic, a class, group or a small number of pupils might need to self-isolate. Local / national restrictions might also require pupils to remain at home. In these circumstances, Emmanuel Community School is set up to offer immediate remote education so that all children can continue with their learning during these times. This document sets out key steps in how this will happen and important issues for all involved to bear in mind. It is to be read alongside the Remote learning and online communications acceptable usage policy. It follows the expectations set out in the DfE guidance 'Remote Education Support'<sup>1</sup>, and should be read inline therewith.

In particular, it is important that all staff who interact with children, including online, continue to look out for signs that a child may be at risk. Any such concerns should be dealt with as per the school safeguarding policy, and where appropriate referrals should still be made to children's social care and as required, the police.

Parents' and carers' mental health may also be affected during the pandemic. Therefore, it is important that all staff raise concerns with the Headteacher or a Mental Health Remote Access Wellbeing Lead to consider how we can best support the child and/or family.

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<sup>1</sup> <https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19>

## **Who is this policy applicable to?**

This policy applies when any pupil at ECS / group of pupils, cannot attend school for covid related reasons. This may be for example because they are awaiting test results and the household is required to self- isolate / have tested positive for Covid-19 etc.

Note that this policy applies in both full lock down, and more 'hybrid' situations when some pupils may be in school learning, and one / more of their class may be at home.

This policy applies as soon as a child cannot attend school for covid related reasons. This will therefore not always be at the start of week or at the first day of absence.

## **Remote Learning Action Plan**

Remote learning will only take place using educational Zoom account or G-Suite/Google Classroom, which has been assessed and approved by The Emmanuel School Trust. Staff expected to deliver remote learning will also have been trained/mentored in the correct use of the system.

## **ECS Remote Access learning package available for all ECS pupils**

- \* MyMaths
- \* Google Classroom: feedback, tasks and projects set
- \* White Rose
- \* Oxford Reading Tree
- \* BBC Bitesize
- \* Live core classes
- \* Oak Academy
- \* Home learning paper packs & classroom materials delivered to home
- \* ECS school website with signposting to over 20 learning online resources
- \* Live Daily Check and Live Assembly
- \* Live after school classes and prayer space
- \* Mental Health Elsa support/Mental Health Kindness support

## **Action Plan for isolating child at home**

1 Families will contact the school office admin team and the child will be recorded as absent. Jane Joseph or Abena Amaning will notify Peter Lewis regarding the isolation circumstances and the expected length of time at home.

2 The Headteacher, Peter Lewis, will notify Daniel McIntosh and Elizabeth Aradeon to initiate the remote access action plan.

3 Daniel McIntosh will notify the class teacher regarding pupil isolation and ensure the class teacher has access to Google Classroom, class email and live class camera equipment.

4 Elizabeth Aradeon will check the pupils home device access which is recorded in the remote access survey and speak to the family to arrange the best solution for remote access learning. Families should start a remote access learning schedule the day after they have reported the need to isolate.

5 Elizabeth Aradeon will speak to the isolating family to clarify the remote access package. This will adhere to the DFE guidelines and expectations. Live classroom access will be available in the morning with Google Classroom independent work available in the afternoon. Children with intervention or SEND will be given access to further live class access eg 1-1 reading, intervention small group settings, phonics groups.

6 Elizabeth Aradeon will clarify the remote access package with the class teacher and bubble staff. Class teacher will be advised by remote access teaching lead Funmi Tinuoye.

7 All class teachers are expected to teach core classes, English, Maths and Science between 9-3.30pm. Subject leads to provide guidance on providing further live subject sessions and agree a timetable with Funmi Tinuoye and class teacher.

8 Before a pupil attends live sessions Community Liaison Officer, Hilda Jackson, will speak to the family to set clear expectations regarding uniform, behaviour on camera and parent/carer supervision.

All isolating families will be invited to attend school assemblies. Elizabeth Aradeon will send the school educational Zoom platform link to families and assist access if they remain for classes. Elizabeth Aradeon to open live classes each day, (Daniel McIntosh or Abena Amaning to assist if needed) - admin timing for live classes to be agreed with class teacher.

9 Families without WIFI access or IT device will be offered remote access using BBC Bitesize and Community Liaison Officer, Hilda Jackson, will deliver paper access or materials to isolating families. Staff will be expected to provide a remote learning package equivalent to 4 hours of classroom learning for the duration of the pupil isolation period.

10 Middle Leaders, Daniel McIntosh & Funmi Tinuoye, will monitor isolating pupils class teacher daily check, feedback and due dates or progress reports.

11 Class teachers will be required to keep notes on Scholarpak regarding attendance in live class, hours of work set and daily check contact with the pupil.

12 Jane Joseph to notify isolating family, Elizabeth Aradeon and Daniel McIntosh when isolation period ends. Jane Joseph to follow school attendance procedure if family does not return to school following isolation period.

13 Class Teacher to clearly state that all materials and completed work must be returned at the end of isolation period.

### **Class year, key stage or whole school lockdown plan**

1 Peter Lewis to notify the Trust, SLT, Daniel McIntosh and Elizabeth Aradeon of intention to start lockdown remote access plan.

2 Daniel McIntosh to check with staff that they have live remote access from home if isolating or in the classroom if they remain inside the school. Daniel McIntosh to check all staff can access appropriate speed internet, Google Classroom, class email, camera and education Zoom platform from home. Daniel McIntosh to speak to Dillon at Joskos to ensure all staff have complete access.

3 Daniel McIntosh, Peter Lewis, Funmi Tinuoye and Titilayo Oluwatudimu to ensure that two members of staff are in each timetabled live session except where previously agreed otherwise by SLT. If needed, MDAs and TAs also asked to be second moderators for classes. Elizabeth Aradeon to provide training on moderation skills if needed.

4 1-1 online and telephone literacy reading sessions for SEND and intervention to be provided by TAs Led by Joyce Mburu. Hilda Jackson to support by contacting each family with 1-1 timetable. Joyce Mburu to set timetable for sessions. Elizabeth Aradeon to ensure link is provided for timetable sessions.

5 Daniel McIntosh to speak to Lauraine Colthart and ask for the DFE allocated laptops or devices. DM to arrange for devices to be given to pupils who have wifi access but do not have a device. This information can be found in the recent remote access survey results.

6 Daniel McIntosh to register devices with the school and confirm the access is still needed for families that have been nominated to receive a device. Jane Joseph or Abena Amaning to arrange for the family to collect the device from school or Hilda Jackson will take the device to the family.

7 Elizabeth Aradeon to speak to Remote Access Teaching Lead, Funmi Tinuoye, to ensure that a timetable of core live classes, normally with 2 members of staff every morning and independent work on Google Classroom set in the afternoon, is made available to all families with access to WIFI and a device.

8 Peter Lewis and Funmi Tinuoye to speak to staff regarding early years provision and confirm whole school timetable for live classes, length of classes, assist with additional training needs etc. Funmi Tinuoye to monitor the provision, marking and

feedback for independent learning afternoon timetable. Peter Lewis to observe classes for up to 15 minutes noted on weekly sheet.

9 All class teachers expected to teach core classes, English, Maths and Science from 9-3.30pm. Subject leads to provide guidance on providing further live subject sessions and agree a timetable with Funmi Tinuoye and class teacher.

10 Community Liaison Officers, Hilda Jackson and Elizabeth Aradeon, to provide families with invite link and moderation for prayerspace online and after school club fun activities online (Health and Fitness PE sessions, Kahoots)

11 Funmi Tinuoye to update Elizabeth Aradeon regarding timetable, breakout rooms needed.

12 Elizabeth Aradeon and Abena Amaning to ensure all families receive a school Zoom link and timetable for classes on the day of isolation. Elizabeth Aradeon and Abena Amaning available to use school platform to open and close live classes. Remote access to begin the following day. Day will start with assembly. If timetable changes due to staff absence or technical error Elizabeth Aradeon to update parents. Elizabeth Aradeon & Daniel McIntosh to ensure that technical help is given to families who are experiencing technical difficulties.

13 Lauraine Colthart to ensure that the school website is updated with homelearning materials and pupils signposting to Google Classroom links.

14 Elizabeth Aradeon and Hilda Jackson to ensure all families receive clear expectations regarding the five Bs - Be on Time, Be in school uniform etc. To ensure that each staff member receives a copy of the five Bs and pupil expectations.

15 Live sessions monitoring team - Elizabeth Aradeon moderator, Hilda Jackson trained mental health observer staff and pupils, Abena Amaning Admin and Melanie Greaves is a trained Elsa.

16 Melanie Greaves will observe each live class on rotation. All families to receive a wellbeing call from staff or Community Liaison Officer during lockdown period. Teaching Staff to retain a daily check in live classroom and feedback through class email and Google Classroom. Monitoring team to provide support and point of contact for teaching staff if needed.

Class teachers are expected to keep daily records of attendance to be submitted to Jane Joseph. Pupil progress monitored by Funmi Tinuoye and middle leaders.

17 Lauraine Colthart and Hilda Jackson to ensure paper packets for pupils without a device are delivered very quickly. Pupil records regarding access can be found on the remote access survey.

18 Peter Lewis to notify all staff when the lockdown period ends. Parents and carers to be given clear expectations about attending school and returning school work completed during lock down.

## **Staff to be signposted to remote access support**

Funmi Tinouye Teaching Lead

Daniel McIntosh IT Lead

Elizabeth Aradeon Remote Access Lead / Abena Amaning Admin Lead

Hilda Jackson/Melanie Greaves Mental Health Wellbeing Lead

Peter Lewis Headteacher

Peter Lewis, Titilayo Oluwatudimu Safeguarding

Titilayo Oluwatudimu TEST Remote Access lead

Staff will use work provided equipment where possible to provide all remote access learning e.g. a school laptop, tablet or other mobile device.

Online contact with learners and/or parents/carers will not take place outside of the school operating times as defined by SLT:

- The operating times are 8.45am and 4.30pm. These will normally be within directed time.
- All remote lessons will be formally timetabled by the class teacher to ensure DFE expectations are met.
- Live streamed remote learning sessions will only be held at pre-arranged times. Students in class will not appear in the live streamed lessons unless agreed with SLT. Comments made to students in school classes will not be streamed and sections of class may be muted by the class teacher to ensure GDPR guidelines are met.
- Educational resources will be used or shared in line using Google Classroom and with our existing teaching and learning policies, taking licensing and copyright into account.

## **Behaviour Expectations**

Staff will model safe practice and will conduct themselves online during remote sessions as they would in the classroom.

All staff are expected to behave in line with existing school policies and expectations. This includes:

- o Being on time
- o Appropriate language to be used by all attendees.
- o Appropriate dress code
- o Staff will not take or record images for personal use
- o Where possible staff will use a blurred or neutral background for live sessions
- o Ensuring that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds
- o All sensitive documents or tabs are closed when screen sharing



- o Whenever possible live sessions will register attendees and record the length, time, date of any sessions held.
- o All live sessions require an admin or moderator.

Staff will remind learners of behaviour expectations and reporting mechanisms at the start of each session. This includes:

- o All learners are on mute unless asking a question or asked to contribute
- o Clear instructions on how learners may signal that they have a question
- o All learners to have a blurred or neutral background when cameras are on
- o Use of chat box to class teacher only or disabled
- o The five Bs and School uniform appropriate dress code

## **Roles and responsibilities**

Pupils and parents

Staff can expect pupils learning remotely to:

- o Adhere to behaviour expectations as outlined at the start of each session

Staff can expect parents/carers with children learning remotely to:

- o Make the school aware if their child is sick or otherwise cannot complete work
- o Be on time - Students will not be admitted to live sessions if they are 15 minutes later than the start time, although, they may be provided with a comparable recorded session at a later time. Seek help from the school community liaison officers and wellbeing officers during live sessions if they need it
- o Parents/carers will support children with accessing the lesson and ending the session
- o Parents and carers will not become involved in live session unless staff have asked for their support
- o Any concerns are to be raised following the live session via the class email
- o If a parent/carer feels that a child or young person is at immediate risk of harm the police should be called on 999 who can provide an immediate response. However, if a parent/carer does not believe the risk requires immediate action, Waltham Forest Multi Agency Safeguarding Hub (MASH) team should be contacted to discuss concerns:

Phone: 020 8496 2310

Monday to Thursday 9am to 5.15pm

Friday 9am to 5pm

Out of hours phone: 020 8496 3000

## **Designated and Deputy Designated Safeguarding Lead**

Emmanuel Community School has a Designated Safeguarding Lead (DSL) and a deputy DSL.

The Designated Safeguarding Lead is: Peter Lewis

The Deputy Designated Safeguarding Lead is: Titilayo Oluwatudimu

It is important that all Emmanuel Community School staff and volunteers have access to a trained DSL or deputy DSL or other member of the safeguarding team.

**If there are concerns that an online presence could place a pupil at risk, a risk assessment will be conducted by the school.**

Reporting a concern

Where staff have a safeguarding concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via the schools safeguarding reporting system, this can be done remotely.

In the unlikely event that a member of staff cannot access the school's safeguarding reporting system remotely, they should email the Designated Safeguarding Lead. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay.

If staff are concerned that they cannot report this they should utilise the whistleblowing process and contact [lado@walthamforest.gov.uk](mailto:lado@walthamforest.gov.uk)

Useful Contact Numbers

MASH: 020 8496 2310

LADO: lado@walthamforest.gov.uk  
020 8496 3646  
Caroline Aitken: 07770 052 421  
Gil Nash: 07791 559 789

Safeguarding in Education: Safeguardingineducation@walthamforest.gov.uk  
Caroline Aitken: 07770 052 421  
Chloe Pettigrew: 07824 580 314  
Gill Nash: 07791 559 789