



# Safeguarding & Child Protection Policy - Distance Learning Addendum

## B - School Administration Policies & Procedures

<b>Key author</b>	Lead Designated Safeguarding Lead
<b>Audience</b>	Employees; Students; Parents
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<b>Linked policies</b>	Safeguarding & Child Protection Policy Mental Health & Wellbeing

## 1.1 Policy Statement

**The welfare and safety of children who attend the British School Al Khubairat (BSAK) is our paramount concern. We will promote the health, well-being and safety of the students in all we do. Our children have the right to protection, regardless of age, gender, ability, religion, race or social background. They have a right to be safe in our School or when undertaking distance learning via the School. BSAK expects all its employees and volunteers to share this commitment. The School recognises and understands its responsibilities to work together in partnership with other agencies here in the UAE, the UK and internationally to help children to grow up in a healthy and safe environment.**

## 1.2 Publication:

This policy is provided to all employees on the BSAK intranet and parents through the external website.

## 1.3 Policy aims:

This is an addendum to the Safeguarding and Child Protection Policy and supports the additional safeguarding responsibilities the School should enforce when students are undertaking remote learning. This policy has been created to account for the current remote learning due to COVID-19 but is applicable to any circumstances which lead to remote learning.

The way the School is currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual. However, a number of important safeguarding principles remain the same:

- with regard to safeguarding, the welfare of children is paramount and must always continue to come first
- if anyone in the School has a safeguarding concern about any child they should continue to act and act immediately
- a Designated Safeguarding Lead (DSL) or deputy will always be contactable
- it is essential that unsuitable people are not able to access students whilst the student is working online
- Students should continue to be protected when they are online

The School must, as far as is reasonably possible, take a whole institution approach to safeguarding including periods when the student may be accessing online learning. The School will satisfy itself that any new policies and processes in response to COVID-19 are not weakening its approach to safeguarding or undermining its child protection policy.

## 1.4 Responsibility:

The Designated Safeguarding Leads (DSL) are responsible for the implementation of this Addendum to the Safeguarding and Child Protection Policy through the associated procedures and support available. The Designated Safeguarding Leads are most likely to have a complete safeguarding picture and will be the most appropriate people to advise when there are safeguarding concerns.

## 1.5 Designated Safeguarding Leads:

Elaine Rawlings (Head of Primary)	<a href="mailto:erawlings@britishschool.sch.ae">erawlings@britishschool.sch.ae</a>
Teresa Woulfe (Head of Secondary)	<a href="mailto:twoulfe@britishschool.sch.ae">twoulfe@britishschool.sch.ae</a>
Michael Mason (Bursar)	<a href="mailto:mmason@britishschool.sch.ae">mmason@britishschool.sch.ae</a>

Priya Mitchell (Counsellor)	<a href="mailto:pmitchell@britishschool.sch.ae">pmitchell@britishschool.sch.ae</a>
Lead Designated Safeguarding Lead	

Mark Leppard MBE (Headmaster)	<a href="mailto:mleppard@britishschool.sch.ae">mleppard@britishschool.sch.ae</a>
Deputy Designated Safeguarding Lead	

Safeguarding Governor	Reema Traynor
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During any period of remote learning there should be a member of the Safeguarding team who is available to be contacted via phone or online video. The DSL should have access to the register of vulnerable students for the purposes of monitoring and reviewing their safeguarding plan.

Whatever the scenario, it is important that all School staff and volunteers have access to a trained DSL or deputy and know on any given day who that person is and how to speak to them.

## **2. Staff training and safeguarding induction**

All existing School staff will already have had safeguarding training and must read part 1 of KCSIE and the Safeguarding and Child Protection Policy. The Safeguarding Team will update staff on any new procedures relating to Distance Learning. For the ease of reference, any concerns should be reported to a member of the Safeguarding Team, in accordance with the School's usual practice.

Where new staff are recruited, or new volunteers enter the School, they should continue to be provided with a safeguarding induction, which may be delivered online.

## **3. Children moving schools**

It will be important that the School receives all relevant welfare and child protection information for incoming students; the admissions process should ensure that safeguarding referrals are requested from the previous school. Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/named individual with oversight of SEN provision for children with additional learning needs. However, it is acknowledged this may not always be possible. Where this is the case senior leaders should take responsibility.

## **4. Safer recruitment/volunteers and movement of staff**

It remains essential that people who are unsuitable are not allowed to enter the School or gain access to children. If the School is recruiting new staff, they should continue to follow the relevant School process including the safer recruitment processes as appropriate. In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its [guidance on standard and enhanced DBS ID checking](#) to minimise the need for face-to-face contact.

The School will follow its legal duty to refer to the DBS, ADEK and MOI-CPC anyone who has harmed or poses a risk of harm to a child. The School should continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA's '[Teacher misconduct advice for making a referral](#)'. **During the COVID-19 period all referrals to the TRA should be made by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk).**

Whilst acknowledging the challenge of the current environment, it is essential from a safeguarding perspective that the School is aware, on any given day, which staff/volunteers will be in the School, and that appropriate checks have been carried out. Security log everyone that will be working or volunteering in School on any given day.

## 5. Mental health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of students and their parents. Teachers should be aware of this in setting expectations of student's work where they are at home.

The UK Government guidance on mental health and behaviour in schools sets out how mental health issues can bring about changes in a young person's behaviour or emotional state which can be displayed in a range of different ways, and that can be an indication of an underlying problem. Support for students in the current circumstances can include existing provision in the school (although this may be delivered in different ways, for example over the phone) or from specialist staff or support services. You can read the guidance on [mental health and behaviour in schools](#). All students can still access pastoral support and the counselling service during a period of Distance Learning.

## 6. Online safety in School

It is more important than ever that the School provides a safe environment, including during a period of Distance Learning. The School will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online on the School IT systems or recommended resources. The School also uses Digital Technology Acceptable Use Procedures to support appropriate use online by students.

The School will ensure that it has someone at all times who has the technical knowledge and responsibility to maintain safe IT arrangements. This is currently the Director of Digital Technology, John Carney ([jcarney@britishschool.sch.ae](mailto:jcarney@britishschool.sch.ae)). The School will ensure it has contingency arrangements in place if the IT staff become unavailable. The Primary and Secondary Digital Leaders should be used if this should occur.

Schools should consider who in their institution has the technical knowledge to maintain safe IT arrangements.

BSAK has at least 2 DSL staff that have undertaken CEOP training to provide further online safety training and must maintain this number as a minimum.

## **7. Children and online safety away from school**

The School will ensure it is doing all it reasonably can do to keep all of the students in its care safe. It is important that all BSAK staff continue to look out for signs of a student possibly at risk. This includes within BSAK, outside of school and online. Any such concerns should be dealt with as per the Safeguarding and Child Protection Policy and where appropriate referrals should still be made to the relevant Government agencies within the UAE.

The School will ensure that as an essential part of the online planning process, students who are required to work online have very clear reporting routes in place and are aware how to raise any concerns whilst working online. The School will be in regular contact with parents and those specific communications should be used to reinforce the importance of students being safe online. It will be especially important for parents to be aware of what their children are being asked to do online, including the sites they will be asked to access and be clear who from BSAK their child is going to be interacting with online.

The School will continue to extend and further consider the safety of students when they are required to work online. The starting point for online teaching should be that the same principles as set out in the School's staff Code of Conduct and Safeguarding and Child Protection Policy. These policies set out amongst other things acceptable use of technologies, staff/student relationships and communication including the use of social media. The policy should apply equally to any existing or new online and distance learning arrangements which are introduced. The School will ensure, where relevant, that all its policies will adequately reflect the new reality of working remotely online.