

Safeguarding: Remote Learning Addendum

The Safeguarding: Remote Learning Addendum follows Department of Education advice, [Coronavirus \(COVID-19\): safeguarding in schools, colleges and other providers](#), issued March 27 2020.

The DfE advice should be read in full. The following summarises the key, or essential, guidance in place at Halcyon.

1. General

- A. KCSIE (2019) is statutory safeguarding guidance that we continue to have regard to, as per our legislative duty.
- B. The way we are 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:
 - I. with regard to safeguarding, the best interests of children must always continue to come first
 - II. if anyone has a safeguarding concern about any child they should continue to act, and act immediately
 - III. a DSL or deputy is always available
 - IV. unsuitable people are not allowed to enter the children's workforce and/or gain access to children
 - V. children continue to be protected when they are online
- C. The DSL, or deputy, will review and revise child protection policy, and keep it under review as circumstances continue to evolve
- D. The DSL, or deputy, remains available to be contacted via phone or online video.

2. Vulnerable Children

Senior leaders, including the DSL and deputy, know who their most vulnerable children are and have the flexibility to offer time to those on the edges of receiving children's social care support.

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3. Attendance

- A. We will maintain attendance records, although these will not be completed in our MIS. Usual day-to-day attendance processes are in place to follow up on non-attendance.
- B. We will follow up on any child that we are expecting to attend, who does not.
- C. We follow up with any parent or carer who has arranged care for their children and the children subsequently do not attend.

4. New Staff

- A. We continue to follow our safer recruitment processes, including, as appropriate, relevant sections in part 3 of KCSIE. 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.
- B. Where new staff are recruited, or new volunteers enter the School, they will continue to be provided with a safeguarding induction.

5. Children moving schools

Should a child move to attend another setting, we provide the receiving institution with any relevant welfare and child protection information.

6. Mental Health

We continue to follow [DfE guidelines](#) on 'Mental health and behaviour in schools' November 2018, and are aware of these concerns in this remote learning setting and as it impacts on expectations of students wellbeing while they are at home.

7. Online safety at Halcyon

To provide a safe online learning environment, we

- A. continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online
- B. continue to maintain the technical support staff with the knowledge to maintain safe IT arrangements

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- C. Review the [UK Council for Internet Safety provides information to help governing boards and proprietors assure themselves](#) that any new arrangements continue to effectively safeguard children online.
- D. Promote the [UK Safer Internet Centre's professional online safety helpline](#), to provide support for staff with any online safety issues they might face.

8. Children and Online Safety

- A. All staff who interact with children, including online, will continue to look out for signs a child may be at risk. Any such concerns are dealt with as per our [Safeguarding Policy](#).
- B. Any concerns regarding students in a different country may be referred to a safeguarding institution in that country. The school will engage with [Children and Families Across Borders](#) for support and advice in completing this process promptly.
- C. All online meetings follow these protocols
 - A. 1:1 meetings have prior approval from a member of SLT and are recorded.
 - B. Students will receive prior notification from the SLT of any planned 1:1 to meeting.
 - C. All online classes are reviewed by SLT members through routine 'classroom' visits.
 - D. We continue to follow our [Acceptable Use of Digital Technologies](#) (p11) including guidance on staff student relationships and communication including the use of social media. Please also refer to the [Staff Code of Conduct](#). These policies apply equally to our campus, and new online and distance learning arrangements.
 - E. Children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting routes back to the School, we also signpost children to age appropriate practical support from the likes of:
 - I. [Childline](#) - for UK support; [Child Helpline International](#)
 - II. [UK Safer Internet Centre](#) - to report and remove harmful online content
 - III. [CEOP](#) - for advice on making a report about online abuse

9. GDPR

Halcyon's remote learning environment is in line with our existing privacy and data protection/GDPR requirements.



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10. Communications with parents/careers

- A. Communications reinforce the importance of children being safe online. Parents and carers are aware of what their children are being asked to do online, and are clear who their child is interacting with online.
- B. Support for parents and carers to keep their children safe online includes:
 - I. [Internet matters](#) - for support for parents and carers to keep their children safe online
 - II. [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
 - III. [Net-aware](#) - for support for parents and carers from the NSPCC
 - IV. [Parent info](#) - for support for parents and carers to keep their children safe online
 - V. [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
 - VI. [UK Safer Internet Centre](#) - advice for parents and carers

May 1, 2020

