



SAFEGUARDING AND CHILD PROTECTION POLICY

Addendum COVID-19 June 2020

This addendum of Belfast Royal Academy's Safeguarding and Child Protection Policy contains details of our individual safeguarding arrangements during the period of School closure. Unless stated in the addendum, all other details, processes and procedures of the existing Child Protection and Safeguarding Policy remain as current.

Safeguarding and promoting the welfare of our pupils continues to be of paramount importance during the COVID-19 closure period.

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1. Designated/Deputy Designated Teachers

During the School closure Mr Wilson, Vice-Principal and Designated Teacher for Child Protection is contactable via 028 90 740423 or safeguarding@belfastroyalacademy.net and remains on the School premises during normal School hours from Monday to Friday. The Deputy Designated Teachers are Mr Hughes and Mrs McIntyre, who are also available via the General Office.

2. ICSS Counselling Service

The counselling service provided by FamilyWorks NI is still operating during the period of School closure and counselling sessions will be carried out remotely. Pupils can self-refer for the counselling service by completing the online referral form below:

Link to Online Counselling Referral: https://forms.office.com/Pages/ResponsePage.aspx?id=IRb8z8iG-zUKsjT3xssUJxihAy_gG9rhLno3AUegJEIZUNVdYOEZERUYyUFU3RVQ1UkpSODJROUFaUi4u

3. Reporting a concern

Where members of staff have a concern about a pupil, they should continue to follow the process outlined in the School Child Protection and Safeguarding Policy, this includes completing a Note of Concern, which can be done remotely. The member of staff should then phone the Designated Teacher or one of the Deputies, who will explain the way forward.

In the unlikely event that a member of staff cannot access the Note of Concern from home, they should phone the Designated Teacher, or one of the Deputy Designated Teachers. This will ensure that the concern is received.

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

4. Peer on Peer Abuse

The School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where the School receives a report of peer on peer abuse, the principles outlined within the Safeguarding and Child Protection Policy, will be followed.

The School will listen and work with the young person, parents/guardian and any multi-agency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded in accordance with normal School procedures.

5. Online safety

The School will seek to provide a safe online environment for all pupils. Pupils and their parents have been issued with guidance in relation to virtual lessons/assemblies which are being delivered via Zoom – Appendix 1.

Guidance information for all staff has also been circulated – Appendix 2.

It is important that all staff who interact with pupils, including online, continue to look out for signs that a pupil may be at risk.

Any such concerns should be dealt with as per the Child Protection and Safeguarding Policy and where appropriate, referrals should still be made to the Designated Teacher and/or one of the Deputies.

Parents are asked to appropriately filter and monitor their son/daughter's online activity.

6. Vulnerable pupils

The School continues to work with those seeking to support those pupils who have been deemed vulnerable. Meetings with social services, such as LACs and Case Conferences will continue to take place remotely. The Safeguarding Team will seek to keep in regular contact with pupils who have been deemed vulnerable through regular telephone calls.

7. Supporting pupils not in School

The School is committed to ensuring the safety and wellbeing of all its pupils and staff. Pastoral support routes remain active and information is posted on the Pastoral Care Google Classroom on a regular basis. Pupils and their parents are also encouraged to contact the School via telephone, or email info@bfsra.belfast.ni.sch.uk. Safeguarding concerns will be referred directly to the Designated Teacher or one of the Deputies, and parents or pupils can email to safeguarding@belfastroyalacademy.net

Heads of Year will seek to contact every pupil in their year group, and follow up as appropriate. Pupils identified as needing pastoral support will receive regular communication, either directly or through parents/guardians. This communication is likely to come from their Head of Year in the first instance which will be followed up appropriately.

- Seek to be in a central place in your home - not a bedroom.
- You should be dressed appropriately - as if it was a non-uniform day.
- Your Zoom name should be your full name, if it isn't your School username. This will allow you to be recognised by the member of staff and avoid you being removed from the meeting. You should keep this in mind particularly if you click on the meeting link as you will appear as the person on the device which you are using.
- You should, if you can, sign in using your own @c2ken.net School password.
- Raise your hand - virtually if you want to ask a question.
- You should stay muted throughout the lesson – unless the member of staff decides to unmute you in response to a question.
- The chat function is an alternative opportunity to communicate with a teacher - this will be regularly monitored throughout the Zoom call. The member of staff who is hosting the meeting will issue clear guidelines to the use of the chat function throughout their particular lesson.
- Ensure your background is neutral, free from distractions and any inappropriate or identifiable information.
- Do not use virtual backgrounds at any stage throughout the lesson.
- If you are asked by the teacher to share your screen at any stage you should consider what the other participants will be able to see e.g. files, images, browsing history.
- You should never ask for, or share personal information, including contact details during the lesson.
- If you leave the room for any reason you should stop video function until you return.
- You should note that members of staff will lock their classroom 10 minutes after the beginning of each lesson.
- You **must not** share the meeting ID and/or password with anyone.
- In order to comply GDPR Regulations Zoom meetings **should not** be recorded by either parents or pupils.

Behaviour deemed to be inappropriate at any stage will result in the pupil being removed from the Zoom meeting and follow up in accordance with either the Positive Behaviour Policy, ICT Acceptable Use Policy and/or Safeguarding and Child Protection Policy.

Pupils should report any concerns they have in relation to safeguarding to the School via safeguarding@belfastroyalacademy.net

With any digital platform there will be risks. In order to manage these risks, you must follow the guidance below:

- **Set up your own two-factor authentication** - Generate a random meeting ID when scheduling your event and require a password to join.
- **Microphones** - Pre-set your meeting to mute participant's microphones upon entry. This helps to avoid background noise and allow your pupil to focus on your lesson.
- **Use virtual waiting rooms** - Use this feature to hold potential participants in a separate "waiting room," so you can check who they are before allowing them entry. You should seek to start the meeting at least 10 minutes early. This will allow pupils to be held in the waiting room. At this point you should use your register to check the names of the class before the pupils are admitted to the meeting.
- **Allow only signed-in users to join** - If someone tries to join your event and isn't logged into Zoom with the email they were invited through, they will receive a message inviting them to either sign in or leave.
- **Remove unwanted or disruptive participants** - From the participants' menu, you can hover over a person's name, and several options will appear – including "remove". This can be done in both the waiting room and in the meeting itself.
- **Lock your classroom** - You should lock your virtual classroom, so that no one else can join 10 minutes after the beginning of the lesson.
- **Limit screen sharing** - Make sure your pupils don't take control of the screen and prevent them from sharing random content by limiting screen sharing, so only you as the teacher (host) can present to the class.
- **Disable private messaging** - Prevent distractions among your class by stopping private messaging between pupils, so they can't talk to one another without your knowledge
- **Disable video** - Hosts can turn someone's video off. This will allow you to block unwanted, distracting or inappropriate gestures on video.
- **Put people on hold** - You can put everyone else on hold, and the attendees' video and audio connections will be disabled momentarily.
- **Turn off file transfer In-meeting** - File transfer allows people to share files through the chat. Toggle this off to keep the chat from getting bombarded with unsolicited content.
- **Screen Sharing** - When sharing your screen, consider what the other participants will be able to see e.g. files, images, browsing history. Never ask for, or share personal information, including contact details during the session. You should also switch off the annotations function which will prevent other pupils drawing on the screen.
- **Background** - Ensure your background is neutral, free from distractions and any inappropriate or identifiable information. Do not use virtual backgrounds at any stage throughout the meeting.

Things to Remember

- You should be in a central place in your house – not a bedroom.
- You should be dressed appropriately.
- You should, if you can, sign in using your @c2ken.net School password.
- Do not share the meeting ID with anyone.
- If possible, have another member of staff to co-present, support and monitor the meeting.
- Ensure your background is neutral, free from distractions and any inappropriate or identifiable information.
- Do not use virtual backgrounds at any stage throughout the lesson.
- Any behaviour which is deemed to inappropriate should be reported immediately to the relevant Key Stage Leader. The Key Stage Leader will make contact with a parent/guardian following the meeting and make it very clear that their son/daughter will be removed from all subsequent meetings if there is any repeat of inappropriate behaviour.