

Appendix 9:

COVID-19

Arrangements for Safeguarding and Child Protection at The Cedar Federation (Ifield School & King's Farm Primary School)

Safeguarding and Child Protection Policy Addendum in response to Covid-19

The Cedar Federation: Ifield School & King's Farm Primary School

Date: 31 March 2020

Date update shared with staff: 31 March 2021

Updated: March 2021

This addendum will be reviewed following any updates to national and local guidance and procedures and re-shared as required.

1. Context

On 4th January 2021 parents and carers were asked to keep their children at home again, wherever possible, as part of the response to coronavirus (COVID-19).

Schools were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents or carers are critical to the COVID-19 response and cannot be safely cared for at home.

The way schools and colleges are currently operating in response to coronavirus (COVID-19) is fundamentally different, however, our safeguarding principles in accordance with 'Keeping Children Safe in Education' (KCSIE) 2020, remain the same:

- the best interests of children will always come first
- If anyone has a safeguarding concern about any pupil they should continue to act and act immediately
- A DSL or deputy DSL is available
- unsuitable people are not allowed to enter the children's workforce and/or gain access to pupils
- Pupils should continue to be protected when they are online

This addendum of The Cedar Federation (Ifield School & King's Farm Primary School) Safeguarding and Child Protection policy contains details of any amendments to our existing safeguarding arrangements and should be read alongside our current policies and procedures.

All staff and volunteers will be aware of the policy addendum and any revisions; the addendum will be made available on the school website.

The school will continue to keep up to date and act in accordance with the government guidance regarding education provision during the coronavirus outbreak:

<https://www.gov.uk/coronavirus/education-and-childcare>

Keeping children safe in education

Keeping children safe in education (KCSIE) is statutory safeguarding guidance that schools and colleges should continue to have regard to as per their legislative duty throughout the partial school closure arrangements implemented as a result of COVID-19.

As far as reasonably possible, the federation is taking a whole institution approach to safeguarding. It is vitally important that any new policies and processes in response to COVID-19 do not weaken the school's existing robust approach to safeguarding or undermine existing safeguarding and child protection policies and procedures.

Federation Safeguarding and Child Protection Policy

The Federation Safeguarding and Child Protection Policy remains fully effective throughout the response to COVID-19. This addendum should be implemented alongside the existing Safeguarding and Child Protection Policy and KCSIE. Staff ***must*** continue to follow the Safeguarding and Child Protection Policy and associated safeguarding policies throughout the period of partial school closure in response to COVID-19, including but not limited to:

- Acceptable Use Policies
- Anti-bullying Policy
- GDPR and Data Protection Policy
- Online Safety Policy
- Photographic Image Use Policy
- Prevent Duty Policy
- Staff Code of Conduct
- Whistleblowing Policy

If staff or volunteers have any concerns about a staff member or volunteer who may pose a safeguarding risk to children, the usual safeguarding reporting systems apply in line with the Whistleblowing Policy and Safeguarding and Child Protection Policy.

It remains crucially important for all staff and volunteers to act immediately on any safeguarding concerns during the period of COVID-19 partial school closure as they would in school at any other time.

2. Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Ifield School Joe White	01474 365485 07940 119559	office@ifield.kent.sch.uk
	King's Farm Primary School Chris Jackson	01474 566979	office@kings-farm.kent.sch.uk
Deputy Designated Safeguarding Leads	Ifield School Abigail Birch Madeleine Jones Emma Dodd Denise Moore Sam Hargood Susan High Paul Jackson Glynda Cullen	01474 365485 07940 119559	office@ifield.kent.sch.uk
	King's Farm Primary School Abigail Birch Jane Lazarus Paul Jackson Wayne Matthias Tony Pring Lynsey Gray Keyli Clarke	01474 566979	office@kings-farm.kent.sch.uk
Head of School	Ifield School Maddy Jones	01474 365485 07940 119559	office@ifield.kent.sch.uk
	King's Farm Primary School Chris Jackson	01474 566979	office@kings-farm.kent.sch.uk
Executive Headteacher	Abigail Birch	01474 365485	office@ifield.kent.sch.uk
Chair of Governors	Andrew Sparks	01474 365485	office@ifield.kent.sch.uk

3. Designated Safeguarding Lead

- Ifield School Lead Designated Safeguarding Lead is: Joe White
- King's Farm Primary School Lead Designated Safeguarding Lead is: Chris Jackson
- Ifield School Deputy Designated Safeguarding Leads are:
 - Abigail Birch
 - Madeleine Jones
 - Emma Dodd
 - Denise Moore
 - Sam Hargood
 - Susan High
 - Paul Jackson
 - Glynda Cullen
- King's Farm Primary School Deputy Designated Safeguarding Leads are:
 - Abigail Birch
 - Jane Lazarus
 - Paul Jackson
 - Wayne Matthias
 - Tony Pring
 - Lynsey Gray
 - Keyli Clarke
- A DSL (or deputy) will be present on-site. If this is not possible for any reason, a named DSL will be available to be contacted via phone or video call.
 - Should this not be possible then Ifield School and King's Farm Primary School will share DSLs and deputy DSLs named above, who will be available to be contacted via phone or video call
- Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.
 - This will include updating safeguarding files and liaising with the offsite DSL (or deputy) and as required liaising with pupil's social workers where they require access to children in need and/or to carry out statutory assessments at the school.
- All staff and volunteers on-site will have access to a trained DSL (or deputy) and know on any given day who that person is, and how they can speak to them.
 - Up to date details of the DSL/Deputy DSLs will be visible to staff and pupils.
- The DSL/Deputy DSLs will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

4. Vulnerable pupils

- Ensuring that vulnerable pupils remain protected is a top priority for Ifield School and King's Farm Primary School.
- Vulnerable pupils are those across all year groups who:
 - Are assessed as being in need under section 17 of the Children Act 1989, including children who have a child in need plan, a child protection plan or who are a looked-after child.
 - Have an education, health and care (EHC) plan and it is determined, following risk assessment, their needs can be as safely or more safely met in school.
 - Have been assessed as otherwise vulnerable and could therefore benefit from continued attendance. This includes children and young people on the edge of receiving support from children's social care services, adopted children, those at risk of becoming NEET ('not in employment, education or training'), those living in temporary accommodation, those who are young carers and others at the school and local authority's discretion.
 - Vulnerable pupils / students include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans. Please see DfE guidance for further information on [vulnerable children](#).
- There is an expectation that pupils with a social worker will attend, unless in consultation with the pupil's Social Worker and family it is agreed they are at less risk at home or in their placement for example due to underlying health conditions.
- In circumstances where a parent or carer does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Ifield School / King's Farm Primary School will explore the reasons for this directly with the parent / carer.
- Where parents are concerned about the risk of their child contracting COVID19, professionals will talk through these anxieties with the parent/carer following the advice set out by Public Health England.
- King's Farm Primary School has the flexibility to offer a place to other learners who may also be considered vulnerable by the school. Please contact the Head of School to discuss this further.

Where vulnerable pupils are not attending school, we will regularly keep in contact with them by weekly telephone calls.

- Ifield School and King's Farm Primary School recognise the importance of working in partnership with other professionals, such as Social Workers, early help workers and virtual school heads (VSH), involved with pupils and will continue to share relevant information, such as attendance and any welfare concerns.
- Safeguarding concerns will be shared with the relevant professional as soon as possible.
- Ifield School and King's Farm Primary School will encourage our vulnerable pupils and young people to attend a school, including remotely if needed. If it is not possible for a pupil to attend school regular contact and home learning will be maintained.
- Senior leaders, especially the Designated Safeguarding Lead and deputies know who our most vulnerable pupils are. The needs of all pupils have been considered carefully in order to ensure that the needs of the most vulnerable pupils are met. The school has the flexibility to offer a place to those on the edge of receiving children's social care support.
- Ifield School and King's Farm Primary School will continue to work with and support pupil's social workers to help protect them. This includes working with and supporting pupil's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children.

5. Attendance

- No one with symptoms should attend school for any reason.
- Vulnerable pupil's attendance is expected, where there are no shielding concerns for the child or their household, and/or following a risk assessment for pupils with an EHC plan.
- Ifield School and King's Farm Primary School will liaise closely with parents/carers if pupils are not attending.
- In all circumstances where a vulnerable pupil does not take up their place at school, or attendance discontinues, Ifield School or King's Farm Primary School will notify their social worker or equivalent and will follow up with the family / carer.
- Ifield School and King's Farm Primary School will follow up with families / parent o/ carer who has arranged a place for their child(ren), namely critical keyworkers or children that are considered vulnerable but not open to any agencies and do not attend.

- Ifield School and King's Farm Primary School will ensure that regular contact is maintained with pupils (and their families) who are not attending. With support from the DSL, teaching and/or pastoral staff will maintain contact with pupils, where possible and appropriate.
 - Staff will make calls from the school site and/or via school phones and devices
 - If a school phone is not available or accessible, phone calls will be made from withheld numbers so personal contact details are not visible.
 - Staff will record the date, time and attendance of calls to pupils and/or families.

- To ensure contact can be maintained, Ifield School or King's Farm Primary School will confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

- Ifield School and King's Farm Primary School will maintain contact with pupils and their families who are on the edges of receiving children's social care support. Should the necessity arise, the school will follow the safeguarding referral procedures.

6. Reporting Safeguarding Concerns

- If staff have a concern about a pupil, they should continue to follow the process outlined in the Federation Safeguarding & Child Protection Policy.

- In the unlikely event that a member of staff needs to raise a safeguarding concern from home, they should, in the first instance phone the school, in extreme circumstances such as a downgrading of the mobile phone network an email to the Designated Safeguarding Lead, Head of School or Executive Headteacher could be sent. This will ensure that the concern is received.

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

- Where any concerns are raised about learners or staff, Ifield School and King's Farm Primary School will follow existing and updated local arrangements as set out by Kent Safeguarding Children Multi-Agency Partnership (KSCMP) and as outlined in our existing safeguarding and child protection policy.

- All staff will continue to look out for any signs that indicate a child may be at risk, both on and off site, including online.
 - If a member of staff / volunteer has any safeguarding concerns about a child, this will be reported to the DSL as soon as possible.
 - If the concern is urgent, the member of staff / volunteer will speak to a DSL in person or via phone/video call if they are not on site, immediately.

- In the event a member of staff or volunteer cannot make contact with a DSL, this will not delay them taking immediate action to safeguard a child.
- Concerns will be recorded using existing school safeguarding processes as outlined in our Safeguarding and Child Protection Policy (yellow form at Ifield, green form at King's Farm).
- Prevent is a vital part of our work to safeguard pupils from radicalising influences; the school will continue to follow local processes where we have concerns during this challenging time.
- Pupils are encouraged to report safeguarding concerns to a member of staff or to a trusted adult at home. Where this is not possible, additional support can be accessed (as appropriate to children's age/ability) online via:
 - Childline: www.childline.org.uk
 - UK Safer Internet Centre's 'Report Harmful Content': <https://reportharmfulcontent.com>
 - National Crime Agency Child Exploitation and Online Protection Command (NCA-CEOP): www.ceop.police.uk/safety-centre
- Parents / carers are encouraged to report concerns via existing systems as outlined in our Safeguarding and Child Protection Policy.
- Where staff are concerned about an adult working with pupils in school, they should report the concern to the DSL, Head of School or Executive Headteacher using a Safeguarding Incident / Concern Form (yellow form at Ifield, green form at King's Farm).
 - If there are concerns about the behaviour of any member of staff or volunteer, the LADO service will be consulted with.
 - Concerns around the Executive Headteacher should be directed to the Chair of Governors Andrew Sparks or directly to the LADO..
- If there is a requirement to make a notification to the DSL, Head of School or Executive Headteacher whilst away from school, this should be completed verbally and followed up with an email to the DSL, Head of School or Executive Headteacher.

7. Movement of pupils

- If pupils are attending another setting, Ifield School or King's Farm Primary School will continue to do whatever they reasonably can to provide the receiving institution with any relevant welfare and child protection information, especially if pupils are vulnerable.
 - For looked-after children, any change in setting will be led and managed by the virtual school head with responsibility for the child.
 - The receiving institution will be made aware of the reason any pupil is vulnerable and any arrangements in place to support them. This will take place ideally before a pupil arrives or as soon as reasonably practicable.

- Any exchanges of safeguarding information will take place between DSLs (or a deputy) and SEND information will be shared by special educational needs co-ordinators/named individual with oversight of special educational needs (SEN) provision for children with EHC plans.
 - If this is not possible, The Head of School or a member of the senior leadership, will take responsibility.
- The schools will continue to have appropriate regard to data protection law but is aware this does not prevent the sharing of information for the purposes of keeping children safe.

8. Safer Working Practice, including staff training and induction

- All staff will follow our existing staff code of conduct and any addendum updates with regards to safer working practice, both on and off site.
- Staff will continue to follow any updates to the school code of conduct which have been made to reflect current Covid-19 measures.
- DSLs will continue to access appropriate training (including remotely) and other additional resources to ensure they are up to date with local and national guidance.
- All existing school staff have read part 1 of Keeping Children Safe in Education (KCSIE)(2020) and accessed safeguarding training.
 - Staff will be made aware if any processes have changed with the sharing of this addendum and the DSL will communicate any changes to local processes directly.
- All new staff and volunteers will have an induction provided via the DSL and will be provided with a copy of the Federation Safeguarding and Child Protection Policy and Covid-19 Addendum.
- Staff may move between schools on a temporary basis and consideration will be given by the receiving school DSL as to what induction they need on a case by case basis, dependent on existing skills and knowledge. Transferring staff will always be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

9. Safer recruitment/volunteers and movement of staff

- It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children.

- If Ifield School or King's Farm Primary School recruit new staff during this period, we will continue to follow the relevant safer recruitment practices including those identified within Keeping Children Safe in Education (2020) (KCSIE).
- If volunteers are recruited Ifield School and King's Farm Primary School will continue to follow the guidance in accordance with KCSIE 2020 and with a mind to updates to the [Safer Working Practice Guidance](#) produced as a response to Covid-19.
- Volunteers who have not had the relevant checks will not be left unsupervised with a child.
- If staff from other settings volunteer or begin working at Ifield School or King's Farm Primary School we will ensure they have a relevant DBS check following DfE guidance at this time. Ifield School and King's Farm Primary School will risk assess staff from other settings, as we would for a volunteer.
- If staff are deployed from another education or children's workforce setting to our school's, we will accept portability if the current employer confirms in writing that:-
 - the individual has been subject to an enhanced DBS and children's barred list check
 - there are no known concerns about the individual's suitability to work with children
 - there is no ongoing disciplinary investigation relating to that individual
- For these members of staff, it would be a priority for them to receive a safeguarding induction to help them understand fully the local processes of the receiving school.
- For movement within the Cedar Federation, schools should seek assurance from the Head of School from both Ifield School and King's Farm Primary School that the member of staff has received appropriate safeguarding training.
- Upon arrival, they will be given a copy of the receiving setting's Safeguarding & Child Protection Policy, confirmation of local processes and confirmation of DSL arrangements.
- A new DBS check for returning staff who have continued to be employed but have not been working in regulated activity is not required, however, if for any reason the school have concerns about an individual, we may obtain a new check.
- 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 Home Office and Immigration Enforcement have also temporarily adjusted the Right to work checks due to coronavirus (Covid-19).
- In the unlikely scenario that Ifield School or King's Farm Primary School are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer

who has not been checked be left unsupervised or allowed to work in regulated activity.

- Ifield School and King's Farm Primary School will continue to refer to the DBS anyone who has harmed or poses a risk of harm to a child in accordance with KCSIE 2020.
- Ifield School and King's Farm Primary School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) where appropriate.
- During the COVID-19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk
- Ifield School and King's Farm Primary School will continue to update the single central record in line with KCSIE. (Paragraphs 148 and 156)
 - The SCR will provide the means to log everyone that will be working or volunteering in school on any given day, including staff who may be on loan from other institutions.
 - The SCR will be used to log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

10. Supporting Welbeing

- Ifield School and King's Farm Primary School recognise that staff, parents/carers and learners may experience some degree of emotional wellbeing or anxiety challenges during this time. Many pupils consider school or college to be a safe place and the current situation may impact on learners', staff and parent/carers mental health.
- Ifield School and King's Farm Primary School will ensure that all pupils are supported. Staff will address the wellbeing of learners through a range of age/ability appropriate approaches and pastoral support will be provided as appropriate and as required.
- Ifield School and King's Farm Primary School is conscious of the wellbeing of all staff and the need to implement flexible working practices in a way that supports staff and promotes good work-life balance. Senior leaders and the DSL (or deputy) are available to provide support to staff as required.
- Teachers will be aware of the impact the current circumstances can have on the mental health of learners and their families who are working from home, including when setting expectations for pupil's work.
- Ifield School and King's Farm Primary School will signpost staff, learners and parents/carers, on or off site, to a range of appropriate sources of support, internally and externally.

11. Supporting pupils in school

- Ifield School and King's Farm Primary School is committed to ensuring the safety and wellbeing of all its pupils.
- Ifield School and King's Farm Primary School will continue to be a safe space for all pupils to attend and flourish. The Head of Schools will ensure that appropriate staff are on site and staff to pupil ratios have been considered to maximise the safety of pupils.
- Ifield School and King's Farm Primary School will follow the current Government guidance in relation to social distancing and all matters relating to public health from the respective websites and outlets.
- Ifield School and King's Farm Primary School will ensure that all pupils who are either categorised as vulnerable or children of critical workers and are in attendance are appropriately supported.
- Ifield School will continue to record any support provided to pupils in relation to safeguarding issues on their respective safeguarding recording system.

11.1 Peer on Peer Abuse

- Ifield School and King's Farm Primary School continues to recognise and respond to cases of Peer on Peer abuse by considering each incident on a case by case basis and basing any intervention on usual processes outlined within KCSIE 2020.
- Ifield School and King's Farm Primary School recognises that the current circumstances and the changeable nature of current Government guidance may mean that the school may need to adapt elements of the process in some cases to ensure that they are able to respond in line with Government advice when required.
- The DSL will continue to consult as appropriate with multi-agency professionals to ensure that pupil's safety and wellbeing is not compromised when incidents of peer on peer abuse are brought to their attention.
- Ifield School and King's Farm Primary School recognise that during the partial closure a revised process may be required for managing any report of such abuse and supporting victims.
- Where a school receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within that of the Safeguarding and Child Protection Policy.

- The school will listen and work with the young person, parents/carers and any multi-agency partner required to ensure the safety and security of that young person.
- Concerns and actions must be recorded on a Safeguarding Incident / Concern Form (yellow form at Ifield, green form at King's Farm) and appropriate referrals made.

11.2 Online safety

- All staff and volunteers must adhere to the schools Online Safety Policy and Acceptable Use Policies.
- Ifield School and King's Farm Primary School expectations with regards online behaviour and education when using school provided devices or internet access on site will continue to be implemented in line with existing policies.
- Any concerns regarding online behaviour or use will be responded to in line with existing policies.
- Ifield School and King's Farm Primary School will continue to provide a safe online learning environment where learners use school provided devices on site; appropriate filtering and monitoring will continue to be implemented as outlined in the safeguarding and child protection policy. This includes the use of an online filtering system. (Smoothwall and Net Support DNA. Access to the internet at the Link Centre, North Kent College is filtered via Forti Gate. Zulu Desk is used to enforce tablet restrictions on what can be accessed)
 - Learners internet use will be supervised by staff according to their age and ability and learners will be directed to use appropriate online resources and tools.
- Use of staff and learner personal devices, including mobile phones, will be managed in line with our existing acceptable use policies, online safety policy and staff code of conduct.
- IT support and senior leaders receive live updates of pupils and staff IT activity to enable an immediate response as appropriate and required.
- Where pupils are using computers, iPads or other devices in school, appropriate supervision will be in place.

12.Supporting pupils not in school

- Ifield School and King's Farm Primary School will continue to ensure the safety and wellbeing of all children and young people that remain on the school roll.

- All DSLs will continue to identify those vulnerable pupils that would benefit from Early Help as identified in KCSIE 2020, ensure they have access to pastoral support and consider whether they would benefit from external support.
- There will be clear plans around how best to communicate with learners who are identified as vulnerable, as well as those about whom DSLs have concerns about who do not receive a statutory service.
 - This could include telephone contact and/or doorstep visits but is at the discretion of the DSL
- Where the DSL has identified a pupil to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that pupil or young person.
- Details of communication must be recorded on Sims. .
- The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.
- Ifield School and King's Farm Primary School and DSLs will work closely with all relevant agencies and professionals regarding safeguarding a child who is not on site.
 - Any plans will be reviewed regularly and if concerns become significant, the DSL will make requests for support if considered appropriate.
- Ifield School and King's Farm Primary School recognises that this is a difficult time for children and young people who consider school as a safe place and the current situation may impact on pupils', staff and parent/carers mental health.
- Guidance for parents/carers is available from the DfE regarding ['Supporting your children's education during coronavirus \(Covid-19\)'](#).
- The school will utilise its website and social media presence to ensure that appropriate safeguarding messages are shared with pupils and their families. This will include links to appropriate services and resources that are aimed at supporting them throughout this period.
- This plan must be reviewed regularly (at least once a fortnight, weekly reviews in place at King's Farm) and where concerns arise, the DSL will consider any referrals as appropriate.
- The school will share safeguarding messages on its website.
- Ifield School and King's Farm Primary School recognise that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers. Teachers at Ifield School and King's Farm Primary School need to be aware of this when setting expectations of pupils' work where they are at home.

12.1 Online safety away from school and college

- All staff will continue to look out for signs that indicate a pupil may be at risk online and will report and respond to concerns in line with the Safeguarding and Child Protection Policy addendum.
 - Where necessary, referrals will be made to LADO, children's social care and as required, the police.
- Learners are encouraged to report concerns to a member of staff or a trusted adult at home. Where this is not possible, additional support can be accessed online via:
 - Childline: www.childline.org.uk
 - UK Safer Internet Centre's 'Report Harmful Content': <https://reportharmfulcontent.com>
 - National Crime Agency Child Exploitation and Online Protection Command (NCA-CEOP): eee.ceop.police.uk/safety-centre
- Ifield School and King's Farm Primary School will ensure any remote sharing of information, communication and use of online learning tools and systems will be in line with privacy and data protection requirements.
- All communication with learners and parents/carers will take place:
 - within school hours as much as possible
 - with staff using school devices over personal devices wherever possible and in line with our existing Acceptable Use Policy AUP. Where this is not possible, staff will speak to SLT.
 - using school provided or SLT approved communication channels; for example, school provided e-mail accounts, school telephones / telephone numbers / school mobiles and or agreed systems such as Microsoft Teams.
 - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL.
- Parents/carers will be made aware of what their children are being asked to do online, including the sites they will be asked to access. Ifield School and King's Farm Primary School will be clear who from the school their child is going to be interacting with online.
- Where parents/carers opt to supplement the school remote learning offer, we emphasise the importance of securing online support from a reputable organisation and/or individuals who can provide evidence that they are safe and can be trusted to have access to children.
- Parents/carers are encouraged to ensure children are appropriately supervised online and that appropriate parent controls are implemented at home.

- Ifield School and King's Farm Primary School will ensure any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements. Acceptable Use Policies are also in place.
- Staff and learners will engage with remote teaching and learning in line with existing behaviour principles as set out in our school code of conduct.
- When delivering remote learning, staff will:
 - Follow the Remote Learning Acceptable Use Policy (AUP)
 - Only use online tools that have been evaluated and agreed by leadership.
 - Ensure remote learning activities are planned in accordance with our curriculum policies, taking learner needs and technology access into account.
 - At King's Farm Primary School, record the length, time, date and attendance of any online lessons / contact held or made. At Ifield School parents support pupils with home learning via the resources shared.
 - Revisit relevant policies such as our acceptable use of technology policy with learners as necessary.
 - Where possible, pre-record content.
- Where remote learning is taking place 'live' for example using webcams or chat facilities, staff and pupils will ensure a safe and professional environment is maintained in line with our Remote Learning Acceptable Use Policy (AUP).
- If any extension to home learning is offered to pupils the following protocols should be considered:
 - Any use of live webcams must be authorised by the Head of School. In all circumstances, only authorised school equipment and school approved professional accounts (Microsoft Teams, Skype for Business, Zoom) must be used. The use of personal accounts to communicate with pupils and or parents and carers is not permitted.
 - Recorded staff delivery of lessons should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
 - Language must be professional and appropriate (including that of any family members of staff in the background. Staff must wear suitable clothing, as should anyone else in the household. Any devices used for recording should be in appropriate areas, for example, not in bedrooms; and the background should be blurred)
 - Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils.
- The school's website contains detailed information for parents and carers to help them protect their child/children from harm while online. The school's websites contain links for pupils to learn more about online safety.
- The schools will alert parents / carers to the resources available on the school's websites.

- Support for parents and carers to keep their child/children safe online includes:
 - [Childline](#) - for support
 - [UK Safer Internet Centre](#) - to report and remove harmful online content
 - [CEOP](#) - for advice on making a report about online abuse
 - [Internet matters](#) - for support for parents and carers to keep their children safe online
 - [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
 - [Net-aware](#) - for support for parents and carers from the NSPCC
 - [Parent info](#) - for support for parents and carers to keep their children safe online
 - [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
 - [UK Safer Internet Centre](#) - advice for parents and carers

13. Additional support and links

- As well as through existing school mechanisms, learners, staff and parents/carers can access age appropriate and practical support and advice via a range of national and local services:
 - Childline: www.childline.org.uk
 - Kent Resilience Hub: <https://kentresiliencehub.org.uk>
 - NSPCC: <https://learning.nspcc.org.uk/safeguarding-child-protection/how-to-have-difficult-conversations-with-children/>

Specific Links relating to Coronavirus for Learners and Parents/Carers

- DfE: [COVID-19: guidance on supporting children and young people's mental health and wellbeing](#)
- Kent County Council: www.kent.gov.uk/social-care-and-health/health/coronavirus
- Childline: www.childline.org.uk/info-advice/your-feelings/anxiety-stress-panic/worries-about-the-world/coronavirus/
- Mind: www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/
- Young Minds: <https://youngminds.org.uk/blog/talking-to-your-child-about-coronavirus/>
- Kent Children's University: Home Resources Learning Packs: www.theeducationpeople.org/blog/kent-childrens-university-home-learning-resources-pack-is-live/
- Children's Commissioner:
 - Children's guide to coronavirus: www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/
 - Resources for parents during coronavirus: www.childrenscommissioner.gov.uk/coronavirus/resources/
- Sport England: www.sportengland.org/stayinworkout

- Place2be:
 - www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-supporting-children-who-may-be-especially-vulnerable/
 - www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-information-for-children/

Online Safety

- NCA-CEOP: www.thinkuknow.co.uk/
- Internet Matters: www.internetmatters.org/
- Childnet: www.childnet.com/blog/keeping-children-happy-and-safe-online-during-covid-19
- UK Safer Internet Centre: www.saferinternet.org.uk/blog/working-remotely-advice-professionals-parents-posh-rhc
- NSPCC: www.nspcc.org.uk/keeping-children-safe/online-safety/
- Parent Info: <https://parentinfo.org/>
- BBC Own it: www.bbc.com/ownit

Domestic Abuse

- Domestic Abuse Services: www.domesticabuseservices.org
- Victim Support: 0808 16 89 111 www.victimsupport.org.uk/help-and-support/get-help/supportline
- Look Ahead Care & Support – Service provider West Kent (Sevenoaks, Tunbridge Wells, Tonbridge and Malling): www.lookahead.org.uk/
- Oasis Domestic Abuse service – Service provider, East Kent. (Thanet and Dover): www.oasisdaservice.org/home
- Clarion Housing Association – Service provider for North and South Kent
 - North Kent: (Dartford & Gravesham, Swale and Maidstone) Clarion DA confidential Helpline: 07376 637069 (Mon-Fri 9am – 5pm)
 - South Kent: (Ashford, Folkestone & Hythe and Canterbury) Rising Sun Domestic Abuse service helpline: 01227 452852 (Mon-Fri 9am – 5pm)
- National Women’s Aid Domestic Abuse 24hr helpline:0800 2000247
- DfE: [COVID-19: guidance on supporting children and young people’s mental health and wellbeing](#)