



British College La Cañada

Whole school

**SAFEGUARDING AND REMOTE EDUCATION
POLICY DURING CORONAVIRUS (COVID-19)**

Safeguarding and Remote education during Coronavirus (COVID-19)

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1. POLICY STATEMENT

This guidance is to help the school to support pupils' and students' remote education and to keep them safe as we continue our response to the pandemic.

It should be read alongside statutory safeguarding guidance on [keeping children safe in education](#) and with the existing *whole school safeguarding policy*.

Where, in accordance with government guidance or legislation around coronavirus (COVID-19), a class, group or a small number of pupils or students need to self-isolate, or local restrictions mean that pupils and students are to remain at home, school will provide remote education to these pupils and students.

All such pupils and students not physically unwell should have access to remote education as soon as reasonably practicable, which may be the next school day.

Schools will ensure remote education, where needed, is safe, high quality and aligns as closely as possible with in-school provision.

School will continue to improve the quality of its remote education and have a strong contingency plan in place for remote provision.

2. AIMS AND PURPOSE OF THIS POLICY

- To ensure that children are effectively safeguarded from the potential risk of harm whilst learning remotely and that the safety and wellbeing of the children is of the highest priority in all aspects of the school's work.
- To help the school maintain its ethos whereby staff, pupils, parents and carers feel able to articulate any concerns comfortably, safe in the knowledge that effective action will be taken as appropriate.

3. SAFEGUARDING PUPILS AND TEACHERS ONLINE

Keeping pupils, students and teachers safe during remote education is essential. Teachers delivering remote education online are made aware that the same principles set out in the school or staff behaviour policy (sometimes known as a code of conduct) will



apply.

Support will be given to staff, parents and carers and pupils to help them keep them and their children safe online.

Pupils and students should be encouraged to speak up if they come across something worrying online.

4. REPORTING CONCERNS

All staff should continue to act immediately (following their child protection policy and the processes set out in Part 1 of Keeping Children Safe in Education) if they have any concerns about a child or young person's welfare whilst the child or young person is learning from home.

Staff will be made aware of any pupils who may have previous cause for concern records on a *need to know* basis should there be any safeguarding concerns during remote learning periods.

Staff will continue to follow the schools routes for reporting concerns so that pupils, students, teachers, parents and carers can raise any safeguarding concerns in relation to remote online education. The Safeguarding Leads can continue to be contacted via school email should staff or pupils not be in school.

Staff should seek advice if a pupil or themselves comes across harmful or upsetting content whilst working online. Report any online bullying allegations using the same safeguarding procedures laid out in the *whole school safeguarding policy*.

5. COMMUNICATING WITH PARENTS, CARERS, PUPILS AND STUDENTS

Where education is taking place remotely due to coronavirus (COVID-19), school will maintain professional practice as much as possible. When communicating online with parents, carers, pupils and students, school will:

- communicate within school hours as much as possible (or hours agreed with the school to suit the needs of staff)
- communicate through the school or college channels approved by the senior leadership team

- use school email accounts (not personal ones)
- use school devices over personal devices wherever possible
- advise staff not to share personal information
- ensure parents and carers are clear when and how they can communicate with teachers
- ensure logins and passwords are secure and pupils and students understand that they should not share this information with others

Teachers should try to find a quiet or private room or area to talk to pupils, students, parents or carers. When broadcasting a lesson or making a recording, consider what will be in the background.

Online safety advice for parents and carers

School will encourage parents and carers to provide age-appropriate supervision for the internet use of the children and young people in their care. Amongst other things, this should include:

- talking to their children about not accessing age-inappropriate material on devices
- knowing who their children are talking to online
- setting up age-appropriate parental controls on digital devices

Internet filters should be used to block malicious websites. These are usually free, but often need to be turned on.

Parents can seek further advice from the school when needed.

Important conversations with parents, carers, pupils and students

In conversations with parents, carers, pupils, and students staff should emphasise the importance of a safe online environment, which amongst other things, means keeping any log-in credentials and passwords safe. School and staff should offer support and advice on how to do this.



Parents and carers will be made aware of what their children are being asked to do, including:

- sites they will be asked to use
- school staff that their child will interact with
- Weekly timetables and lesson content

6. VIRTUAL LESSONS AND LIVE STREAMING

Remote teaching will include both recorded or live direct teaching time, and time for pupils and students to complete tasks and assignments independently. Online video lessons **do not need to be recorded** by teaching staff at the school. School is best placed to decide on the most appropriate approach to teaching their pupils and students effectively.

You may find the following useful when organising live lessons (this is not an exhaustive list): ([see also separate Appendix 1 and 2](#))

- use neutral or plain backgrounds
- ensure appropriate privacy settings are in place
- ensure staff understand and know how to set up and apply controls relating to pupil and student interactions, including microphones and cameras
- set up lessons with password protection and ensure passwords are kept securely and not shared
- ensure all staff, pupils, students, parents and carers have a clear understanding of expectations around behaviour and participation

Providing pastoral care remotely

Where pupils and students are required to remain at home following government guidance, helping parents, carers, pupils and students to make a weekly plan or structure will be provided. These plans will include time for education, playing and relaxing to reduce stress and anxiety.

7. PERSONAL DATA AND GDPR



School will continue to follow guidance on data protection and GDPR. When managing personal data, school will consider:

- taking care not to share contact details when emailing multiple people
- being careful when sharing usernames and other personal data for access to online resources
- providing access to school data systems safely
- providing or making available sufficient information to data subjects, pupils, student, parents and carers to raise awareness about the personal data captured during lesson recordings, particularly where cameras are switched

8. USE OF PHOTOGRAPHS DURING REMOTE LEARNING

Whilst working remotely, we will continue to not allow images of pupils to be used on school websites, publicity, or press releases, without expressed permission from the parents.

We will not allow others with remote access (pupils, teachers or parents) to photograph or film pupils or teachers during an online lesson or activity without prior permission. Photographs or videos of screens should not be taken, nor shared to other online media sources.

Staff members are not allowed to use personal devices therefore mobile phones cannot be used to take pictures of pupils whilst remote learning. School devices should be used.

When live streaming from the classroom, pupil who do not have permissions should not come into the camera.

(See Appendix 1 for further advice)

[Appendix 1: Advice to Staff.](#)

[Appendix 2: Recording door sign](#)

This policy acts in conjunction with the school's Plan de Convivencia and whole school Safeguarding policy.

Author/Written By: S.Nowell (Head of Primary), S.Hodgson (DDSL)

Audience: Whole School Staff

Version control: Implemented in: June 2021

Reviewed: July 2021

Review date: June 2022

CONTACT NUMBERS AND APPENDIX

Contact numbers:

- Generalitat Valenciana

Tel. 96.386.60.00 / Tel. 012.

- **Inspector de la zona (C.P.46182): Sonia Sancho / Sergio Ballester (martes de 09 a 14.30 horas); sancho_s@gva.es; ballester_serca@gva.es Código del centro (46032585).**

Appendix 1:



Safeguarding Children: Whistle Blowing

Staff must acknowledge their individual responsibility to bring matters of concern to the attention of the Head of Primary / Secondary Coordinator. Although this can be difficult this is particularly important where the welfare of children may be at risk. You may be the first to recognise that something is wrong but may not feel able to express your concerns out of a feeling that this would be disloyal to colleagues or you may fear harassment or victimisation. These feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk. Remember it is often the most vulnerable children or young people who are targeted. These children need someone like you to safeguard their welfare.

Don't think what if I'm wrong - think what if I'm right

Reasons for whistleblowing

Each individual has a responsibility for raising concerns about unacceptable practice or behaviour in order to:

- prevent the problem worsening or widening
- protect or reduce risks to others
- prevent becoming implicated yourself

What stops people from whistleblowing

- Starting a chain of events which spirals
- Disrupting the work or project
- Fear of getting it wrong
- Fear of repercussions or damaging careers
- Fear of not being believed

How to raise a concern

- You should voice your concerns, suspicions or uneasiness as soon as you feel you can. The earlier a concern is expressed the easier and sooner action can be taken.
- Try to pinpoint exactly what practice is concerning you and why.
- Approach the Head of Primary or Secondary Coordinator.
- Make sure you get a satisfactory response - don't let matters rest.



- Put your concerns in writing, outlining the background and history, giving names, dates and places where you can.
- A member of staff is not expected to prove the truth of an allegation but you will need to demonstrate sufficient grounds for the concern.

What happens next?

- You should be given information on the nature and progress of any enquiries.
- Your employer has a responsibility to protect you from harassment or victimisation.
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith.
- Malicious allegations may be considered as a disciplinary offence.

Self reporting

There may be occasions where a member of staff has a personal difficulty, perhaps a physical or mental health problem, which they know to be impinging on their professional competence. Staff have a responsibility to discuss such a situation with their line manager so professional and personal support can be offered. Whilst such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of children

Further advice and support

It is recognised that whistle blowing can be difficult and stressful. Advice and support is available.

"Absolutely without fail- challenge poor practice or performance. If you ignore or collude with poor practice it makes it harder to sound the alarm when things go wrong"

(Reproduced with acknowledgement to "Sounding the Alarm" – Barnardos)

Appendix 2:

Local Stake Holders



- **Comisaría Policía Nacional de Paterna**
Calle de las Rosas, 27 46980 - Paterna (Valencia).
Tel. 961 36 51 60
- **Policía Local de Paterna:**
Dirección: Polígono Industrial Fuente del Jarro, Calle de la Ciutat de Llíria, 5, 46988 Paterna, Valencia
Teléfono: 961 34 40 20
- **Ayuntamiento de Paterna:**
Dirección: Plaça Enginyer Castells, 1, 46980 Paterna, Valencia.
Horario: Cierra pronto: 14:00 · Abre a las 9:00 los mar.
Teléfono: 961 37 96 00
- **SEAFI**
El Servicio Especializado de Atención a la Familia y la Infancia está integrado en los Servicios Sociales Municipales como un recurso especializado, destinado a atender familias del municipio de forma integral. Tiene como objeto la intervención especializada con familias con problemática social o familiar que se encuentren en situación de dificultad social o de riesgo.

ÁMBITOS PREVISTOS DE INTERVENCIÓN

- ✓ Familias en situación de riesgo.
- ✓ Orientación y mediación familiar.
- ✓ Violencia doméstica.
- ✓ Familias con menores en situación de riesgo.

CENTRE ESPAI D'IGUALTAT

- ✓ C/ Alfonso X el Sabio, 22
- ✓ Telf: 96 110 36 71
- ✓ Atención, por derivación de los centros sociales municipales, a través de cita previa, de lunes a viernes, en horario de mañana y tarde.
- **Servicio de Inspección Educativa: Sonia Sancho.**
 - ✓ Email: sancho_son@gva.es
 - ✓ Código del centro: 46032585
 - ✓ Código Postal: 46182
 - ✓ **Tel. Generalitat Valenciana:** 96 386 60 00/Tel. 012 (1º pulsar cero y 2º solicitar que te pasen con la Consellería que deseas contactar).
 - o Sustituto de Sonia Sancho: Sergio Ballester Carmona

- ✓ Email: ballester_sercar@gva.es
 - ✓ Código del centro: 46032585
 - ✓ Código Postal: 46182
 - ✓ Horario de atención: miércoles y jueves
 - ✓ Tel. Generalitat Valenciana: 96 386 60 00/Tel. 012 (1º pulsar cero y 2º solicitar que te pasen con la Consellería que deseas contactar).
-
- **Raquel Cazorla Gómez:** Educadora Social del Equipo Municipal de Servicios Sociales Municipales.
 - ✓ Tel. de contacto del Departamento: 96 137 96 51. En caso de encontrar la línea colapsada, el teléfono del centro Social Polivalente es el 96 110 17 29. cazorla.raq@ayto-paterna.es
 - ✓ El departamento de servicios sociales municipales de Paterna actualmente se ubica en el Centro social Polivalente **Valentín Hernández** de Paterna, ya no en las antiguas dependencias,
 - **José Jiménez** (Técnico del área de Educación, Ayuntamiento de Paterna): jimenez.jos@ayto-paterna.es . Con él podemos tratar temas interés para la comunidad escolar en general, como para cada colegio por sus peculiaridades en particular. José, como responsable del área, está muy sensibilizado con temas como el bullying y con las respuestas y actuaciones que se pueden poner en marcha, para prevenirlo, detectarlo, afrontarlo y erradicarlo. Tel. 607 421 659.
 - **Dirección General de Política Educativa (área de Innovación): Mónica Añón** (coordinadora del Plan Previ). * Contacto proporcionado por Fran Corví (Colegios British).
 - ✓ Tel. 96 197 08 73; convivencia@gva.es
 - **Consellería de Educación, Investigación, Cultura y Deporte** (Unidades de Atención e Intervención de las Direcciones Territoriales de Educación): *Contacto proporcionado por Mónica Añón.
 - ✓ **UAI de Valencia:** Tel. 96 121 14 06; uai_previ_val@gva.es
 - **PROP (Comunicación de un caso de acoso escolar;** dado que al ser un centro de enseñanza Británica no podemos inscribirnos en el Registro de PREVI ni tampoco disponemos de ITACA): *Contacto proporcionado por Lola Pardo (Psicóloga Colegios



British).

- ✓ La Directora del centro adjuntará el informe detallado de los hechos acontecidos y se dirigirá al **Director del PREVI Consellería de Educación C/Gregori Gea, número 14, 46009, Valencia**. A la par, se recomienda que la Directora del centro envíe un correo a la Inspectora Educativa del centro (Sonia Sancho), informando de la situación y del trámite iniciado, con número de registro, para que tenga constancia de los hechos.
- Teléfono del acoso dirigido a alumnos/as, docentes, padres y madres que son conocedores de una situación de acoso: 900 018 018.
- **COMUNICACIÓN DE UNA SITUACIÓN DE ABSENTISMO ESCOLAR: Ayuntamiento de Paterna**

Programa Municipal de Intervención y Políticas Inclusivas: (Tel. 96 305 30 36)

- ✓ Ana Bailén (Tel. 666 226 159)
- ✓ Belén Ortiza (bortiza@gespaterna.es)
- ✓ Vítor Gargallo Ibarra (absentismo@gespaterna.es)
- **Consellería de Igualdad y Políticas Inclusivas:** *Contacto proporcionado por Mónica Añón.
- ✓ **Dirección Territorial de Igualdad y Políticas Inclusivas:** Avda. barón de Cárcer, 36, 46001. Valencia. Tel. 96 127 16 61. Horario laboral de 09 a 14 horas.
- **Dirección General de Servicios Sociales:**
 - ✓ C/ Castan Tobeñas, núm. 77, Ciudad Administrativa 9 de Octubre, Torre 3, 1º piso, 46018, Valencia. Teléfono: 963176708 Fax: 96 317 67 01. url: <http://www.bsocial.qva.es/portal/portal>.
- **Fiscalía de Menores:**
 - ✓ (Dirección: Autopista del Saler, número 14, 46013, Valencia. Teléfono: 961 92 94 39): El Juzgado de Menores quién dispone de un Equipo técnico de apoyo, que está integrado por un/a psicólogo/a, un/a educador/a y un/a trabajador/a social.



- **Juzgado de 1ª Instancia Número 9:**

- ✓ (Avda. del Saler, núm. 14, 1ª. Tel. 96 192 91 91, 96 192 91 92, 96 192 91 93, 96 192 91 94. vapi09_val@gva.es)

- Línea de ayuda a la Infancia:

Tel. 11 6 111

- Generalitat Valenciana

Tel. 96.386.60.00 / Tel. 012.

- Asociación contra el abuso sexual en la infancia (**ACASI, Valencia**). C/ Camí Reial 121, Bajo, Torrente, Tel. 634 567 021; E-mail: asociacion@acasi.org; Presidenta Inma García (Tel. 622 30 39 93).

- Información y orientación sobre abusos sexuales a menores:

Tel. 963 691393

- Web Bullying de la Generalitat Valenciana : www.cece.gva.es/orientados/

E-MAIL PARA EL PROFESORADO: profes_orientados@gva.es

E-MAIL PARA LA FAMILIA: familia_orientados@gva.es

E-MAIL PARA EL ALUMNADO: alumnado_orientados@gva.es


NÚMERO DE CENTRO: [4603258](tel:4603258)

Appendix 3 :



**BRITISH
COLLEGE** 
LA CAÑADA

see pdf form attached in folder

	<h2 style="margin: 0;">FORMULARIO EN CASO DE AGRESIÓN / FORM IN CASES OF AGRESSION</h2>	
A. DATOS DEL CENTRO / SCHOOL DETAILS		
Código del Centro / School code: 46032585	Nombre del Centro / Name of the school BRITISH COLLEGE LA CAÑADA	
Dirección / Address C/ 299, n.º 25	C.P. / Postcode 46182	
Localidad / Town (LA CAÑADA) PATERNA	Provincia / County VALENCIA	
	Teléfono / Telephone No. 96 132 40 40	
B. DATOS DE QUIEN REALIZA LA COMUNICACIÓN / DETAILS OF THE REPORTING PERSON		
DNI / Identity No.	Nombre / Name	Apellidos / Surname
Cargo que desempeña en el centro / Position within the school		
Fax	Teléfono de contacto / Contact number	Correo electrónico/e-mail
C. INFORME / REPORT		
<p>El día ____ de _____ del año _____ se ha producido la incidencia que a continuación se describe. La dirección del centro considera que existe una conducta gravemente perjudicial para la convivencia en el centro y que puede ser constitutiva de falta o delito penal. En cumplimiento del artículo 44 del Decreto 39/2008, de 4 de abril del Consell, se comunica al Ministerio Fiscal.</p> <p>On the ____ of _____ the following incident occurred. The management of the school considers the incident to be serious behavior that is detrimental to the day to day running of the school and could constitute misconduct or a criminal offense. In accordance with article 44 of the Decree 39 from the 4th April 2008, the school is communicating it to the department.</p>		
D. DESCRIPCIÓN DE LA INCIDENCIA / DESCRIPTION OF THE INCIDENT		
(En la descripción deben constar los nombres del agresor y la víctima y las direcciones de sus domicilios / The description needs to contain the names of the agresor and the victim, along with their addresses).		

Appendix 5:

