



مدرسة الرواد البريطانية الخاصة  
AL ROWAD BRITISH PVT. SCHOOL

# AL ROWAD BRITISH PRIVATE SCHOOL

**Distance Learning  
Safeguarding policy**

**2020 - 2021**

## Distance Learning Safeguarding Policy

The staff of Al Rowad British Private School fully recognise their responsibility in safeguarding children during the Distance Learning period. Our students' welfare and safety are at the heart of our school's ethos, and all that we do. All staff believe that ARBPS should provide a caring, positive, safe and stimulating environment in which students feel secure and valued. The policy applies to all staff and all adults who come into contact with children in Distance Learning, to ensure and promote the welfare of the students through this unprecedented time. The policy provides all staff with the necessary guidance to promote the social and psychological development of the students, as well as informing parents/guardians on how the school aims to safeguard pupils.

Designated Safeguarding Lead (DSL):

The Designated Safeguarding Lead at Al Rowad British PVT School is: Ms. Esraa Gamal, Head of Pastoral Care

Email address: [helpdeskarbps@gmail.com](mailto:helpdeskarbps@gmail.com)

Contact telephone number: 065523399

Emergency contact telephone number: 050504272041

In the event of Ms. Jennifer being unavailable, contact should be made with:

Ms. Lana Koyi, Principal Email address: [principalabps3@gmail.com](mailto:principalabps3@gmail.com)

Contact telephone number: 065523399

Al Rowad British Private School aims to ensure that the DSL is on site at all times however acknowledges that this may not always be possible due to movement restrictions and curfews. If this is the case, the DSL will be contactable via telephone, email or 'Zoom' videoconferencing call.

### Aims of the Policy :

- To ensure the welfare and safety of students during the distance learning, in compliance with local requirements and the DFES Guidance Keeping Children Safe in Education.
- To support the child's development in ways that will foster security, confidence and independence through the virtual approach.
- To raise the awareness for both the teaching and non-teaching staff of the need to safeguard children, and of their responsibilities in identifying and reporting possible cases of abuse at home during

distance learning.

- To ensure that there are clear procedures for reporting Distance Learning Child Protection concerns, which should be understood by all staff.
- To provide a systematic means of monitoring children known or thought to be at risk before or during virtual learning.

**It remains of upmost importance that in any situation, the child's safety should be prioritized.**

### **Rules for identifying and acting upon concerns:**

- All staff should be alert to the signs of suspicious activity during online sessions. They must know whom they should report concern or suspicions to.
- A Designated Safeguarding Lead who will recognize and act upon child protection concerns should be the first point of contact for staff and parents.
- Staff with designated responsibility for child protection should receive appropriate training.
- There is an effective whole school policy against misconduct during online during classes.

### **Guidelines for Teachers**

1. During counselling or intervention sessions, per the child protection policy, a team member and one of the parents must be present. This also applies to live sessions to ensure protection of the child as well as the teacher. If the matter concerns child protection or if it would be detrimental for the parent to be present, there must be two staff members.
2. Students must turn on the cameras for the safety purposes of both the teachers and the students during the class live sessions.
3. Live lessons must be recorded to safeguard the actions and words spoken during the distance learning, for the protection of both the students and the teacher.
4. When the child discloses any child protection issue or safeguarding concern,

the teacher will write the exact words used (no paraphrasing). If possible, take the statement in the presence of a third party who may be a teacher or a member of staff for safety and security purposes.

5. Directly report the incident to the Child Protection Officer (Ms. Jennifer and the Principal as the overall Child Protection Head.)

6. A public meeting link is public so this must only be shared with students. Make sure to set up a password for participants to verify their entry before accessing the Zoom meeting. The meeting should be locked once students have arrived.

### **Rules for the Live Sessions**

1. Teachers and students are not allowed to one-to-one chat privately.

2. The microphone should be switched off, unless instructed otherwise by the teacher, to prevent disruption.

3. Smart-casual attire should be worn. The shoulders must be covered, and clothes must be appropriate for a work environment. Pajamas are not allowed.

4. A background that is neutral and professional should be used. Do not give the students or parents an insight into your home space as this could put you at risk, should any allegations ever arise.

5. School Leaders should randomly drop-in during the live sessions to ensure quality and safe learning.

6. Review the chats in google classroom for follow-up and for future reference. Do not enter into private chats with any students.

7. Parents can only be communicated to using the school email. Do not use WhatsApp, or any other forms of direct messaging.

### **Guidelines for Parents**

1. Ensure that the child has a school regular routine with an alarm to wake up with, breakfast on the table and set learning hours each day.

2. Ensure that the child has a Distance Learning tool device such as the internet, a laptop/tablet and audio.

3. Prepare a weekly timetable for the child and affirm their success to keep

him/her motivated. Show support when faced with a challenge, and be understanding during low moments.

4. Create a study area, preferably a quiet place away from distractions (all the required stationery and study material to be kept ready) with headphones to block out background noise. The student should be able to work comfortably. It is recommended that the student should dress appropriately (school uniform) and sit at a table, as opposed to a sofa. Sessions should never be attended from the student's bed. Create an atmosphere of a teaching/ learning environment.

5. Students should aim to finish the task within the day to prevent them from working late at night. Ensure they have a good night's rest and that they develop healthy sleeping habits.

6. In the event the student is not able to attend classes due to illness, an e-mail must be sent to the class teacher immediately.

7. Parents and other adults should be fully clothed when attending the live sessions with the student. (No pyjamas or nightgowns)

8. Protect your child online. Digital platforms provide an opportunity for learning, but they can also be a risk for children's safety, protection and privacy. Establish rules together with your child about how, when and where the internet can be used.

9. Build open communication based on trust and love with the child. Discuss their online habits and behaviours and build trust so they can discuss any concerns with you.

10. Stay connected with Whatsapp Channel to remain informed about your children's learning and tasks. Stay involved, ask questions and get more guidance through the official emails of the school or call the hotline.

11. Report any incidents of inappropriate language or behaviour from any student immediately to the school.

12. Ensure that your child is only using the official school sites and check the browsing history on their device at least every week.

### **Guidelines for Students**

1. Establish a routine and expectations. It is important to establish good habits from the start of the day.

2. Choose a good place to learn. Set up a physical location that is dedicated for online school focused activities.
3. Stay in touch with your teachers through our online platforms and virtual learning environments.
4. Establish time for quiet reflection. It's good to build in some time for peace and quiet. Siblings may need to work in different rooms to avoid distraction.
5. Monitor your time on-screen and online. Work together to find ways to prevent 'down time' from becoming just 'screen time'.
6. Connect safely with your friends and be kind, polite and respectful in discussions. Behave appropriately in online conversations with your teachers, classmates and friends.
7. Avoid chatting or disrupting others during live sessions.
8. Report inappropriate behaviour and other problems so that everyone can maintain healthy relationships and positive interactions.
9. Follow the school guidelines in dealing with online interaction during your Distance Learning.
10. If you have any concerns or worries, we are there to help you. Contact Ms Jennifer on 0555501888 or you may write to her on [helpdesk@gmail.com](mailto:helpdesk@gmail.com) and she will give you a referral for support. Your tutor can also help to get you some support.

### **Framework:**

Al Rowad British Private School follows the UK best practice as set out in 'Working Together to Safeguard Children' (DfE, 2013) which places the following responsibilities on all schools:

- Staff should be alert to signs of online threats and know to whom they should report any concerns or suspicions.
- Designated Teachers should have responsibility for coordinating action within the school.
- All staff should receive Safeguarding training appropriate to their role

### **Reporting Concerns**

All staff must continue to act on any concerns they have about a child immediately. It is still vitally important to do this even though children are attending online lessons from home. As a reminder, all staff should continue to work with and support children's key service workers, where they have one, to help protect vulnerable children.

### **Monitoring and Review:**

This policy has been discussed and agreed by the ABPS Senior Leadership Team for implementation. The current version (Version 1) will be reviewed in May 2020 in preparation for the 2020 – 2021 Academic Year.



## Reporting Concerns or Incidents Form

Name of the student	
Grade and Class of the student	
Gender of the student	
Date and time of the incident/concern	
Details of your concern. Outline the incident- what happened, who was involved, and let us know if there is anything in particular that you would like us to do.	
Action Taken/to be taken	

Head of Pastoral Care (Esraa Gamal)

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Jennifer Brennan*

Head of Pastoral Care and Designated Safeguarding Lead