



Rugby School
THAILAND

Child Protection and Safeguarding: COVID-19 addendum

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The health, safety and well-being of young people are of paramount importance to all the adults who work at Rugby School Thailand. Children have the right to protection, regardless of age, gender, race, culture, sexual orientation, or disability. They have a right to be safe in our school. Members of staff in the school have a legal and moral obligation to safeguard and promote the welfare of the pupils, taking all reasonable steps to protect them from harm whether from physical injury, abuse, neglect, emotional harm or from anything that interferes with their general development.

1. Scope and definitions

This addendum applies from the start of the autumn term 2020. It sets out changes to our normal safeguarding and child protection policy in light of coronavirus, and should be read in conjunction with that policy. Unless covered here, our normal child protection policy continues to apply.

This addendum is subject to change, in response to any new or updated guidance the government may publish.

In this addendum, where we refer to measures to protect pupils who are at home, this means those who are learning at home for reasons to do with coronavirus – for example, due to clinical and/or public health advice, such as if there's a local lockdown or if they need to self-isolate.

2. Core safeguarding principles

We will always have regard for these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times
- It's essential that unsuitable people don't enter the school workforce or gain access to children
- Children should continue to be protected when they are online

3. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this, both for children at school and those at home.

4. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site wherever possible. If our DSL (or deputy) can't be on site, they can be contacted remotely by email.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding.

5. Monitoring attendance

We will resume taking our attendance register.

All pupils of compulsory school age will be expected to attend school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to

attend because of sickness, is unable to attend because of clinical and/or public health advice, is absent for a necessary religious observance).

Where any child we expect to attend school doesn't attend, or stops attending, we will follow up on their absence with their parents or carers.

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible.

Pre Prep School Procedures

Pupils in the EYFS attend remote learning through activities on our TAPESTRY programme and GOOGLE MEETS.

In Key Stage One pupils use SEESAW to participate in activities. Uploads from home are seen by teachers and evidence of work is posted by parents.

Parents of pupils not posting work each week are contacted by class teachers and asked if they need support.

A list of pupils who are not participating in the Google Meets and/or the remote learning activities are kept and followed up by the relevant member of staff. Parents are encouraged to support their children with the remote learning and are offered support both with technology and from an academic and pastoral perspective.

Prep School Procedures

During school closure, registration takes place in the morning with the Form Tutor. This is done via Google Meet and is live. Form Tutors complete their registrations on iSAMS and the school secretary contacts the parents via telephone of anyone missing. Absences are recorded on iSAMS according to the usual procedure. Those who are present, @remotlearning is marked on iSAMS.

For those who are in quarantine or overseas and are still enrolled with the school, work is set for them on Google Classroom. Their attendance is monitored regularly by their Form Tutor and by the subject teachers but they are recorded as an authorised absence on iSAMS.

Senior School Procedures

Registration continues throughout any periods of remote learning, be it all-student remote learning (due to school closure) or individual remote learning (due to quarantine etc).

During remote learning, students are required to attend all academic lessons, following the standard timetable, unless informed otherwise. Google Meet or Microsoft Teams may be used for delivery of remote lessons and verification of attendance.

Students should join the lesson with camera turned on, so attendance can be verified.

Teachers record attendance, using the '@' registration code to indicate remote learning is taking place.

Teachers should use the normal procedures for unexplained absences - recording the absence and using the 'Alert' function.

House Deans will follow up on absences using the normal procedures.

Parents should use the normal procedures to request an authorised absence - contacting the House Dean.

6. Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately in line with the procedures set out.

6.1 Children returning to school

The DSL (or deputy) will do all they reasonably can to find out from parents and carers whether there have been any changes regarding welfare, health and wellbeing that they should be aware of before children return.

The DSL (and deputy) will be given time to support staff and children regarding new concerns as children return to school.

Staff and volunteers will be alert to any new safeguarding concerns as they see pupils in person.

6.2 Children at home

The school will maintain contact with children who are at home. Staff will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home. Or, if necessary they will use personal phones but they will withhold their personal number.

Staff and volunteers will look out for signs like:

- Not completing assigned work or logging on to school systems
- No contact from children or families
- Seeming more withdrawn during any class check-ins or video calls

7. Online safety

7.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school.

At least one member of I.T. Support will be available during school hours. If Computing staff are absent, appropriate cover work will be left to be covered by another member of staff from the same school.

7.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing Acceptable Usage Policy (AUP) relevant to their school, as well as the Recommended Video Call Protocols document.

The correct following of the AUP informs and protects staff and children in the following areas:

- Access to systems
- Security
- Data protection
- Conduct
- E-safety
- Use of e-mail
- Privacy
- Confidentiality
- Copyright
- Reporting issues

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

7.3 Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online, where relevant, including what sites they will be using and who they will be interacting with from our school
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the teaching and resources our school provides
- Know where else they can go for support to keep their children safe online.

8. Mental health

8.1 Children returning to school

Staff and volunteers will be aware of the possible effects that this period may have had on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

Well-being task groups will be run in each part of the school to keep vulnerable pupils under continuous review .

8.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils. Googlemeets will be used to enable counselling sessions to continue with those pupils who are seeing a counsellor.

We will also signpost all pupils, parents/carers and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

Staff and volunteers will be alert to mental health concerns in children who are at home, and act on these immediately, following our reporting procedures as set out in this addendum

9. Staff and volunteer recruitment

We continue to recognise the importance of robust safer recruitment procedures, so that staff and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures for staff and volunteers.

10. Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

New staff and volunteers will continue to receive a safeguarding induction in line with the expectations of Keeping Children Safe in Education.

11. Links with other policies

This policy links to the following policies and procedures:

Safeguarding and Child protection policy

HR manual with staff code of conduct

IT acceptable use policy

Social media policy

Health and safety policy

Online safety policy

Anti-bullying policy