CHILD PROTECTION POLICY ADDENDUM:
COVID-19 SAFEGUARDING ARRANGEMENTS

1. Introduction

Covid-19, and related issues, has affected all schools worldwide, with many educational institutes switching to online teaching and learning platforms for a period of time. This addendum to the College's Child Protection Policy contains details of our individual safeguarding arrangements during this period of online learning until normal school operating procedures resume.

Epsom College in Malaysia is committed to ensuring the safety and wellbeing of all its pupils and staff.

2. Key contacts

Role	Name	Contact Details
Designated Safeguarding Lead	Mrs Kate Carden-Brown *Deputy Head (Pastoral)*	kate.carden-brown@epsomschool.com
Deputy Designated Safeguarding Leads	Mrs Wendy Jones *Deputy Head (Academic)* *Mr James Armstrong* *Head of Prep School*	wendy.jones@epsomschool.com james.armstrong@epsomschool.com
Headmaster	Mr Matthew Brown	Matthew.Brown@epsomcollege.edu.my

A DSL or Deputy DSL will be contactable at all times during term time, including during the MCO when most pupils are not in College but undertaking online learning. Staff and parents/pupils may contact the College's DSL (or their deputies) for advice and support where needed. Where a DSL or deputy is not physically present on site, in addition to the above, a senior leader will assume responsibility for coordinating safeguarding.

The DSL will continue to engage with the College Counsellor, Housemasters/mistresses ("HMMs") and Head of Prep School during the period of the MCO for any concerns over the wellbeing of pupils.

3. Reporting a concern

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy.

Where staff have a concern about a child, they should continue to follow the process outlined in the Child Protection Policy. The College uses an electronic recording system**,** on iSAMS, to record all such safeguarding concerns. Staff are reminded of the need to report any concern immediately and without delay. If there are any concerns about the use of iSAMS staff should contact ian.squires@epsomschool.com immediately.

Where staff are concerned about an adult working with children, they should report the concern to the DSL and/or Headmaster according to the Child Protection Policy.

4.   Online Learning Safety Guidance

There are huge benefits to be gained from the appropriate use of technology, and accessing learning/online lessons whilst at home is a great example of this. However, parents (and staff) need to be aware of the potential risks that go along with this.

Below are details of guidance for staff, pupils and parents of things to consider when delivering virtual lessons, especially where webcams are involved. These are additional to the standing guidance to staff & guidance to pupils in our College policies.

Specific guidance for Online Learning

1. Before live streaming and recording a group lesson or individual hangout, staff must assess for any risks and take appropriate action to minimise harm and protect themselves and their pupils; this includes ensuring that all material and language is age appropriate.

2. Whilst the majority of online learning will take place in groups, it is recognised there might be times when one to one teaching is necessary or it would benefit the pupil to have an individual conversation/lesson with a member of staff (e.g. their HMM) via a google hangout. For Senior School pupils the HMM should be informed of all such one to one lessons/hangouts held with pupils. For Prep School pupils a parent (supervisory adult) must be present at the start of the call to confirm their consent to the individual lesson**.**

3. **Senior pupils**: Parental permission for group hangouts or individual hangouts is not required. However, parents are asked to notify their son/daughter's HMM should they wish that individual hangouts are **not** conducted during the period of online learning. HMMs will inform a pupil's teacher of this request. **All group online lessons and individual hangouts via google will be recorded by the teacher.**

4. **Prep pupils**: Parental permission for group hangouts is not required, though it is expected parents (or a supervisory adult) will be nearby during the online lesson. For individual hangouts with a **Prep School** pupil and teacher, a parent (or supervising adult) must be present and visible at the start of the call. It is suggested that they remain within the vicinity of the call for its duration, but it is understood this may not always be possible in some households. A member of staff should not continue a hangout with a Prep School pupil until they have ascertained there is an adult nearby at the start of the call who gives their consent for the individual hangout. **All group online lessons and individual hangouts via google will be recorded by the teacher.**

5. All communications with pupils must be made using a school, not personal, email account. Any other platform of communication with pupils must be agreed in advance with the Deputy Head (Academic) or (Pastoral).

6. All online recordings will be available to both Prep and Senior School pupils who are unable to attend a livestream lesson.

7. Both staff and pupils must wear suitable clothing, as should anyone else in the household in view.

8. Language must be professional and appropriate for the learning environment and this applies to any family members who may be present during the session.

9. Staff and student computers should be in a communal area where possible, not in bedrooms, and against a neutral background with no photos or personal items visible. Staff are reminded to be mindful of the family set up and of the working spaces that may be available for their pupils.

10. On-line lessons should be kept to a reasonable length of time (between 30-45 minutes) as streaming may prevent the family from 'getting on' with their day and others in the house having access to WiFi. ECiM recommends Hangouts and Hangouts meet. Other platforms like Zoom are **not** to be used.

11. Before commencing online learning, staff and pupils should check anyone nearby is made aware that an online call is about to commence. Staff should ensure all calls at least begin with all cameras turned on so that they can see who they are talking to and in what context they are working in. Any pupils not working in an appropriate environment/dress should be removed from the call and a senior manager notified.

12. All pupils should keep their microphone on mute during the lesson unless asked otherwise by the teacher.

13. If a staff member feels uncomfortable during a call, they should check the lesson is being recorded and explain that they are going to end the call before doing so. In addition, staff have the ability to delete and remove any content in their Hangout area and should do so if inappropriate content/comments are shared. This must be reported to HMMs/Head of Prep/Senior Management and recorded on My Concern accordingly, if appropriate. Parents should also be notified.

14. Only staff are permitted to create meetings and teams – not pupils.

15. Parents and pupils are respectfully reminded not to upload any online lessons/videos provided by staff to social media unless they have the specific prior consent of the College.

16. If parents or staff are concerned about privacy issues or safeguarding matters, please do not use live communication.

17. By bringing staff instruction into the home, the lessons can feel different. The same rules of communication apply as if this were a regularly taught lesson, meaning that the interaction in these lessons is between the teacher and the pupils alone. Further information and advice on online learning and safety can be found via the following links:

    https://iscdigital.co.uk/coronavirus-continuing-learning/
    https://parentinfo.org/
    https://www.internetmatters.org/

5. Supporting pupils in school

The College is committed to ensuring the safety and wellbeing of all its pupils. It will continue to be a safe space for all pupils to attend and flourish. The Headmaster will ensure that, where boarders are permitted to reside in College during the MCO, appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety, including the provision of medical care.

The College will refer to the Malaysian Government's Ministry of Health & Education advice on how to implement social distancing and continue to follow the advice on handwashing and other measures to limit the risk of spread of COVID19.

6. Online safety for pupils in College

The College will continue to provide a safe environment, including online. This includes the use of an online filtering system operated by the College's IT Department.