

Addendum - March 2020

This guidance is to be read alongside the School Child Protection and Safeguarding policy and the Keeping Children Safe in Education 2019 -Statutory guidance for schools and colleges on safeguarding children and safer recruitment.



Merchant Taylors' **School**

Ambition | Character | Excellence

COVID-19 school closure arrangements for Safeguarding and Child Protection at Merchant Taylors' Schools

School Name: Merchant Taylors' Schools

Policy owner: Deiniol Williams

Date: 16th April 2020

1. Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

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

This addendum of Merchant Taylors' Schools Child Protection and Safeguarding Policy contains details of our individual safeguarding arrangements in the following areas:

1. Context
2. Vulnerable Children
3. Children open to Early Help
4. Children not currently known to early Help or Children's Social Care
5. Attendance Monitoring
6. Designated Safeguarding Leads
7. Reporting a concern
8. Safeguarding Training and Induction
9. Safer recruitment/volunteers and movement of staff
10. Online safety in schools and colleges
11. Children and online safety away from school and college
12. Supporting Children not in school
13. Supporting Children in School
14. First Aid-Impact Staff Absence
15. Children who attend or transfer to another setting
16. Peer on Peer Abuse
17. Domestic Abuse - Coronavirus (COVID-19): support for victims of domestic abuse
18. Mental Health
19. Working in Partnership with Merseyside Police
20. Support from LA/Multi Academy Trust
21. Useful Contacts
22. Review of the Policy
23. Further sources of support
24. Extract from Merchant Taylors' Boys' School Remote Learning Expectations

Key contacts

Role	Name	Contact number	Email
Merchant Taylors' Boys' School			
Designated Safeguarding Lead	Deiniol Williams	07982 628620	d.williams@merchanttaylor.com
Deputy Designated Safeguarding Lead	Jonathan Green	0151 928 3308	j.green@merchanttaylor.com
Headteacher	David Wickes	0151 928 3308	d.wickes@merchanttaylor.com
Merchant Taylors' Girls' School			
Designated Safeguarding Lead	Francis Lawell	075849499402	f.lawell@merchanttaylor.com
Deputy Designated Safeguarding Leads	Natalie Houghton Jo Mayne		n.houghton@merchanttaylor.com j.mayne@merchanttaylor.com
Headteacher	Mrs Tao		c.tao@merchanttaylor.com
Merchant Taylors' Primary School			
Designated Safeguarding Lead	Sarah Curwen		s.curwen@merchanttaylor.com
Designated Safeguarding Lead (EYFS)	Elaine Williams		e.williams@merchanttaylor.com
Headteacher (and DDSL)	Elizabeth Lynan		e.lynan@merchanttaylor.com
Merchant Taylors' Junior Boys' School			
Headteacher and DSL	Janet Thomas		j.thomas@merchanttaylor.com

Deputy Designated Safeguarding Lead	Yvette Bonfante		y.bonfante@merchanttaylor.com
Other Key Safeguarding Staff			
Chair of Governors	Mrs Beverley Bell		b.bell@merchanttaylor.com
Safeguarding Governor / Trustee	Dr Jenny Fox Mrs Sandi Gascoigne		j.fox@merchanttaylor.com s.gascoigne@merchanttaylor.com
LA Designated Lead Education Safeguarding	Tracy McKeating	07837863075	Tracy.mckeating@sefton.gov.uk

2. Vulnerable children

Vulnerable children 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.

Those who have a social worker include children who have a Child Protection Plan and those who are looked after by the Local Authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989. (Child in Need)

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.

Eligibility for free school meals, in and of itself should not be the determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead (and deputy) know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

Merchant Taylors' Schools will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the Local Authority Virtual School Head (VSH) for looked-after and previously looked-after children. The lead person for this will be the DSL at the appropriate School .

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at increased risk. In

circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Merchant Taylors' Schools will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, Merchant Taylors' School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Merchant Taylors' Schools will encourage vulnerable children and young people to attend a school, including remotely if needed.

3. Children currently open to Early Help

Children currently being supported by Early Help will largely not attend school during this period, however, if our school have any specific concerns regarding a child open to Early Help in the first instance schools should discuss any concerns they have with Tracy McKeating LA DSL Education Safeguarding who can be contacted on 07837863075 or at tracy.mckeating@sefton.gov.uk

Support for Early Help can also be accessed from the Family Wellbeing Centres in Sefton. There are 3 currently operating across North, Central and South Sefton.

North Locality	Talbot Street Family Well Being Centre St Andrew Place PR8 1HR	01704 534975
Central Locality	Netherton Family Well Being Centre Magdalen Square, Bootle L30 5QH	0151 282 1405
South Locality	Marie Clark Family Well Being Centre Linacre Lane Bootle L20 5A	0151 330 5260

4. Children not currently known to Early Help or Children's Social Care.

In the event a school has concerns about a child not currently known to either Early Help or CSC a referral can be made into the MASH in the usual way. If a school/professional has concerns about a child that relate specifically to Covid19, at this time CSC would encourage professionals to ring the MASH for a conversation about individual case before completing a referral.

5. Attendance monitoring

Local Authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

Merchant Taylors' School and social workers will agree with parents/carers whether children in need should be attending school

Attendance Procedure

- Staff who are on duty at Merchant Taylors' Primary School (where children of key workers and vulnerable children are being accommodated) will take a register each morning
- This information will then be reported to the DfE and La in accordance with their guidelines
- School Staff will contact any pupil that they were expecting to attend, who does not arrive as expected
- In all circumstances where a vulnerable child does not take up their place at school, or discontinues, school will notify the child's social worker

If Merchant Taylors' School has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

To support the above, Merchant Taylors' School will, when communicating with parents/carers confirm emergency contact numbers are correct and ask for any additional emergency contact numbers preferably one outside of the household where they are available.

6. Designated Safeguarding Lead

DSLs for each of the Merchant Taylors' Schools are shown on pages 3&4.

The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case, a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

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 might include updating and managing access to child protection online management system, CPOMS and liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

If a situation occurs whereby there is no DSL available as a school, we will utilise support from a Designated Lead from another Merchant Taylors' School who would be available by phone or video link.

It is important that all Merchant Taylors' School staff and volunteers have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

7. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the School Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead and Headteacher. This will ensure that the concern is received.

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

Where staff are concerned that an adult working, including volunteering, with children in the school has:

- Behaved in a way that has harmed, or may have harmed, a child
- Possibly committed a criminal offence against, or related to, a child
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm

they should use a Local authority Designated Officer (LADO) referral form to report the concern to the headteacher. If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally and followed up with an email to the headteacher. The referral to LADO must be made within 24 hours of the allegation being made. The LADO in Sefton is Tracey Holyhead and she can be contacted on 0151 934 3783 Mobile: 07814059604
Email: Tracey.Holyhead@sefton.gov.uk

Concerns around the Headteacher should be directed to the Chair of Governors: Mrs Beverley Bell.

Merchant Taylors' School will continue to offer support in the process of managing allegations.

8. Safeguarding Training and induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training. We will keep our staff updated by accessing information and safeguarding messages from Sefton LSCB website and other sources.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter Merchant Taylors' School, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as 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

Upon arrival, they will be given a copy of the receiving setting's Child Protection Policy and Safeguarding 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. When recruiting new staff, Merchant Taylors' School will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (KCSIE).

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.

If staff are deployed from another education or children's workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as 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

Where Merchant Taylors' School is 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.

Merchant Taylors' School will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of KCSIE.

Merchant Taylors' School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral'.

During the COVID-19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Merchant Taylors' School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

10. Online safety in schools and colleges

Merchant Taylors School will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where students are using computers in school, appropriate supervision will be in place.

11. Children and online safety away from school and college

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 and Safeguarding Policy and where appropriate referrals should still be made to Children's Social Care and as required, the Police.

Online teaching and learning should follow the same principles as set out in code of practice issued to all staff before the school closure took effect – the relevant extract from this document is included as an appendix (Paragraph 24) to this addendum.

Merchant Taylors' School will ensure any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements.

School will ensure that parents and carers are aware of the importance of children being safe online. This includes emphasising the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children.

The following may be of use to parents and carers in ensuring that the children are safe whilst online at home: (add your own if you wish)

- [Internet matters](#) - 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

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- No 1:1s/tuition sessions, groups only

- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred or bland.
- Consider recording the live class so that if any issues were to arise, the video can be reviewed.
- Live classes 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 any family members in the background.
- Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

12. Supporting children not in school

Merchant Taylors' School is committed to ensuring the safety and wellbeing of all its Children and Young People.

Where the DSL has identified a child 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 child or young person.

Details of this plan must be recorded on CPOMS, as should a record of contact/s that have been made.

The communication plans can include remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

Merchant Taylors' School and their DSLs will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website and social media pages.

13. Supporting children in school

Merchant Taylors' School is committed to ensuring the safety and wellbeing of all its students.

Merchant Taylors' School will continue to be a safe space for all children to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Merchant Taylors' School will refer to the Government Guidance for Education and Childcare Settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.

Merchant Taylors' School will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. This will be bespoke to each child and recorded on CPOMS

Where Merchant Taylors' School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the Local Authority

To help ensure that the risk of virus spread for both staff and children is as low as possible, we will be:

- telling children, parents, carers or any visitors, such as suppliers, not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19)
- ensuring class sizes reflect the numbers of teaching staff available and are kept as small as possible
- asking parents not to come on to the premises other than to drop off or collect their child
- asking only those staff members on the rota to come into school
- ensuring all staff and children wash their hands with soap and water frequently, and are encouraged not to touch their face, while using a tissue or elbow to cough or sneeze and using bins for tissue waste.
- increasing cleaning of surfaces in classrooms, including desks and handles, and within toilet blocks and changing rooms, adhering to [guidance on cleaning of non-healthcare settings](#). This information can be found at <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

14. First Aid -Impact of Staff Absence

If our school does not have a first aider on site during opening hours, we will inform the Local Authority. As a school we will liaise and link with other schools in the local area to ensure we have first aid support. Advice can be sought from St John Ambulance Service at <https://www.sja.org.uk/get-advice/>

15. Children who attend or transfer to another setting

If children from our school are attending another setting, we will provide the school with any relevant child protection/welfare information. This will include access to a vulnerable child's EHC plan, child in need plan, child protection plan, early help plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible virtual school head is). We will envisage this to happen before a child arrives and, where that is not possible as soon as reasonably practicable."

For looked-after children, changes will be managed by the Local Authority Virtual School Head who has responsibility for the child.

16. Peer on Peer Abuse

Merchant Taylors' School recognises that during the 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, Merchant Taylors' School will follow the principles as set out in part 5 of KCSIE and of those outlined within of the 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 CPOMS and appropriate referrals made.

Our school will promote the use of Bully Busters. Currently the Service will not be visiting schools to deliver anti bullying sessions, but they will continue to provide advice and guidance to anyone concerned about bullying. They can be contacted by email bbusters@localsolutions.org.uk. The Helpline will remain open: 3-6pm Monday – Friday – 0800 1696928

17. Domestic Abuse - Coronavirus (COVID-19): support for victims of domestic abuse

At our school we acknowledge that the order to stay at home can cause anxiety for those who are experiencing or feel at risk of domestic abuse. Domestic abuse is unacceptable in any situation, no matter what stresses you are under. For anyone who feels they are at risk of abuse, it is important to remember that there is help and support available to you

<https://www.gov.uk/government/publications/coronavirus-covid-19-and-domestic-abuse/coronavirus-covid-19-support-for-victims-of-domestic-abuse>

We will, as a school, contact Sefton Women's and Children Aid (SWACA) to access free confidential support for women, children and young people throughout Sefton who are experiencing domestic abuse. Due to COVID 19 they are offering support via phone and email.

Tel: 0151 922 8606
Text: 07779745594
Email: help@swaca.com

The team is available **Monday, Tuesday & Thursday** 9.30am – 5.00pm
Wednesday 9.30am – 7.00pm **Friday** 9.30am – 3.00pm

18. Mental Health

Merchant Taylors' School recognises 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 Merchant Taylors' School need to be aware of this in setting expectations of pupils' work where they are at home.

At Merchant Taylors' School we understand as a school that children and young people and their families will be anxious and this can affect children's emotional health and well-being and their overall mental health. Pupils, staff or parents may email the School Counsellor, Ms Lyndsey Kevan at any time during the remote learning period (l.kevan@merchanttaylors.com) if they have concerns about mental or emotional health of pupils.

The Government has issued guidance for parents and carers in relation to children and young people's mental health and well-being. This can be found at <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak>

19. Merseyside Police

Merchant Taylors' School continues to work in partnership with Merseyside Police. We are committed to publishing information produced by Merseyside Police in relation to COVID 19 to protect and safeguard our school community. We will also be reporting to the Police any information we receive as a school that may involve any criminal activity that is taking place including anti-social behaviour outside of school.

20. Support from the LA/Senior Leadership in School

The Senior Leadership Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes, remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction.

The Senior Leadership will also provide regular group and individual supervision sessions. This may take the form of an online meeting.

The LA Designated Lead for Education, Tracy McKeating will provide direct support for Designated Leads across all schools in Sefton.

21. Useful Contacts:

NAME	TELEPHONE NUMBER
Addaction	0707983430995
Bully Busters	0800 169 6928
CAMHS (single point of access)	0151 282 4527
CATCH 22 CE	0151 934 2535
Channel Co-ordinator Claire Wright	0151 777 8328
Children Missing Education Co-ordinator Carole Blundell	0151 934 3181
Virtual Head teacher	0151 934 2226
Education Safeguarding Tracy McKeating	07837863075
Housing Options	0151 934 3541
Independent Domestic Abuse Advisors	0151 934 5142
Local Authority Designated Officer (LADO) Tracey Holyhead	0151 934 3783 Mob: 07814059604
LSCB Administrator Donna Atkinson	0151 934 4706
LSCB Business Manager Deb Hughes	0151 934 4706
Merseyside Police	101/emergency 999
Multi-Agency Safeguarding Hub (MASH)	0151 934 4013/ 4481.
Out of Hours Service	0151 934 3555.
Parenting 2000	01704 380047/0151 932 1163
Rape & Sexual Abuse Centre [RASA] Sefton	0151 558 1801
Sefton Women & Children's Aid (SWACA)	0151 922 8606
SEND Debra Vis	0151 934 2462
VENUS	0151 474 4744

Contacts for children who go to school in Sefton but live in neighbouring Local Authorities

Local Authority	Telephone number	Out of hours
Knowsley MASH	0151 443 2600	0151 443 2600 (same as MASH)
Lancashire Care Connect	0300 123 6720	0300 123 6722
Liverpool Care Line	0151 233 3700	0151 233 3700 (same as Care Line)

22. Review of the Child Protection and Safeguarding Policy

At the present time, things continue to evolve and change daily and in the coming days advice from Central Government may change again. We will continue to keep this Policy under regular review and consult closely with the Local Authority regarding these arrangements to ensure they continue to provide an effective and helpful response for children and families in our school.

23. Further Support

The Department for Education COVID-19 helpline is available to answer questions.

DfE coronavirus helpline

Email: DfE.coronavirushelpline@education.gov.uk

Telephone: 0800 046 8687

Lines are open Monday to Friday from 8am to 6pm and weekends 10am to 4pm.

If you work in a school, please have your unique reference number (URN or UK PRN) available when calling the hotline.

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

Children's guide to coronavirus which aims to answer children's questions about coronavirus, tell children how to stay safe and protect other people and how to help them make the best of their time at home. This can be found at

<https://www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/>

Sefton LSCB for the most up-to-date safeguarding information. You can access this at

<https://seftonlscb.org.uk/lscb>

Expectations

Distance learning requires teachers and pupils to adapt normal classroom routines to the online world, but the normal high expectations of conduct and behaviour will remain. The following directions must be followed:

- The recording of still images, filmed images or audio of staff or other pupils without permission, and the distribution of such images, is strictly forbidden.
- You must log in to any Office365 programme (including Skype for Business) with your school email and password.
- Making inappropriate, offensive or unkind comments, including through emojis and/or images, will not be tolerated.
- Any visual or audio file shared with others must be appropriate to the learning task.
- Pupils must not interfere with another pupil's work without their permission, whether it is work submitted on a platform or shared work in a collaboration space (such as in OneNote).
- There is an expectation that pupils will engage in online collaborative work when requested by their teacher, work in a respectful and helpful manner, following instructions carefully.
- When submitting academic work, students must adhere to the usual standards of academic honesty and be careful not to plagiarise work, avoiding copying off the internet and submitting as their own assignment work, or submitting work as their own without reference to co-authors if the work was generated collaboratively.
- Pupils are expected to take reasonable steps to complete learning tasks in the timescales set by teachers so as to maintain progress in their studies. Distance learning requires greater self-management of task completion by pupils, given the absence of physical face-to-face teacher pupil contact. Timely communication of expected/experienced delays to work submission, and an openness of both parties to listen and adapt to the dynamic challenges collectively faced, are key to maintaining strong teacher-pupil learning relationships and academic progress.
- Pupils should store their electronic work in an organised fashion – using their My Documents folder on a home computer (which could be ordered by subject), their cloud-based OneDrive (available at www.office.com – and sign in with school credentials) or in the usual way expected by their class teacher (e.g. Class Notebook).

Relating specifically to Skype for Business lesson:

- It is expected that pupils will engage in lessons and tutorials in a manner as similar to regular classroom learning as possible. This includes: being properly dressed in shirt and tie; making sure no music is on in the room; mobile phones are not to be used during the lesson unless directed by the teacher, nor are other functions on computers; pupils should have all their equipment ready before the lesson.
- Behaviour when working as part of an online lesson should be as expected in normal classroom learning: quietly attentive; prepared to ask and answer academic questions; attempt learning tasks in good faith, whatever the challenge; engage respectfully with others when collaborating.
- Recording or taking screenshots in online classes is strictly forbidden.
- You must base yourself in a public room in your house, rather than your bedroom.

Pupils who do not adhere to the above expectations may be removed from the online lesson and will be referred to a senior member of staff who will take appropriate action.

N.B. The full version of this document can be found on the School's Firefly pages by following this link:

https://merchanttaylorsschools-my.sharepoint.com/:b:/g/personal/j_andrews_merchanttaylorsschools_com/EV9oqD7iEUJCn4sryDJBVt4BrIAVwzbq20Q3A1cRgq1Oew?e=TuawqB