

## **SAFEGUARDING MEASURES FOR WORKING REMOTELY WITH STUDENTS AT HOME**

1. SEND Supported consultant agrees work in principle with SENCo, who informs DSL. This work will take place within the following guidelines:

*SEND Supported and SENCo have discussed the value of working remotely with [pupil name/s] at home, via Teams/Zoom/Skype. The learning intention is .....*

*Working would be in keeping with Safeguarding guidance from Adrian Over: **Safeguarding arrangements for all Warwickshire schools during COVID-19 school closures, Effective from w/b 23rd March 2020** (see attached). The following guidelines will be adhered to:*

- Written parental agreement will be sought prior to the first session.*
- A parent/carer will be at home and in the room where the child is working.*
- No staff member should use their own ICT or telephone equipment; or private message children. Staff will use only SEND Supported designated laptops/ipads to video conference.*
- All usual school policies will be followed, including the child protection, staff behaviour and ICT acceptable use policies.*

2. SENCo makes contact with parent/carer to explain and endorse the proposed session/s and sends home a copy of the [SEND Supported Privacy Notice with Consent Letter](#) if consent is not already in place. Parent/carer gives the following written email consent which is forwarded to the SEND Supported consultant, if this is not already in place:

*My child's name: ..... Date of birth:.....*

*School:..... Current Year:.....*

*I confirm I have parental responsibility and I have read the privacy notice provided by SEND Supported. I give my consent for SEND Supported to process personal information about my child's health.*

*My name: ..... Date:.....*

4. SEND Supported consultant begins work with pupil, updating SENCo after each session.

Last updated 06/01/21