Greater Grace School of Christian Education

**Staff Code of Conduct Addendum during COVID-19**

**Date: 17 April 2020**

Due to the current unprecedented circumstances of the COVID-19 virus it is necessary that all schools are prepared and have appropriate arrangements in place in relation to the management of any safeguarding or child protection concerns both on and off site during this time. Therefore, we have produced this addendum to our existing school’s Code of Conduct Policy to ensure all staff, trustees and parents understand our protocols for managing child protection concerns during this time.

This addendum should be read in conjunction with the main Staff Code of Conduct policy, which outlines the school’s use of internet technology, confidentiality, relationships with students, and use of social media.

All one-on-one contact off site with students should be undertaken with complete parental agreement.

The school will obtain written consent forms from the parents concerning contact during off site learning which will be kept on file.

Staff are asked to consider the following:

1. If recording videos or livestreaming lessons, make sure to film in a neutral area where nothing personal or inappropriate can be seen or heard in the background.  
   If communicating with students online, make sure the platform you are using is suitable for their age group. Also check the privacy settings.
2. If it is appropriate to communicate with a child on an individual basis – for example, to give feedback on a piece of work – use parents’ email addresses or phone numbers where possible and safe to do so.
3. Ensure that you are able to contact the school’s DSL if you have any concerns about a child. The DSL will keep a note of any contact numbers they may need while the school is closed, for example, children’s social care and the local police.
4. Talk to children regularly about the benefits and risks of the online world and give them space to ask questions.
5. Give the children opportunities to talk about how they are doing, when appropriate, and consider how to respond if this reveals any mental and emotional health or well being concerns. The staff team and Chair of Trustees are available to support you.
6. Remind children and young people that they can talk with Diane, our DSL, or other staff as they would in school if they are worried about anything or need to talk to someone while the school is closed. Also, Childline can be contacted for free on 0800 1111, or children can [get support online](https://www.childline.org.uk/get-support/).