



# SAFEGUARDING AND CHILD PROTECTION POLICY AND PROCEDURE

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## 1. Introduction

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The Petit Club Français d'Oxfordshire is committed to creating a safe and inclusive environment for all students. We believe that all children and young people deserve the opportunity to learn and reach their full potential without the fear of harm or abuse. This policy outlines our approach to safeguarding and child protection. It also aims to make sure that the actions of any adult in the context of the activities carried out by the organisation are transparent and safeguard and promote the welfare of all young people.

## 2. Definition of Safeguarding

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Safeguarding refers to protecting children's well-being, health, and development. It includes:

- Protecting children from abuse and maltreatment
- Preventing harm to children's health or development
- Ensuring children grow up in safe and effective care
- Taking action to enable all children to have the best outcomes

## 3. Type of Abuse

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Different types of abuse include:

- **Physical abuse:** causing physical harm such as hitting, shaking, or burning.
- **Emotional abuse:** persistent emotional maltreatment such as humiliating, threatening, or isolating a child.
- **Sexual abuse:** forcing or enticing a child into sexual activities.
- **Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs.
- **Bullying/Cyberbullying:** See the School's Anti-Bullying Policy

## 4. Our responsibilities

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All staff, Trustees and volunteers have a responsibility to:

- Be aware of the signs of abuse and neglect
- Know how to respond to any concerns
- Be aware of and follow the school's safeguarding procedures

It is good practice to be as open and honest as possible with parents/carers about any concerns.

## 5. Recognizing signs of abuse

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Signs of abuse can be physical, emotional, sexual abuse, and neglect. Individuals within the organisation need to be alert to the potential abuse of children both within their families and also from other sources including abuse by members of that organisation.

The organisation should know how to recognise and act upon indicators of abuse or potential abuse involving children. There is an expected responsibility for all members of the organisation to respond to any suspected or actual abuse of a child in accordance with the school's policy and procedures.

Signs of abuse can include:

- A child may be experiencing abuse if he or she is:
- frequently dirty, hungry or inadequately dressed
- left in unsafe situations or without medical attention
- constantly "put down", insulted, sworn at or humiliated
- seems afraid of parents or carers
- severely bruised or injured
- displays sexual behaviour which doesn't seem appropriate for their age
- growing up in a home where there is domestic violence
- living with parents or carers involved in serious drug or alcohol abuse.

It is good practice to be as open and honest as possible with parents/carers about any concerns.

## 6. Designated Safeguarding Leads

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Le Petit Club's Designated Safeguarding Leads are:

	Name Email address	Telephone
Designated Safeguarding Lead (DSL)	Claire de Wambrechies <a href="mailto:governance@petitcluboxford.org">governance@petitcluboxford.org</a>	07599681030
Deputy Designated Safeguarding Lead (DDSL)	Céline Cornereau <a href="mailto:governance@petitcluboxford.org">governance@petitcluboxford.org</a>	07715959163

They are responsible for:

- Dealing with any safeguarding concerns
- Contacting relevant external agencies, such as Children's Social Care or the Police
- Providing support and advice to staff
- Maintaining safeguarding records

## 7. Reporting Concerns

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Students, parents, and staff should report any safeguarding concerns to the DSL immediately in person, via email ([governance@petitcluboxford.org](mailto:governance@petitcluboxford.org)) or telephone (see details provided in Section 6 above). A detailed **procedure on how to handle and report safeguarding concerns** is provided in **Annex 1, page 8** of this Policy Document.

## 8. Our Approach to Safeguarding

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We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 2004
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- Valuing them, listening to and respecting them.
- Adopting child protection practices through procedures and a code of conduct for staff and volunteers .
- Promoting a zero-tolerance approach to child-on-child sexual violence and harassment in which pupils are confident to report it and staff are confident to identify and respond, and to promote a school culture of safety, equity and protection as also highlighted in ***Le Petit Club's Anti-Bullying Policy and Procedure***.
- Ensuring that Trustees are all trained in Safeguarding and provide oversight over good practices in the school, including ensuring procedures, codes of conduct, and policies are updated regularly and known and implemented by all staff and volunteers who will also receive appropriate and regular accredited safeguarding training in line with their responsibilities<sup>1</sup>.
- Providing effective management for staff and volunteers through supervision, support and training to ensure they are competent to carry out their safeguarding responsibilities and feel supported in this role.
- Recruiting staff and volunteers safely, ensuring all necessary checks, including Disclosure and Baring Service (DBS) checks, are made.
- Developing and implementing an effective e-safety policy and related procedures.
- Sharing information about child protection and good practice with children, parents, staff and volunteers.
- Sharing concerns with agencies who need to know, and involving parents and children appropriately.

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<sup>1</sup> For teacher who teach online additional training on cyber security and online safeguarding will be provided in addition to standard safeguarding training.

- Ensuring that teachers do not communicate with children or their parents via social media or personal email accounts and use the shared teachers email address

This policy is implemented through the following procedure and will be reviewed and updated on a regular basis, at least annually.

## 9. Legal framework

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This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Education (Independent School Standards) Regulations 2014; Statutory framework for the Early Years Foundation Stage (DfE, September 2023).
- Education and Skills Act 2008.
- Children Act 1989.
- Children Act 2004.
- Childcare Act 2006.
- Safeguarding Vulnerable Groups Act 2006.
- Children and Social Work Act 2017.
- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR).
- Equality Act 2010
- Human Rights Act 1998.
- Domestic Abuse Act 2021

## 10. Definitions and Applicability

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In this Policy:

- **Child / Children** means all young people who have not yet reached their 18<sup>th</sup> birthday.
  - **DSL** means the Designated Safeguarding Lead.
  - **LADO** means Local Authority Designated Officer.
  - **MASH** means the Multi Agency Safeguarding Hub.
  - **Parent** means those holding parental responsibility or other officially-appointed carers for current registered Petit Club d'Oxfordshire's pupils.
  - **Safeguarding** means the action that is taken to promote the welfare of children and protect them from harm.
- Staff** means all those working permanently or temporarily for or on behalf of the Petit Club d'Oxfordshire (including trustees and other volunteers).

## 11. Review

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This policy is implemented through the procedures and code of conducts described in Annexes and is reviewed by the Board of Trustees and updated on a regular basis, at least annually.

Date adopted by Board of Trustees:	15 September 2024
Date for Review :	September 2025
Cross Reference with other Policies, procedures and codes of conduct	<ul style="list-style-type: none"><li>• Data protection Policy</li><li>• Anti-Bullying Policy and Procedure</li><li>• Health and Safety Policy and Procedure</li><li>• Terms and Conditions of Enrolment</li><li>• Staff and Volunteers Code of Conducts</li></ul>

# Annex 1. Procedure to handle safeguarding concerns

## 1. Purpose and Aim of the Procedure

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This procedure aims to clarify how staff, Trustees or volunteers of Le Petit Club Français d'Oxfordshire should handle and report safeguarding concerns about a child.

Abuse or neglect of a child is caused by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or more rarely by a stranger.

## 2. Reporting obligations of staff

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- **Be Vigilant:** All staff must be aware that abuse or neglect can happen in any setting. If you have any concern about a child's well-being, act in their best interests.
- **Understanding Barriers:** Children may not disclose abuse or recognize it as harmful due to fear, embarrassment, disability, or other factors.
- **Reporting Obligations:** Staff must report:
  - Concerns about a child's safety.
  - Concerns about the safety of others associated with the school.
  - Safeguarding concerns about any staff or school associate.
- **Follow-up** to ensure concerns are addressed.

## 3. Reporting Procedure:

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### 3.1 If a member of Staff has a safeguarding concern about a Child:

Immediate action may be necessary at any stage in involvement with children and families. If any parent or young person/child has any concerns about the conduct of any member of the organisation, this should be raised in the first instance with the **DSL (see Section 6, page 4 of this Policy for contact details)**.

**IN ALL CASES IT IS VITAL TO TAKE WHATEVER ACTION IS NEEDED TO SAFEGUARD THE CHILD/REN ie:**

- **If emergency medical attention is required this can be secured by calling an ambulance (dial 999) or taking a child to the nearest Accident and Emergency Department.**
- **If a child is in immediate danger the police should be contacted (dial 999) as they alone have the power to remove a child immediately if protection is necessary, via Police Protection Order.**



*If a member of Staff receives an allegation or disclosure of Abuse from a Child or about a Child*

<p><b>Receive</b></p>	<ul style="list-style-type: none"> <li>• Don't ask the child to come back later</li> <li>• Listen to what is being said, without displaying shock or disbelief</li> <li>• Accept what is said and take it seriously</li> <li>• Make a note of what has been said as soon as practicable</li> </ul>
<p><b>Reassure</b></p>	<ul style="list-style-type: none"> <li>• Reassure the pupil, but only so far as is honest and reliable</li> <li>• Don't make promises you may not be able to keep e.g. « I'll stay with you » or « everything will be alright » or « I will keep this confidential »</li> <li>• Do reassure e.g. « I believe you », « I am glad you come to me », « I am sorry this has happened », « We are going to do something together to get help ».</li> </ul>
<p><b>Respond</b></p>	<ul style="list-style-type: none"> <li>• Respond to the pupil only as far as is necessary for you to establish whether or not you need to refer this matter, but do not interrogate for full details.</li> <li>• Do not ask « leading » questions e.g; « did he touch your private parts? » or « did she hurt you? » Such questions may invalidate you evidence (and the child's) in any later prosecution in court.</li> <li>• <b>'TED'</b> is helpful to remember. Do you want to <b>TELL</b> me a bit more about that? Can you <b>EXPLAIN</b> a little more for me? Are you able to <b>DESCRIBE</b> that for me?</li> <li>• Do not ask the child why something has happened.</li> <li>• Do not criticise the alleged perpetrator; the pupil may care about him/her, and reconciliation may be possible</li> <li>• Do not ask the pupil to repeat it all for another member of staff. Explain what you have to do next and whom you have to talk to. Reassure the child that it will be the DSL and that they are experienced in helping children.</li> <li>• Ask the child if they would prefer to be there with you when explaining the situation to the DSL. Many children prefer to feel a greater sense of control over their information and experience.</li> <li>• Be mindful of the child's wishes concerning terminology, particularly the use of the word 'victim' as the child may not wish to be described in this way.</li> </ul>
<p><b>Report</b></p>	<ul style="list-style-type: none"> <li>• Share concerns with the DSL as soon as possible over the phone initially. The DSL will then share with appropriate members of staff, including other Trustees as required and on a need to know basis.</li> <li>• If you are not able to contact the DSL or a DDSL, and the child is at risk of immediate harm, contact MASH or Police immediately</li> </ul>

<p><b>Record</b></p>	<ul style="list-style-type: none"> <li>• Make immediate notes and save them into the restricted 'safeguarding complaints' folder promptly.</li> <li>• After sharing, securely shred notes to maintain confidentiality.</li> <li>• Document date, time, location, attendees, and noticeable nonverbal behavior.</li> <li>• Record exact words used by the child, including any sexual language, without translation.</li> <li>• Use a body map to mark the location of any visible bruises.</li> <li>• Focus on recording factual observations rather than interpretations or assumptions.</li> <li>• Describe behaviors objectively, avoiding personal reactions or judgments.</li> </ul>
<p><b>Remember</b></p>	<ul style="list-style-type: none"> <li>• Support the child: listen, reassure, and be available.</li> <li>• Complete confidentiality is essential. Share your knowledge only with appropriate professional colleagues.</li> <li>• Get some support for yourself if you need it.</li> </ul>

*If a member of Staff receives an allegation of Child-on-Child abuse against a Child*

**Details of the allegation should be referred to the DSL immediately.**

- If a strategy discussion with any external agencies (such as the Multi-Agency Safeguarding Hub) or the Police is required: The DSL will consult those agencies and agree the information that can be disclosed in advance of informing the Parents of the Child
- The DSL will inform the Parents of the Child who has experienced the alleged abuse
- All parents should be kept informed about the progress of incidents (including the outcome of any internal sanctions) in all cases other than where there is a criminal prosecution.
- Appropriate support tailored to the needs of the Children involved will be put in place for all children involved.
- A confidential log of correspondence and handling of the matter will be kept by the Petit Club for as long as is required for the resolution of such matters, or if an external investigation is required by relevant authorities in line with the Petit Club's Data Protection Policy. Only the DSL and any other Trustee designated to support the investigation will be given access to the details of the case.

*If a member of Staff is concerned about or receives an allegation against another member of Staff*

Receiving allegations against colleagues, especially those with whom one shares professional relationships or friendships, can be unsettling. However, prioritizing the child's well-being is paramount, and all allegations must be received impartially and reported accurately.

This procedure should be followed in cases where it is alleged that a staff member has:

- Engaged in conduct that has harmed a child or could potentially harm a child.
- Potentially committed a criminal offense against a child or in relation to a child.

- Behaved towards a child or children in a manner suggesting a risk of harm to children.
- Behaved, or may have behaved, in a manner indicating unsuitability to work with children (including Transferable Risks).

#### Is the concern about a Trustee?

Raise the concern with the Trustee board as soon as possible. If the Trustee board is not available, then the LADO should be contacted.

The trustee board will contact the LADO before carrying out any investigation into the allegation internally.

#### Is the concern about a teacher or other employee from the Petit Club?

Raise the concern with the DSL as soon as possible.

The DSL or director will meet with the trustee board to establish next steps. If concerns pose an immediate risk to children, the involvement of Police and LADO will be actioned.

## 4. Key external contacts

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	Email address	Telephone
Local Authority Designated Officer(s) - (LADO) Website: <a href="https://www.oscb.org.uk/practitioners/local-authority-designated-officer-lado/">https://www.oscb.org.uk/practitioners/local-authority-designated-officer-lado/</a>	Reporting allegations against people working with children: <a href="mailto:lado.safeguardingchildren@oxfordshire.gov.uk">lado.safeguardingchildren@oxfordshire.gov.uk</a>	01865 810603
Multi-Agency Safeguarding Hub (MASH) <sup>2</sup>	Professionals reporting a concern about a child: <a href="https://myehmportal.oxfordshire.gov.uk/web/portal/pages/home">https://myehmportal.oxfordshire.gov.uk/web/portal/pages/home</a> Member of the public reporting a concern: <a href="https://myehmportal.oxfordshire.gov.uk/web/portal/pages/mopsafeguard#h1">https://myehmportal.oxfordshire.gov.uk/web/portal/pages/mopsafeguard#h1</a>	0345 050 7666 (for urgent response from Children's Social Care only)
UK Safer Internet Centre	<a href="mailto:helpline@saferinternet.org.uk">helpline@saferinternet.org.uk</a>	0344 381 4772

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<sup>2</sup> The Multi-Agency Safeguarding Hub (MASH) enables the sharing of information between services so risks to children can be identified at an early stage. It is a link between schools, GPs, the police, ambulance service and social care. MASH is a partnership between Oxford City Council, Oxfordshire County Council, Thames Valley Police, The National Probation Service, NHS health services, South Central Ambulance Service and Drug and Alcohol Services.

NSPCC whistleblowing helpline 42 Curtain Road London EC2A 3NH <a href="https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/">https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/</a>	help@nspcc.org.uk	0800 028 0285
<b>Report Abuse in Education Helpline</b> A dedicated helpline for children and young people who have experienced abuse at school, and for worried adults and professionals that need support and guidance, including for non-recent abuse.	help@nspcc.org.uk	0800 136 663

## 5. Referrals to the Disclosure and Barring Service (DBS) and Teaching Regulation Agency

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### 5.1 Report to the DBS:

Le Petit Club is under a legal duty to make a referral to the DBS where a member of Staff is removed by our FLAM School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child. The DBS will then consider whether to impose sanctions which may restrict or prevent that person from working with children in future.

### 5.2 Report to the Teaching Regulation Agency:

If a teacher is dismissed because they are found to have committed serious misconduct, or their conduct has breached the Teachers' Standards, or they resign prior to dismissal on such grounds, the School will also make a referral to the Teaching Regulation Agency. The Teaching Regulation Agency will consider whether to impose a prohibition order on that person which prevents them from undertaking teaching work in future.

## 6. Record keeping

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### 6.1 Records of low-level concerns:

Low level concerns will be recorded in writing. The record of the concern will be retained so that potential patterns of concerning, problematic or inappropriate behaviour can be identified and addressed. Records of low-level concerns that have been addressed with an individual will usually be kept on the individual's personnel file. In addition, all low level concerns, including those that have not been addressed formally under the School's procedures, will also be stored securely in a central file (Concerns and Allegations Record).

## 6.2 Recording low level concerns:

The Concerns and Allegations Record will set out the name of the individual involved (if an individual is named), a brief description of the concern and the context in which it arose, any investigation that has been carried out, and the outcome / result of the investigation into the concern. The name of the individual who has raised the concern should also be noted. Where that individual wishes to remain anonymous the School will try to accommodate this as far as reasonably possible, but cannot guarantee anonymity in all circumstances.

## 6.3 Records of allegations that may meet the harm threshold:

Details of allegations that may meet the harm threshold will be recorded both on the individual's personnel file and the Concerns and Allegations Record. The individual's personnel file and the Concerns and Allegations Record will include a summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken in response to the allegation.

## 6.4 Storage and security of Concerns and Allegations Record:

The Concerns and Allegations Record will be stored electronically by the Nominated DSL only and will be accessible by the Deputy DSL only.

## 6.5 Malicious or false low-level concerns and allegations:

Details of low level concerns and allegations found to be malicious or false will be removed from personnel records and the Concerns and Allegations Record.

## 6.6 Retention of records:

In line with Le Petit Club's information and records retention policy, all records should be retained until the accused has reached pension age, or a period of 10 years from the date of allegation, whichever is longer. Records should be reviewed at the end of the retention period in case it is necessary to keep it for longer.

# 7. References

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## 7.1 Low level concerns:

Low level concerns will not be disclosed in a reference unless they were addressed formally and resulted in a sanction under the school's disciplinary or capability policies and procedures and it is otherwise appropriate to disclose them.

## 7.2 Allegations that meet the harm threshold:

Allegations that meet the harm threshold will be disclosed in a reference if the allegation was found to be substantiated (including any cases in which any disciplinary sanction has expired). The school will not disclose information about allegations that were found to be false, unfounded, unsubstantiated, or malicious.

## Annex 2. Safeguarding Practices for In-person Classes

In order to ensure that children are as safe as possible during their time at our clubs, we also implement the following practices at the various venues where we offer classes/clubs:

### Beginning/end of class

- Children are typically supervised by the teachers during the class; some teachers are sometimes supported by an assistant.
- We endeavour to have an adult supervising the children in the building for the Tuesday classes whilst children wait for their class to start (from 4:30pm). These steps aim to prevent situations of unaccompanied child being in contact with an unsupervised adult. However the children remain under the responsibility of their parent/guardian until the beginning of the lessons in the classrooms (at 4.45pm).
- Children are only collected by their custodial parents or persons authorised by such parent. If a child is going home alone, this is only possible after the parents have signed a disclaimer.
- A parent or other adult guardian (if not parent or guardian on the registration form, we will need a written permission, please see below) must pick up each student shortly after the end of the class. If for any reason there may be a delay in collecting a child at the end of the class, please let us know. We can only provide supervision for children during and shortly after course times
- Any derogation to this policy will have to be made in writing to the Petit Club's Management by email at [info@petitcluboxford.org](mailto:info@petitcluboxford.org).
- For our online lessons, all families comply with an online teaching consent form.

### Supervision during class

- The teacher in charge of the class will record student attendance and will supervise students at all times for the duration of the scheduled class.
- If you wish your child to leave early, please let us know in advance (to [info@petitcluboxford.org](mailto:info@petitcluboxford.org)). Please also let us know about any absences.
- Any concerns about the behaviour of other students should be reported to the teacher or to Trustees at [governance@petitcluboxford.org](mailto:governance@petitcluboxford.org).
- Children are also put in groups of similar age range and the clubs are designed for children up to 12-13 years old. (i.e no mixing of very young children with much older ones / teenagers).
- We apply the following adult to child supervision ratios at all times:
- Children under 4 years - Parents/Carers/Guardians present to supervise their own child/children at all times.

- Children aged 4 and over – 1:10 ratio.
- We ensure that all staff and volunteers who have the primary responsibility to work with or who might come into contact with children undergo DBS checks and that, where allowed, such checks are at an 'Enhanced' level irrespective of whether or not this is a requirement
- During special Petit Club events, and before/after Classes, we insist on the fact that all children have to be accompanied, and under supervision of one parent or guardian, and that they are under full responsibility of such adult at all times.

## Supervision during break

- Where there is a break in the middle of a class, we advise that students under the age of 18 remain on the premises and cannot accept any responsibility for any incident which occurs if the student exits the Petit Club d'Oxfordshire premises.
- Where a child does not have parental consent to arrive/leave alone, we will not permit them to leave the premises during a break.

## Toilet facilities

There are separate staff and pupils toilets in both St Emmanuel School and Cherwell School. Only one person can use one toilet at a time. Please note that children can only go to the pupils' toilets under the supervision of a Trustee, teacher, their parents if on site or DBS checked volunteers<sup>3</sup>. However none are permitted to enter the toilet with the child.

## Communication outside class

Teachers should only communicate with parents about the progress of a child in class or to share learning materials and homework by using their individual Petit Club email address<sup>4</sup>. Teachers and parents are not permitted to communicate directly via personal social media accounts, mobile phones or email addresses. If parents wish to share concerns about their child's wellbeing, progress in the class, or attendance, they should contact the Trustees directly at [info@petitcluboxford.org](mailto:info@petitcluboxford.org). If parents wish to share a complaint about anything related to the Petit Club's activity, or staff volunteers or Trustees' behaviour, they should follow the [Petit Club's Complaints Policy and Procedure](#) to report their concerns. Where we have a concern about a child, we will follow this up using our safeguarding framework (the teacher will consult with the safeguarding lead and they will decide together on an appropriate course of action). If we do have any concerns, you can expect that we will communicate with you or report to the relevant authorities as necessary.

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<sup>3</sup> Volunteers will have received basic safeguarding training at a minimum.

<sup>4</sup> Accessible by the Trustees of Le Petit Club.



## Allergies/Special dietary needs:

- The parent/guardian should let the Petit Club d'Oxfordshire know, when registering their child with the Petit Club or via email [info@petitclubocford.org](mailto:info@petitclubocford.org), about any allergies, intolerances or special dietary restrictions.
- Where the student wishes to bring their own snack onto the Petit Club d'Oxfordshire premises, **we request no nuts**.
- Students should not share snacks around the class without the prior authorisation of the teacher, who will be aware of the dietary information provided by parents/guardians.

## Events

During special Petit Club events, and before/after Classes, we insist on the fact that all children have to be accompanied, and under supervision of one parent or guardian, and that they are under full responsibility of such adult at all times.

## Annex 3. General Terms and code of conduct for online classes

### General code of conduct

The Petit Club d'Oxfordshire staff, teachers and volunteers will adhere to the Code of Conduct with children and young people of the Petit Club d'Oxfordshire.

The Petit Club d'Oxfordshire staff, teachers and volunteers will abide by the Child Protection Policy and Procedure.

### Code of conduct for online classes

The Petit Club d'Oxfordshire provides a service to the public by allowing children and adolescents to access its classes. Persons under 18 years of age must be supervised by a parent or guardian, who must ensure the following:

- The child understands that although they are at home, they must behave in a manner similar to what would be expected at school, in terms of behaviour, appropriate language, and respect for teachers and classmates.
- The child's image will be visible to the teacher and other students: they must be appropriately dressed, attend the online classroom from a location where the parent can maintain supervision<sup>5</sup>, and ensure that the background to their image is reasonably neutral and that no items or elements appear in the image which violate their privacy or could offend other participants.
- All other householders should be aware that the child is in an online classroom and should try to avoid appearing in the image or the audio.
- Children should be aware that they are in public and should observe basic internet safety guidelines: they should not share personal information such as their address or social media profile information. The teacher will at no point request this information.
- Microphones and cameras should be disabled once the class has concluded and during break times.

### Supervision during Class

The teacher in charge of the class will record student attendance and will directly supervise students for most of the duration of the scheduled class as long as they remain in the online classroom. The parent/guardian will receive an email notification from the Petit Club in the event that their child does not attend class or attends only a portion of their class.

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<sup>5</sup> We recommend that parents remain in the same location as the pupil to supervise their attendance in the online lesson where possible. **However, if parents are not able to be present whilst the lesson takes place on a regular basis, we request that they inform le Petit Club via [info@petitcluboxford.org](mailto:info@petitcluboxford.org).**

The safeguarding lead and Trustees will have access to the online classroom and will check in on the classes periodically, like they would in a school-based class.

Although they may not take part in the class, parents/carers should also feel free to sit in with the students or observe periodically if they like, refraining from intervening, just as they would with a tutor visiting their home.

A “record” function is available within the educational software to the classroom moderator (teacher) – for privacy and data protection reasons we will not be using this function.

## Connecting to the class

When downloading the software, to protect the child’s privacy, we recommend that parents of children aged 12 and under use their own contact details, and not the child’s. The email address given during the registration will be used to send the online software information.

Children over 12 may use their own email addresses for the software connection. Children should feel free to write their first name only when entering the classroom, but must use their real first name so that they can be identified by the teacher.

Please be aware that your teacher will send a meeting link by email to the parents’ email address for the first connection at least, which you should not share, since it could allow unauthorised persons to temporarily enter the classroom.

## Communication outside class

A parent and child over 12 years old may decide whether the teacher may use the child’s email address to send class materials such as exercises and the class plan, in which they should inform the teacher. If they do use the child’s address, they will place the parent in copy in all communications and use their individual Petit Club email address. Otherwise, the teacher will communicate materials directly with the parent by email.

Teachers should only communicate with parents about the progress of a child in class or to share learning materials and homework by using their individual Petit Club email address<sup>6</sup>. Teachers and parents are not permitted to communicate directly via personal social media accounts, mobile phones or email addresses. If parents wish to share concerns about their child’s wellbeing, progress in the class, or attendance, they should contact the Trustees directly at [info@petitcluboxford.org](mailto:info@petitcluboxford.org). If parents wish to share a complaint about anything related to the Petit Club’s activities, or staff volunteers or Trustees’ behavior, they should follow the [Petit Club’s Complaints Policy and Procedure](#) to report their concerns.

Where we have a concern about a child, we will follow this up using our safeguarding framework (the teacher will consult with the safeguarding lead and they will decide together on an appropriate course of action). If we do have any concerns, you can expect that we will communicate with you or report to the relevant authorities as necessary.

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<sup>6</sup> Accessible by the Petit Club’s Trustees