

Remote learning policy

Approved by: Eric Diment **Date:** December 2020

Last reviewed on:

Next review due by: December 2022

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1. Aims

Our pupils cannot access traditional forms of remote learning, such as remote learning platforms and social media. However all efforts will be made to ensure they have meaningful and genuine activities that promote learning to engage in during periods of prolonged time at home.

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must agree the time they are available to speak with parents and provide meaningful face-to-face time for pupils.

When providing remote learning, teachers are responsible for:

- Discussing elements of EHCP provision, such as targets and success criteria with parents in order to decide suitable elements of this to prioritise for home learning.
 - The amount of learning they need to provide
 - How it will be assessed between the teacher and the parent
 - If access to a device is needed, how this will be facilitated, liaison with IT consultant and Head teacher
 - Organise resources that may need delivering to a pupil at home, make sure they are clean, suitable and have adequate instructions. Liaise with admin staff to arrange safe drop off and pick up of said resources.
 - Agree times for meaningful face-to-face learning remotely or, where risk assessed, after school hours. Learning support staff will be paid for this.

➤ Providing feedback and support

- How this will be meaningful and timely
- How they're expected to share feedback with pupils via social media or via parents
- Regular contact means: Twice weekly by telephone in order to discuss learning and pastoral care, no longer than 15 minutes at a time.
- If parents wish to communicate by email, they need to use the admin account and this must be within working hours
- Any complaints, behavioural issues or safeguarding issues should be immediately forwarded to the Head teacher or Deputy Head teacher.

➤ Attending virtual meetings with staff, parents and pupils – cover details like:

- Dress code is identical to the in-school dress code (please see staff handbook)
- Locations: background noise must be avoided, please make sure you have checked permissions if you are going to show pupils or their classmates.

2.2 Learning support Assistants (LSAs)

When assisting with remote learning LSAs must be available at times agreed with the teacher and the parents.

When assisting with remote learning, LSAs are responsible for:

➤ Supporting pupils who aren't in school with remote learning

- Any pupils who cannot attend due to long term illness or shielding
- Follow teacher direction with regards to social media, support or the making of resources

➤ Attending virtual meetings with teachers, parents and pupils – cover details like:

- Dress code is identical to the in-school dress code (please see staff handbook)
- Locations: background noise must be avoided, please make sure you have checked permissions if you are going to show pupils or their classmates.

2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing learning and reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations - (Head teacher)

2.5 Designated safeguarding lead

The DSL is responsible for:

- Making sure that the child protection policy is upheld through all remote learning. (Please see child protection policy 2020)

2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day via their parents
- Engage in any learning given

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete learning.
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

2.8 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning, ensuring education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting learning- discuss with relevant specialist in school, e.g. autism team, PE lead, Sensory lead or speech therapist
- Issues with IT – talk to Admin and or Con-Ed IT
- Issues with their own workload or wellbeing – talk to Head teacher
- Concerns about data protection – talk to the data protection officer - initially speak to the Head teacher who will pass this on to DPO
- Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will explain:

- How they can access the data, from a secure server on your IT network
- Only school computers or laptops will be used to deliver remote learning

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this is necessary for the school's official functions, individuals will not need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

4.3 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Remote learning where there is face-to-face contact with children will always take place with parents in the room. Parents and children must be appropriately dressed (not in pyjamas or any other type of sleepwear and ideally in school uniform or clothes similar to school uniform).

Staff will be alone or in school with colleagues. If at home, family members of the staff will not be allowed in the room where the remote learning is taking place. Minutes of the remote learning will be taken by the member of staff and then shared to and agreed by the parent.

Microsoft teams will be used exclusively. No other media will be permitted.

6. Monitoring arrangements

The Head teacher will review this policy. At every review, it will be approved by the Full Governing Body.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy