

Remote Learning Policy



Remote learning policy			
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Contents

1. Aims.....	2
2. Roles and responsibilities	2
3. Who to contact.....	5
4. Data protection	5
5. Safeguarding	6
6. Monitoring arrangements.....	6
7. Links with other policies.....	6

1. Aims

This remote learning policy for staff aims to:

- › Ensure consistency in the approach to remote learning for children 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 be available for their contracted hours and contactable at all times in the event of an emergency.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

During term time call the Executive Headteacher in the first instance on her home telephone number or if no response on her mobile telephone number.

On a work day, if you have not already reported your absence, you will need to call before or as close to 7.00am for WWI school. For Oakengates Nursery you will need to call before or as close to 6.30am.

Please call by 2.00pm the day of first absence to confirm when you intend to return to work unless the Executive Headteacher has agreed not to do so.

Staff at Oakengates Nursery in non-term time will call the Day Care Manager

When providing remote learning, teachers are responsible for:

- › Setting work for their class on electronic platforms

- Completing a weekly plan matched to individual needs for learning
- Monitoring engagement in learning
- Communicating to senior leaders if children are not engaging with their remote learning
- Communicating with and supporting parents if children are not engaging
- Where children have limited access to devices providing a device or learning pack
- Providing feedback on work regularly
- Keeping in touch with children who aren't in school and their parents via emails, phone calls or social media)
- Manage any behavioural issues, such as failing to complete work
- Attending virtual meetings with staff, parents and children – cover details like: Be mindful of dress code and location (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.2 Teaching assistants including early years practitioners

When assisting with remote learning, teaching assistants/early practitioners must be available Monday to Friday for their contracted hours.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure (*please see the procedure above*)

When assisting with remote learning, teaching assistants/early years practitioners are responsible for:

- Supporting children who aren't in school/nursery with learning remotely
- Monitoring engagement in learning
- Keeping in touch with children who aren't in school/nursery and their parents via emails, phone calls or social media)
- Attending virtual meetings with staff, parents and children – cover details like: Be mindful of dress code and location (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.3 Subject leaders including SENDCo

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other

- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

2.4 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, subject leaders, and SENDco reviewing work set.
- Reaching out for feedback from children and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

We aim to have a trained DSL on site wherever possible.

The school and nursery have a number of DSL's who will take responsibility for co-ordinating safeguarding if the Executive Headteacher (Lead DSL) is not on site.

The DSL will liaise with the Executive Headteacher if necessary so the DSL can

- Identify the most vulnerable children in school/nursery
- Update and manage access to child protection files, where necessary
- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

2.6 IT Gold Technician

IT staff are responsible for:

Insert details, such as:

- Fixing issues with systems used to set and collect work
- 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 children and parents with accessing the internet or devices

2.7 Children and parents

Staff can expect children learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here
- 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 to ensure 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 their line manager to reach a resolution swiftly.

4. Data protection

4.1 Accessing personal data

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

- Access the data, on T&W a secure cloud or server T&W services IT network
- Use a school/nursery device to access personal data.
- Not save any school/nursery personal on any personal device

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and telephone numbers as part of the remote learning system. As long as this processing is necessary for the school's/nursery's official functions, individuals won't 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 school/nursery work is completed via the cloud and no information is saved on the hard drive of the computer– 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

The Federation's Child Protection Policy is saved on the shared T drive please ensure you are familiar with any addendums that have been sent to you during school/nursery closure.

6. Monitoring arrangements

This policy will be reviewed termly by the Governing Board.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection 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