

# Remote learning policy

## St. Giles Junior School

Awaiting Ratification

**Approved by:**

R. Mann

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## 1. Aims

This remote learning policy builds upon what is already outlined in the **remote learning plan** and, 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

Each member of the school staff has responsibility to continue their normal in-school duties whilst they are well and working from home. The following section includes role-specific details for each group of the school staff. In addition to these roles and responsibilities staff will be required to be flexible, following the direction of SLT who will react to changes as they develop.

### 2.1 Teachers

When providing remote learning, teachers must be available during their normal working 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. Teachers should be making arrangements before the remote learning plan is enacted to ensure they can continue their normal duties despite any potential closure of other schools or workplaces within the community.

When providing remote learning, teachers are responsible for:

- › Setting work
  - Staff should be providing a morning and end-of-day session for their class, and online learning on the digital learning platform throughout the day. Teachers may be expected to cover other classes either through live lessons or work setting.
  - Staff will need to provide at least three lessons per day, an English and maths lesson in the morning and an afternoon curriculum lesson. It may be that theme days or enrichment days are also delivered online and the amount of work set should reflect normal work expectations.
  - Work will need to be set and uploaded according to the remote learning plan.

- Teachers will use the school's online meeting or emailing system to co-ordinate with other teachers, including those in school, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work
- Providing feedback on work
  - Staff will need to continue the normal feedback cycle which they do as part of their everyday teaching. The online learning platform will be where work is set, completed and where staff will provide feedback on set activities.
  - Some staff may use the live virtual classroom environment to engage children in activities and may use the tools available to them in this environment to gain AfL knowledge and also give feedback
  - Teachers are responsible for ensuring that the work they set includes a reasonable feedback time, but not so much that it is unmanageable for staff
- Keeping in touch with pupils who aren't in school and their parents
  - Staff may need to contact parents whilst working remotely themselves. Where possible they will use email or the online meeting platform. Some staff may use their personal phones to call parents, but must ensure that they withhold their personal number.
  - Teachers are to take responsibility, with the support of the school office if available, to contact parents and encourage engagement.
  - If teachers have safeguarding concerns they should use CPOMS to log their concerns and contact a DSL directly.
  - If there are any behaviour issues teachers should contact SLT. If, in the meeting, a child is behaving inappropriately the teacher should:
    1. Give a general warning out to the class
    2. Directly mention the child
    3. Remove the child from the meeting and contact parents/carers
- Attending virtual meetings with staff, parents and pupils should adhere to the staff's code of conduct including ensuring they have appropriate dress code, plain backgrounds and appropriate locations for working.

## 2.2 Support Staff

When assisting with remote learning, support staff must be available during their normal working 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. Support staff should be making arrangements before the remote learning plan is enacted to ensure they can continue their normal duties despite any potential closure of other schools or workplaces within the community.

When assisting with remote learning, support staff are responsible for:

- Supporting pupils who aren't in school with learning remotely in line with the remote learning plan. This will include the children they directly support in class if they are a 1:1.
- Attending virtual meetings with staff, parents and pupils should adhere to the staff's code of conduct including ensuring they have appropriate dress code, plain backgrounds and appropriate locations for working.

## 2.3 Subject leads and staff with TLRs

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 including for children with SEND
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.5 Designated safeguarding lead (DSL)

The DSL is responsible for exercising their normal duties as set out in the safeguarding policy. DSLs will need to use the online meeting or emailing system to contact staff and parents. Some staff may use their personal phones to call parents, but must ensure that they withhold their personal number.

Normal safeguarding meetings and procedures should continue as normal this may include:

- Early help meetings
- CIN/CP meetings
- Initial safeguarding conversations with families

In addition to their normal tasks, DSLs will need to check-in regularly with vulnerable families to see how they are coping and co-ordinate support appropriately.

## 2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or support staff
- 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
- 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 the following individuals:

- › Issues in setting work – talk to the relevant subject lead or SENCO
- › Issues with behaviour – talk to SLT
- › Issues with IT – talk to the computing lead or SLT
- › Issues with their own workload or wellbeing – talk to their line manager
- › Concerns about data protection – talk to the data protection officer
- › 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:

- › Access and share data using the secure welearn365 platform or remote access to the school shared drive
- › Staff should use the devices provided by the school to engage in their work

#### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as parent names, phone numbers, emails (and other personal information) as part of the remote learning system. As long as this processing is necessary for the school'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 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

- All staff should follow the school's Child protection policy and coronavirus addendum to our child protection policy which are available on the safeguarding section of the school website: <http://stgilesjunior.org.uk/safeguarding/general>.

## 6. Monitoring arrangements

This policy will be reviewed annually or sooner if required by Adam Lee (Deputy Head Teacher) or Robert Mann (Head Teacher) At every review, it will be approved by the chairs of governors or the full governing board.

## 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
- Remote Learning Plan
- Staff Code of Conduct