Remote Learning and online communication

Guidance Notes

This addition to the remote learning policy is provided for schools across TLFLP using remote learning and other forms of online communication.

Information and guidance regarding remote learning during Covid-19:
- DfE 'Safeguarding and remote education during coronavirus (COVID-19)'
- The Education People:' Safer remote learning during Covid-19: Information for School Leaders and DSLs'
- SWGfL: Safer Remote Learning
- LGfL: Coronavirus Safeguarding Guidance
- NSPCC: Undertaking remote teaching safely
- Safer Recruitment Consortium: 'Guidance for safer working practice for those working with children and young people in education settings Addendum' April 2020

This template specifically addresses safer practice when running formal remote learning, but could also apply to other online communication, such as remote parent meetings or pastoral activities. However, there is no expectation that staff should run formal live streamed sessions or provide pre-recorded videos; settings should implement the approaches that best suit the needs of their community and staff following appropriate discussions.

This acceptable use policy addendum has been completed following a thorough evaluation of remote learning tools with approval from leadership staff in each individual school. Staff in school only use approved accounts and services to communicate with learners and/or parents/carers.

Additional information and guides on specific platforms can be found at:
- https://coronavirus.lgfl.net/safeguarding
- https://swgfl.org.uk/resources/safe-remote-learning/video-conferencing-for-kids-safeguarding-and-privacy-overview/

Leadership Oversight and Approval

1. Remote learning will only take place using Microsoft Teams, Zoom or school website
2. Staff will only use LFLP managed or specific, approved professional accounts with learners and/or parents/carers.
   - Use of any personal accounts to communicate with learners and/or parents/carers is not permitted by staff members.
     - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with each school's DSL.
   - Staff will use work provided equipment where possible - a school laptop or iPad.

3. Online contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT:
   o 9-4pm
4. All remote lessons will be formally agreed; a member of SLT, is able to drop in at any time.

Data Protection and Security

5. Any personal data used by staff and captured by Teams or Zoom when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy.
6. All remote learning and any other online communication will take place in line with current LFLP confidentiality expectations as outlined in GDPR policy
7. Staff will not record lessons or meetings using personal equipment unless agreed and risk assessed by SLT and in line with our data protection policy requirements.
8. Only members of LFLP will be given access to Microsoft Teams and Zoom.
9. Access to Microsoft Teams & Zoom will be managed in line with current IT security expectations:
   o using strong passwords,
   o logging off and locking devices when not in use
   o not sharing personal information including passwords with others

Session Management

10. Staff will record the length, time, date and attendance of any sessions held.
    o Store in Remote learning file on OneDrive
11. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
    o disabling/limiting chat,
    o staff not permitting learners to share screens,
    o keeping meeting IDs private,
    o reporting any concerns to appropriate member of SLT or DSL
    o use of waiting rooms/lobbies or equivalent.
12. Live 1:1 sessions will only take place with approval from the senior leadership team
13. A pre-agreed information email detailing the session expectations will be sent to those invited to attend.
    o Access links should not be made public or shared by participants.
      ▪ Learners and/or parents/carers should not forward or share access links.
      ▪ If learners/parents/carers believe a link should be shared with others, they will discuss this with the member of staff running the session first.
    o Learners are encouraged to attend lessons in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/carer or another appropriate adult.
14. Alternative approaches and/or access will be provided to those who do not have access

Behaviour Expectations

15. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
16. All participants are expected to behave in line with existing Wistaston Church Lane Academy policies and expectations. This includes:
    o Appropriate language will be used by all attendees.
    o Staff will not take or record images for their own personal use.
17. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
18. When sharing videos and/or live streaming, participants are required to:
    o wear appropriate dress.
    o ensure backgrounds of videos are neutral (blurred if possible).
    o ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.
19. Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

Policy Breaches and Reporting Concerns

20. Participants are encouraged to report concerns during remote and/or live streamed sessions:
    o report concerns to the member of staff running the session
    o if unable to report to member of staff, encouraged to tell a parent/carer
21. If inappropriate language or behaviour takes place, participants involved will be removed by staff, the session may be terminated, and concerns will be reported to SLT.
22. Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behaviour.
    o Sanctions for deliberate misuse may include: restricting use of Teams/Zoom, removal from Teams/Zoom groups, contacting parents, contacting police if a criminal offence has been committed.
23. Any safeguarding concerns will be reported to the Designated Safeguarding Lead – James Bancroft in line with our child protection policy.