

Church Hill C of E Junior School

Let Your Light Shine



Together Everyone Achieves More

Remote Learning Policy

Signed by: 

Date:4.10.22.....

Approved by Governor

Date:4.10.22.....

Signed on behalf of the Governing body: 
(Chair of Governors)

Next Review Date: September 2023

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1. Aims

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 be available between 8.30am and 4.00pm. 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.

Remote learning should be set for a child who is off school due to covid-19 and is well enough to complete work. Teachers are expected to use Microsoft teams to provide live lessons and children should upload their work to their Notebook folder for marking.

When providing remote learning, teachers are responsible for:

Setting work

- For an individual, group or whole class. This may extend to other children or classes within the year group if a member of staff is ill
 - In line with the expectations above depending on the reason for home learning
 - Work is set by 5pm the day before they are due to access it
 - Work is uploaded to the VLE
 - Teachers coordinate within their year group to ensure consistency across the classes
 - Heads of Year should ensure they follow expectations to ensure consistency across the school
 - If a child does not have any access to technology, loans of laptops/dongles should be explored. Paper copies or work books should be provided if technology difficulties persist.
- Providing feedback on work:
- Use the VLE to check that work is completed
 - Marking whether answers are correct or incorrect
 - Share written or verbal (using voice recording option) feedback with pupils

- Ensure work is marked within a reasonable timeframe (before the end of the week)
- Daily contact should be made with pupils. This can take the form of the following:
 - Responding to work via the VLE
 - Families completing the daily registration form.
 - Phone calls home for wellbeing checks
- Responding to emails from parents. Staff are committed to supporting families to the best of our abilities and will respond to emails either through return email or a phone call.
 - Emails will be responded to between 8.30am and 5.00pm.
 - Concerns will be addressed by either the class teacher or a member of the Senior Leadership Team. Complaints should be made in writing to the chair of governors, as usual.
 - Safeguarding concerns will be addressed by Mrs Brown, Mrs Sudera, Mrs Stirk, Mrs Lewitt and Mr. Scranage who are the Safeguarding Team.
 - Behaviour concerns such as children failing to complete work will be followed up by a phone call home. Staff should report concerns to the SLT which will then be followed up.
- Attending virtual meetings with staff, parents and pupils or when live streaming lessons –
 - Ensure you are dressed in line with school dress code policy
 - Ensure your location when in virtual meetings is appropriate (e.g. avoid areas with background noise, nothing inappropriate in the background)
 - Take particular care with your surroundings and what can be seen behind you.
 - Language must be professional and appropriate, including any family members in the background
 - Adhere to the school's code of conduct for remote learning.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30am and 3.10pm.

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.

When assisting with remote learning, teaching assistants are responsible for:

- Attending all live streaming lessons to support learning, answering any questions and being aware of any safeguarding considerations.
- Supporting with wellbeing calls home.
- Supporting with sourcing/adapting differentiated work for any SEND children in their class.

2.3 Subject leads

Alongside their teaching responsibilities, Subject Coordinators 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 their subject 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 e.g. 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 e.g. through regular meetings with teachers and subject leaders, reviewing work set, dropping in to live streaming sessions 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

The DSL is responsible for:

- Acting as a point of contact and the provision of information to the Safeguarding Children Partnership on safeguarding and child protection.
- Liaising with the headteacher or principal about issues especially to do with ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- Liaising with the Governing Body and the Local Authority on any deficiencies brought to the attention of the Governing Body and how these should be rectified without delay.
- Management and referral of cases of suspected abuse to Specialist Services First Response Children's Duty (and/or Police where a crime may have been committed).
- Referral of cases to the Channel programme (through the local police Prevent Engagement Team) where there is a radicalisation concern.
- Acting as a source of support, advice and expertise within the school and liaising with staff on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral, by liaising with relevant agencies.
- To attend and contribute to child protection conferences and other multi-agency safeguarding meetings when required.
- Being alert to the specific needs of vulnerable children, especially those with a social worker, special educational needs, a disability and young carers and promote their educational outcomes by sharing relevant information with teachers and leaders about welfare, safeguarding and child protection issues;
- Ensuring each member of staff has access to and understands the school's safeguarding/child protection policy especially new or part-time staff who may work with different educational establishments;
- Ensuring all staff have induction training covering child protection, the pupil behaviour policy, children who go missing and staff behaviour. Staff will be trained to recognise, record and report any concerns immediately they arise and will be provided with Part 1 of "Keeping children safe in education" and Annex A to those working directly with children;
- Keeping detailed (signed and dated), accurate and secure written records of concerns, actions and referrals;
- Obtaining access to resources and effective training for all staff and attend refresher training courses every two years. Keep up to date with new developments in safeguarding by accessing briefings and journals at least annually.
- Where children leave the school, ensuring their child protection file is passed to the Designated Safeguarding Lead and signed for in the new school/college as soon as possible (best practice is in a face to face meeting)– this will be in advance of the pupil arriving where specific ongoing support is required.
- Maintaining and monitoring secure child protection records, including monitoring and acting upon individual concerns, patterns of concerns (e.g. children who repeatedly go missing) or complaints, in accordance with the section on "Records, Monitoring and Transfer" below.

- Daily well-being checks for any children known to social services during any period of remote learning.

2.6 IT staff

IT staff are responsible for:

- 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 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 – 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
- 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 SENDCO
- Issues with behaviour – talk to the relevant head year or member of the SLT
- Issues with IT – talk to IT Technician
- Issues with their own workload or wellbeing – talk to the SLT
- Concerns about data protection – talk to SLT or Business Manager
- Concerns about safeguarding – talk to the DSL/DDSL: MS/DB/TS/NL/JS

4. Data protection

4.1 Accessing personal data

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

- Use office 365 which is a cloud based, secure system.
- Use a laptop provided by school. Staff should not use their own, personal devices.
- Use a mobile phone provided by the school for wellbeing checks, or ensure their number is hidden.

4.2 Processing personal data

Staff members may need to collect and/or share personal data as part of the remote learning system. Email addresses used will be those created by the school specifically for remote learning purposes. Teachers will not use their school email address but will have a class email address. Children will only be able to receive emails from their class teachers. Contact details for parents will be held securely via sharepoint. 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
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- The ICT technician will ensure the installation of antivirus and anti-spyware software and will keep operating systems up to date – always install the latest updates.

5. Safeguarding

Updated/review addendum attached and agreed by governors remotely.

6. Monitoring arrangements

This policy will be reviewed annually by the 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