



# Remote Learning Policy

<b>Approved by:</b>	Governing Body	<b>Date:</b> 6 <sup>th</sup> January 2021
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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 8:20am and 3:20pm.

If they are 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 then set work for students to complete. This work should be uploaded on MS Teams.

When providing remote learning, teachers are responsible for:

- Teaching **audio live** lessons **only**.
- Providing feedback on work / homework.
- Keeping in touch with pupils who aren't engaging in lessons / not completing homework using MS Teams in the first instance, then contacting parents and failing this reporting to their head of department.
- Answering emails from parents and students as quickly as possible and within 3 working days. In case of a safeguarding issue, the DSL must be notified ASAP via email or phone call.
- Referring any safeguarding issues to the safeguarding team.
- Attending virtual meetings with staff, parents and pupils.

#### 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their contracted 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.

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

- Supporting pupils who are not in school with learning remotely
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- › Supporting pupils who are in school
- › Attending virtual meetings with teachers, parents and pupils
- › Completing tasks / training under the guidance of the SENCO, Greg Prout

## **2.3 Heads of Department**

Alongside their teaching responsibilities, Heads of department 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 heads of department 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 will 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.
- › Following up any issues with students not attending on line learning.
- › To refer to progress leaders students who are not engaged in remote learning.

## **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.
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

## **2.5 Designated safeguarding lead**

The DSL, Marie Cordeiro, and the two safeguarding deputies, James Habberley and David Walford, can be contacted on site every day.

Alternatively, staff can email their safeguarding concerns to [safeguarding@stgcc.co.uk](mailto:safeguarding@stgcc.co.uk).

Out of working hours, please ring 07599560768

## **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/carers**

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.
- Behave appropriately online: no screen capturing of any form, no recording, no sharing of documents with non-members of the class, no inappropriate behaviour towards other students.

Staff can expect parents/carers 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 are struggling.
- Make sure their child contact teachers within working hours.
- Be respectful when making any complaints or concerns known to staff.
- Live lessons must not be recorded.
- If lessons are posted on MS Teams, they must not be used as posts, share etc.

## 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 HOD or SENCO
- Issues with behaviour – talk to the relevant Progress Leader/ Deputy Headteacher
- Issues with IT – talk to IT staff
- 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 must:

- Use school laptops and no personal devices
- Ensure that school laptops are secure and protected at all times
- Delete any emails with passwords on

## 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails addresses, dates of birth, telephone numbers and home addresses as part of the remote learning system. As long as this processing 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.
- Update antivirus and anti-spyware software.
- Keeping operating systems up to date – always install the latest updates.

## 5. Safeguarding

Please read the addendum 2021 to the Safeguarding / Child protection policy to be found on our website and in our Policies folder.

## 6. Monitoring arrangements

This policy will be reviewed 26<sup>th</sup> February 2021. At every review, it will be approved by the Policy Working Group.

## 7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy / Safeguarding policy / Coronavirus addendum 2021
- Data protection policy
- Home-school agreement
- Staff E safety policy & Social Networking policy
- Staff code of conduct