



## Remote Learning Policy

<b>Date approved</b>	<i>June 2021</i>
<b>Review Period</b>	<i>Every 3 years</i>

### 1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

The Endeavour Federation believes that online learning can play a key part in continuing education and reducing the pressures of social isolation during the Covid-19 pandemic and beyond. This guidance recognises the need to balance the opportunities and safeguarding challenges in the digital environment when staff and children are going online much more than usual. The Endeavour Federation will promote the established culture of nurture, kindness and concern of our schools through all our virtual communication.

### 2. Roles and responsibilities

#### 2.1 Teachers

Teachers must be available during normal school 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 are responsible for:

- Set daily lessons for the children in your group.
- Reporting non-attendance to the online lessons to the school at the start of the lesson.
- Ensuring all resources are provided online to support the lesson.
- All work will be differentiated for each particular pupil's ability and level of need.
- Sharing with SLT a weekly overview or schedule of the work they are setting for the classes they teach.

- The platform to be used is Microsoft Teams via Microsoft 365 login which has been distributed to all teaching staff and pupils.
- Lessons will be activities or pre-recorded lessons by the regular teachers. Live sessions on Teams will be set up for specific skills teaching where a pre-recorded session will not be effective for specific children whose level of need is not compatible with such learning methods. Live sessions may be set for small groups of children or where required for children on 1:1, with the safeguarding considerations outlined in the school's guidance on online teaching and learning.
- Each class teacher is responsible for making sure that their team of teaching assistants have contributed activities (where appropriate) for specific agreed areas of learning by emailing the activity to the teacher. The teacher will check the material and upload it for the relevant pupils alongside the other key lessons they have prepared.
- Teachers will talk to all pupils directly or through their agreed Teaching assistants to explain the work to the child or parent as relevant, on a daily basis or less if agreed with the parent.
- Teachers will talk regularly to their colleagues to share resources and to ensure that there is consistency of work being set across the school.



#### Providing feedback on work:

- Teachers will comment on pupils work through Microsoft Teams, once the pupils have uploaded their work.
- Teachers will comment on pupils work when they make phone calls and video chats to students.
- Teachers will keep a log of work completed by each student.



#### Keeping in touch with pupils and parents:

- All correspondence with parents need to be done individually (No group emails or messages) to protect the data and contacts of the parents/carers and to be GDPR compliant.
- All calls by staff need to be welfare checks as well as communication. It is important to be monitoring the welfare and mental health of our pupils in these difficult times. During video and voice calls, staff will check that children are well and report any concerns to the DSL.
- Calls and emails should take place during school hours.
- A brief record of the calls should be made using IRIS.
- Any concerns should be reported to Heads and for safeguarding concerns via CPOMS.
- Refusal to complete work should be dealt with under the school's behaviour regulation policy as much as possible. The key person for that child will talk to

the child and encourage them to engage, will talk to the parents and advise on ways of encouraging engagement.

- Teachers will follow the staff behaviour code for online learning
- Teachers will complete online training as designated by the Headteacher.
- Teachers will report any data breaches to the GDPR manager.
- Teachers will assist parents and children with accessing the online learning and will request help from the IT provider.

## 2.2 Teaching assistants

Teaching assistants must be available during 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.

Teaching assistants are responsible for:

- Supporting pupils with learning remotely :
  - Preparing work for key pupils agreed with class teacher or subject leader and sending to the teacher at the agreed time.
  - Making video or phone calls to agreed key children on a regular basis.
  - All calls by staff need to be welfare checks as well as communication. It is important to be monitoring the welfare and mental health of our pupils in these difficult times. During video and voice calls, staff will check that children are well and report any concerns to the DSL.
  - Following online training designated by their Headteacher
- Teaching assistants will follow the staff behaviour code for online learning

## 2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning –
  - Through regular senior leadership planning meetings
  - Regular teachers meeting explaining the requirements for online learning, feedback to pupils and welfare calls, video chats.
  - Talking to a selection of staff, parents and pupils on a regular basis and monitoring the collection of relevant consent from parents for online learning.
  - Checking that digital records are up to date and being used accurately for example, the attendance registers and IRIS.

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations, by following the safeguarding advice in the appendices to this document.
- Setting regular, relevant online training for all staff on their site and ensuring that this is completed.

#### **2.4 Designated safeguarding lead**

The DSL for each site will follow the guidance in the document the federation handbook

#### **2.5 Pupils and parents/carers**

Staff can expect pupils to:

- Be contactable during the required times – 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
- Follow the Pupils code of conduct and home school agreement

Staff can expect parents 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

#### **2.6 Executive Head Teacher and 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 systems are appropriately secure, for both data protection and safeguarding reasons

### **3. Who to contact**

If staff have any questions or concerns, they should contact the following individuals by phone or by email:

- Issues in setting work – talk to the relevant Headteacher
- Issues with behaviour – talk to the relevant Headteacher
- Issues with IT – talk to One Education
- 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 for your site.

## 4. Data protection

### 4.1 Accessing personal data

When accessing personal data, all staff members will:

- Use Parentmail or SIMS
- Use school phones or laptops wherever possible

### 4.2 Sharing personal data

Staff members may need to collect and/or share personal data as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, 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
- Store information in the schools secure cloud areas wherever possible – in the Remote Desktop, Microsoft Teams areas and but not limited to other applications hosted by school such as in SIMS, CPOMS and IRIS
- 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 that is kept up to date
- Keeping operating systems up to date – always install the latest updates

## **5. Safeguarding**

Arrangements for safeguarding are found in the federation staff handbook