Remote learning policy

St Erth CP School

Approved by:	William Coleman	**Date:** 23.4.20
	Rachel Brotheridge	
Last reviewed on:	N/A	
Next review due by:	April 2022	

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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

2. Roles and responsibilities

2.1 Teachers

Teachers must be available between 8:40am – 3:15pm. It is understood that whilst working from home other family pressures may mean staff are not working during these hours, but that they are reachable. 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, by contacting Bill Coleman or Jane Culmer.

Teachers are responsible for:

> Setting work:

  o Teachers will set appropriate work for their class on a daily basis through Seesaw. Work packs are also sent home where appropriate and monitored though seesaw.

  o Typically this will be one English, one Maths and one topic/challenge/ well-being task per day. This will vary according to need.

  o This work is uploaded so that it is ready for parents to access from 9am

  o All work should be uploaded to seesaw or the home learning page on the school website.

  o Teachers will communicate effectively to ensure that where children can't access work online, alternative arrangements are made.

> Providing feedback on work:

  o Teachers make comments on uploaded work through seesaw as appropriate.

  o It is not the expectation that every piece of work uploaded will have a response.

> Keeping in touch with pupils and parents:

  o Regular contact with pupil and parents will be managed through seesaw. For many this will be daily but this is not the expectation.

  o Regular staff communication ensures that communication plans for vulnerable pupils stay up to date.

- o Where a pupil is not completing work or interacting with Seesaw, staff will work with the DSL to formulate a plan. This will often involve a phone call and discussion with parents and pupils.
        - o Any complaints or concerns raised by parents will be shared with senior staff and a response formulated.
    - › Attending virtual meetings with staff, parents and pupils:
        - o When attending virtual meetings staff need to ensure they are in a place with the minimum of background noise and with nothing inappropriate in the background.

If teachers are directly involved in child care in school during the working day there is no expectation that they will be responding to Seesaw posts for this time.

2.2 Teaching assistants

Teaching assistants must be available for 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. Contacting Bill Coleman or Jane Culmer

Teaching assistants are responsible for:

- › Delivering Child Care in School:
    - o Attending school when on rota.
    - o Planning activities for use in school.
- › Managing their own Career Professional Development during lockdown:
    - o Use the CPD list shared with all staff to complete training allocated during normal working hours.
    - o Inform Bill Coleman of training completed.

2.3 Subject leads/SENCO

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- › Consider whether any aspects of the subject curriculum/ SEN provision need to change to accommodate remote learning.
- › Working with other teachers, subject leads and senior leaders to make sure work set across subjects is appropriate, consistent and manageable for families.
- › Alerting teachers to resources they can use to teach their subject.
- › Working with teachers in preparation for returning to school by identifying curriculum gaps which have developed during lockdown that will need to be addressed.

2.4 Headteacher

The Headteacher is responsible for:

- › Coordinating the remote learning approach across the school.
- › Ensuring staff are well supported in order to deliver remote learning effectively. Staff well-being whilst working from home a priority.
- › Monitoring the effectiveness of remote learning – through: regular meetings with teachers; monitoring engagement and success of pupils through Seesaw; gathering feedback from parents and governors and making adaptations to approach to engage reluctant pupils and families.
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

Taken from St Erth Covid-19 Safeguarding Annex:

St Erth School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

- The Designated Safeguarding Lead is: Bill Coleman

- The Deputy Designated Safeguarding Lead is: Jacqui Thomas

- Temporary Deputy Designated Safeguarding Leads are: Karen Golder, Ralph Hammond

The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to child protection online management system, CPOMS and liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

It is important that all St Erth staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them. TPAT schools will do this via the daily sheet to be posted on the front door daily.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

2.6 IT staff

In most cases issues can be resolved by school based staff.

Where they cannot be resolved St Erth School is supported by TPAT ICT support, who 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 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 to:

- Be contactable during the normal hours of the school day – whilst remaining aware they may not always be in front of a device or engaged in home schooling the entire time
- Engage with work set by teachers completing tasks to the best of their ability.
- Upload records of their work through their seesaw account.
- Seek help, if they need it, from teachers.
- Alert teachers if they're not able to complete work

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 – for example with using seesaw effectively or hardware issues preventing home learning.

> 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

> Ensure that the schools approach to remote learning is meeting the needs of vulnerable pupils.

> Ensuring that staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons

> Monitoring staff well-being and workload to ensure it is appropriate.

3. Who to contact

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

> Issues with behaviour – DSL Bill Coleman

> Issues with their own workload or wellbeing – Head Bill Coleman

> Concerns about data protection – Head Bill Coleman

> Concerns about safeguarding – DSL Bill Coleman

> Issues in setting work, with ICT or using seesaw – ICT lead Ralph Hammond

> Support with setting appropriate work in individual subjects – Subject leads.

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

> Data can be accessed through The DSL (Bill Coleman), and the school secretary (Jane Culmer). Google drive is also used to securely store records of contact but no contact details.

> Staff should use school hardware that meets the requirements of the schools GDPR policy, and the security requirements listed in point 4.3 of this policy.

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as parents email addresses 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

- 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

St Erth has adopted an annex to its safeguarding policy to reflect remote learning during school closure. It can be found on the St Erth School's website.

6. Monitoring arrangements

This policy will be reviewed monthly by Bill Coleman, Headteacher. At every review, it will be approved by Rachel Brotheridge, Chair of Governors

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
- ICT and internet acceptable use policy
- Online safety policy