

# St Barnabas and St Philip's CE Primary School



## Remote Learning Policy

<b>Date</b>	04.01.2021
<b>Date for Review</b>	04.02.2021

## Contents

1. Aims.....	2
2. Roles and responsibilities.....	2
3. Who to contact .....	5
4. Data protection .....	5
5. Safeguarding .....	6
6. Monitoring arrangements.....	6
7. Links with other policies .....	6

---

### 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-5.30pm (break 11.00am-11.20am and lunch 1pm-2pm)

If you are unable to work for any reason during this time, for example due to sickness or caring for a dependent, you should report this using the following absence procedure: All staff should contact the Headteacher or the Deputy Headteacher via text message as early as possible on each day of their absence. Colleagues should aim to do this prior to 7.30 a.m.

When providing remote learning, teachers are responsible for:

- Setting work:
  - provide work for their class
  - provide 4 hours minimum amount of work –subjects: English, Maths, Science and foundation subjects
  - When this work needs to be set 5pm the day before
  - The work should be uploaded on Google classroom
  - co-ordinate with subject leaders to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work

➤ Providing feedback on work:

- completed work from pupils to be downloaded on to Google classroom
- share feedback with pupils on Google classroom

➤ Keeping in touch with pupils who aren't in school and their parents:

- to make daily, regular contact on live Google Meet
- answering emails from parents with agreement with SLT
- complaints or concerns shared by parents and pupils inform SLT – for any safeguarding concerns, refer to the section below
- any behavioural issues, such as failing to complete work- refer to SLT

➤ Attending virtual meetings with staff, parents and pupils:

- Dress code as school policy
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

## 2.2 Subject leads

Alongside their teaching responsibilities, subject leads 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 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'll 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

## 2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

Insert details, such as:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning –
  - Weekly review-power points, children's learning, marking and feedback given by teachers
  - Feedback from SLT to teachers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **2.4 Designated safeguarding lead**

The DSL is responsible for:

The DSL is a member of the senior leadership team. Our DSL is Katerina Papalouka (Assistant Headteacher/SENDCo). The DSL takes lead responsibility for child protection and wider safeguarding.

During term time, the DSL will be available during school hours for staff to discuss any safeguarding. DSL can also be contacted out of school hours if necessary by email or phone.

When the DSL is absent, the deputy DSL, Vera Vagic (Headteacher) will act as cover.

If the DSL and deputy are not available, Nicola Challice (Deputy Headteacher) will act as cover (for example, during out-of-hours/out-of-term activities).

The DSL will be given the time, funding, training, resources and support to:

- Provide advice and support to other staff on child welfare and child protection matters
- Take part in strategy discussions and inter-agency meetings and/or support other staff to do so
- Contribute to the assessment of children
- Refer suspected cases, as appropriate, to the relevant body (local authority children's social care, Channel programme, Disclosure and Barring Service, and/or police), and support staff who make such referrals directly

The DSL will also keep the Headteacher informed of any issues, and liaise with local authority case managers and designated officers for child protection concerns as appropriate.

The full responsibilities of the DSL and deputy are set out in their job description.

## **2.5 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

## **2.6 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

- 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

## **2.7 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 SENCO
- Issues with behaviour – talk to SLT
- Issues with IT – talk to IT staff and inform Deputy Head
- Issues with their own workload or wellbeing – talk to SLT
- 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 will:

- access the data on the server in school's IT network
- access the data on school's laptops

### **4.2 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**

Child protection policy to reflect the current situation to be amended on receipt of new addendum guidance 04.01.21

## **6. Monitoring arrangements**

This policy will be reviewed (4 to 6 weeks) by SLT. At every review, it will be approved by Headteacher.

## **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