



Swinton Queen Primary



Remote Learning Policy

Contents

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

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not 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, when in quarantine / lockdown, and if they are not ill, between 9am to 3pm on days they would normally work. Teaching timetables are directly converted to online equivalents.

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.

When providing remote learning, teachers are responsible for:

- Setting work for children from their class(es) that reflects an adjusted amount due to access to resources
- Preparing it for an appropriate time and outlining when it needs to be completed by
- Where it should be uploaded (e.g. ClassDojo)
- Coordinating with other teachers, including those teaching in school, to ensure consistency across the year/subject
- To make sure pupils with limited access to devices can still complete the work
Providing feedback on work: via dojo, messaging and comments using Google Classroom.
- Keeping in touch with pupils who are not in school and their parents
- Daily class meets outlining work
- Responding to individual messages from parents and children about learning

within school hours only

- Following procedure for safeguarding, complaints etc. (as you would in a school setting)
- Staff will always have due regard for the school's **Child Protection and Safeguarding Policy** whilst conducting live online lessons.
- The planning of live lessons will always be carried out in conjunction with the knowledge of the school's **DSL**.
- Pupils will be reminded not to share private information through the live online lesson system by the **teacher**.
- The **teacher** will remind pupils not to respond to contact requests from people they do not know when using systems for live online lessons.
- Staff will ensure all video and phone calls are not set to the public, and meetings are protected with passwords. Meeting links and passwords will not be published publicly.
- Staff will be reminded of their safeguarding obligations and will report any incidents or potential concerns to the **DSL** in line with the school's **Child Protection and Safeguarding Policy**.
- Attending virtual meetings with staff.
- Following Professionalism at all times
- staff read, sign and return the Technology Acceptable Use Agreement – Staff prior to commencing live online lessons.
- Staff will only use school-provided email addresses and phone numbers to communicate with pupils when conducting live online lessons.
- Staff will only use school-owned devices for conducting live online lessons, where possible.
- Staff will not share personal information whilst conducting live online lessons.
- Staff will ensure they conduct their live online lesson from an appropriate location – either the classroom, or if this is not possible, from a quiet area in their home which has a neutral background.

- Staff will not commence online lessons until at least **one** other member of staff is in the live lesson 'room', and not without confirmation that at least one other colleague is aware that the live online lesson is taking place.
- Staff will keep a log of what happens during live online lessons, e.g. behavioural issues or technical glitches, and ensure it is properly documented in line with the school's Records Management Policy.

2.2 Teaching assistants

If assisting with remote learning, teaching assistants must be available for their normal contracted 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.

2.3 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
- 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 – year group leaders in collaboration with subject leaders/ Head
- Monitoring the effectiveness of remote learning –through regular meetings with teachers and subject leaders, reviewing work set 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, in relation to remote learning for:

- monitoring vulnerable pupils and their families

- ensuring provision and access to learning for these pupils
- supporting staff in the above

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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- 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 phase lead/ subject lead or SENDCo
- Issues with behaviour – talk to the Learning Mentor, SENDCo or Team Leader for each Key Stage.
- Issues with IT – talk to the IT Co ordinator / Classteacher
- Issues with their own workload or wellbeing – talk to their line manager/Head
- Concerns about data protection – talk to the data protection officer/Head
- Concerns about safeguarding – talk to the DSL/Head

4. Data protection

4.1 Accessing personal data

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

- Know how they can access the data, such as on a secure cloud service or a server in your IT network
- Know which devices they should use to access the data – if you've provided devices, such as laptops, make staff use these rather than their own personal devices

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as login details, as part of the remote learning system. 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 with a strong password

- 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

School has a policy addendum for safeguarding throughout any period of remote learning.

6. Monitoring arrangements

This policy will be reviewed throughout periods of remote learning by the Headteacher. At every review, it will be approved 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
- Internet Policy
- Online safety policy
- Whole school risk assessment

Parent and Pupil Code For Remote Learning

When my child is online at home learning and having fun...

As a parent I will:

- Monitor my child's internet use and check that they are using technology safely
- Check my online protection systems to ensure their time online is as safe as possible
- Check that they understand the task they have been set. If not, I will give help and support where required
- Make sure my child is in an appropriate setting, e.g. a quiet space with a neutral background.
- Make sure my child is sitting comfortably and in the correct position to learn
- Ensure that my child does not record live online lessons on their devices.

- Ensure that they have a suitable amount of time away from the screen during the day
- Ensure that my child adheres to the school's behaviour policy at all times during live online lessons, as they would during a normal school day.
- Discuss their work with them after they have completed it