

BREDHURST CHURCH OF ENGLAND (VC) PRIMARY SCHOOL

REMOTE LEARNING POLICY

September 2024

(Review Date: September 2025)



BREDHURST VISION

To learn and grow through the guidance and love of God

OUR MISSION STATEMENT

At Bredhurst CE Primary we value diversity and promote equality of opportunity for all.

Religious education should enable every child to flourish and live life in all its fullness. (John 10:10)

It will help educate for dignity and respect, encouraging all to live well together.

OUR VISION

Our Vision is inspired by Matthew 13 : 31-32, The Parable of the Mustard Seed

Jesus said, "What shall we say the kingdom of God is like, or what parable shall we use to describe it? 31 - It is like a mustard seed, which is the smallest of all seeds on earth. 32 - Yet when planted, it grows and becomes the largest of all garden plants, with such big branches that the birds can perch in its shade."

The theology behind this parable is embedded across all our learning

OUR ETHOS

At Bredhurst, we aim to be proactive in helping each child to achieve the key elements to well-being in childhood and later life. These are:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well being

OUR CORE VALUES

The 'Spirit of Bredhurst' encompasses our core Christian values

- **Self control**
- **Perseverance**
- **Inclusion**
- **Respect**
- **Inspiration**
- **Trust**

These are displayed in each classroom, the entrance, the hall and the playground and are referred to regularly in Worship and in class lessons.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

STAFF REMOTE LEARNING ACCEPTABLE USE POLICY

The Remote Learning Acceptable Use Policy (AUP) is in place to safeguarding all members of Bredhurst School community when taking part in remote learning following any full or partial school closures.

LEADERSHIP OVERSIGHT AND APPROVAL

Remote learning will only take place using TEAMS or Zoom.

- TEAMS and Zoom have been assessed and approved by the headteacher and Senior Leadership Team (SLT).

Staff will only use school managed or specific, approved professional accounts with learners and/or parents/carers.

- Use of any personal accounts to communicate with learners and/or parents/carers is not permitted.
 - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with Michelle Cox Designated Safeguarding Lead (DSL).
- Staff will use work provided equipment where possible e.g. a school laptop or other mobile device.

Online contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT:

- 9.00 – 3.30

All remote lessons will be formally timetabled; a member of SLT is able to drop in at any time.

DATA PROTECTION AND SECURITY

All remote learning and any other online communication will take place in line with current school confidentiality expectations as outlined in code of conduct and acceptable use policy.

Only members of the Bredhurst School community will be given access to TEAMS or Zoom.

Access to TEAMS or Zoom will be managed in line with current IT security expectations as outlined in Acceptable use policy.

SESSION MANAGEMENT

Staff will record the length, time, date, and attendance of any sessions held. This will be sent to SLT weekly.

Appropriate privacy and safety settings will be used to manage access and interactions. This includes:

- disabling/limiting chat, keeping meeting IDs private and use of waiting rooms/lobbies or **equivalent**.

When live streaming with learners:

- contact will be made via learners' school provided email accounts and/or logins.

- contact will be made via a parents/carer's account.
- staff will mute/disable learners' videos and microphones as and when needed to allow staff control.
- at least 2 members of staff will be present.
 - If this is not possible, SLT approval will be sought.

Live 1:1 sessions will only take place with approval from the headteacher or a member of SLT. A pre-agreed invitation detailing the session expectations will be sent to those invited to attend.

- Access links should not be made public or shared by participants.
- Learners and/or parents/carers should not forward or share access links.
- If learners/parents/carers believe a link should be shared with others, they will discuss this with the member of staff running the session first.
- Learners are encouraged to attend lessons in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/carer or another appropriate adult.

Alternative approaches and/or access will be provided to those who do not have access e.g. through the loaning of school devices loan devices

BEHAVIOUR EXPECTATIONS

Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.

All participants are expected to behave in line with existing school policies and expectations. This includes:

- Appropriate language will be used by all attendees.
- Staff will not take or record images for their own personal use.
- Setting decisions about if other attendees can or cannot record events for their own use, and if so, any expectations or restrictions about onward sharing.

Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.

When sharing videos and/or live streaming, participants are required to:

- wear appropriate dress.
- ensure backgrounds of videos are neutral (blurred if possible).
- ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.

Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

POLICY BREACHES AND REPORTING CONCERNS

Participants are encouraged to report concerns during remote and/or live-streamed sessions:

- E.G. reporting concerns to the member of staff running the session, telling a parent/carer etc.

If inappropriate language or behaviour takes place, participants involved will be removed by staff, the session may be terminated, and concerns will be reported to Michelle Cox, Head Teacher

Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behaviour.

Sanctions for deliberate misuse may include: restricting/removing use, contacting police if a criminal offence has been committed.

Any safeguarding concerns will be reported to Michelle Cox, Designated Safeguarding Lead, in line with our child protection policy.

I have read and understood the **Bredhurst School Acceptable Use Policy (AUP) for remote learning.**

Staff Member Name:

Date.....

BREDHURST SCHOOL LEARNER REMOTE LEARNING AUP

I understand that:

- these expectations are in place to help keep me safe when I am learning at home using Microsoft Teams, zoom etc.
- I should read and talk about these rules with my parents/carers.
- remote learning will only take place using teams and zoom and during usual school times.
- my use of teams and zoom is monitored to help keep me safe.

Only members of the Bredhurst School community can access teams or zoom

- I will not share the login/password with others.
- I will not share any access links to remote learning sessions with others.

When taking part in remote learning I will behave as I would in the classroom. This includes:

- Using appropriate language.
- Not taking or recording images/content without agreement from the teacher and/or those featured.
- Listening to others points of view
- Keeping my screen turned on

When taking part in live sessions I will:

- mute my microphone
- turn on my video
- wear appropriate clothing and be in a suitable location.
- ensure backgrounds of videos are neutral and personal information/content is not visible. Or use appropriate alternative backgrounds.
- attend the session in full. If for any reason I cannot attend a session in full, I will let my teacher know.
- attend lessons in a shared/communal space or room with an open door and/or where possible when I can be supervised by a parent/carers or another appropriate adult.

If I am concerned about anything that takes place during remote learning, I will:

- reporting concerns to the member of staff running the session
- tell a parent/carers etc.

I understand that inappropriate online behaviour or concerns about my safety during remote learning will be taken seriously. This could include:

- restricting/removing access,
- inform my parents/carers
- contacting police if a criminal offence has been committed.

I have read and understood the **Bredhurst School Acceptable Use Policy (AUP) for remote learning.**

Name..... Signed.....

Class..... Date.....

Parent/Carer's Name.....

Parent/Carer's Signature.....

Date.....

ACKNOWLEDGEMENTS AND THANKS

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South East Grid for Learning (SEGfL),

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CEOP,

The Judd School,

Kingsnorth Primary School,

Loose Primary School,

Peter Banbury,

Kent Police,

Kent Schools Personnel Service (SPS),

Kent Legal Services

and Kent Libraries and Archives,