Remote Learning Policy

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Control Sheet

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Version	**Date of review**	**Author**	**Note of Revisions**
1.0	September2022	Director of Curriculum	New policy
2.0	September 2024	Director of Governance	Rebranded to Trust Policy

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 All Staff, including agency workers, volunteers and those on work placement
- All those working on site must conduct themselves when working from home as they would in school, i.e. in line with school and trust policies.
- To ensure a good work life balance during the closure period, staff should not engage with students or parents/carers or respond to emails outside of the hours of 8.00 am to 4.30 pm.
- All communication with students must be via work email only. Under no circumstances should staff either give out or communicate with students via their personal email account, telephone or any other method such as through their personal social media, WhatsApp etc.

2.2 Teachers
When providing remote learning, teachers must be available between 8.30 am and 3.05pm unless an alternative arrangement has been agreed with school leadership.
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.
When providing remote learning, teachers are responsible for:
- Setting work – cover details like:
    - Who they need to provide work for, including if they may need to cover for other classes
    - The amount of work they need to provide
    - When this work needs to be set (e.g. 3pm the day before)
    - Where work should be uploaded (e.g. school website, remote learning platform) – cover any instructions for doing this if your staff are unfamiliar with the system
    - How they should co-ordinate with other teachers, including those teaching in school, 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 – cover details like:
    - How they will get access to completed work from pupils
    - How they're expected to share feedback with pupils
    - When they need to finish sharing feedback on completed work
- Keeping in touch with pupils who are not in school and their parents – cover details like:
    - If they're expected to make regular contact, and how they should do that if so (e.g. what medium or platform to use, like emails, phone calls or social media)
    - What expectations are on them for answering emails from parents and pupils (e.g. you could say that teachers shouldn't answer emails outside of working hours)
    - How they should handle any complaints or concerns shared by parents and pupils – for any safeguarding concerns, refer teachers to the section below
    - How to handle any behavioural issues, such as failing to complete work

If teachers will also be working in school, explain who will cover the responsibilities above during this time, or if they will still need to provide remote learning (and if so, whether there would be any links between the in-school and remote provision – for example, streaming lessons in school to pupils learning remotely).

2.3 Teaching assistants
When assisting with remote learning, teaching assistants must be available during 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.
When assisting with remote learning, teaching assistants are responsible for:
- Supporting pupils who aren't in school with learning remotely – cover details like:
    - Which pupils they will need to support
    - How they should provide support

2.4 Subject leads
Alongside their teaching responsibilities, subject leads are responsible for:
Insert details, such as:
- 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

2.5 Senior leaders
Alongside any teaching responsibilities, senior leaders are responsible for:
Insert details, such as:
- Co-ordinating the remote learning approach across the school – if you've assigned one member of staff to lead on this, highlight them here
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as 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

2.6 Designated Safeguarding Lead
The DSL is responsible for:

- Ensuring that the school safeguarding policy and protocol are being applied as effectively as when pupils are engaging in face-to-face teaching and learning.
- Liaising with the Network Manager to ensure all e-safety protocols and systems are in place and effective.
- Ensure staff are aware of the revised protocol associated with remote learning.
- Ensure all safeguarding training continues and is adapted to suit remote working.
- The DSL will continue to engage with social workers and attend all multi-agency meetings, which can be held remotely if necessary.
- Ensuring that a DSL is available on site or remotely as required.

2.7 IT staff

IT staff are responsible for:
- Fixing issues with systems used to set and collect work
- Helping staff 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.

2.8 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

2.9 Trustees and Governing Bodies

The Trust and Governing Bodies are 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:
Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:
- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the relevant head of year
- Issues with IT – talk to IT staff
- 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 Designated Safeguarding Lead (DSL)

Stephen Ord is the DSL at Kenton and Laura Bell is the DSL at Studio West.

4. Data protection

4.1 Accessing personal data

When accessing and using personal data for remote learning purposes, all staff members will:
- Ensure when working with student data or any other sensitive personal data, that it is suitably protected. Staff must take steps to ensure that if they are processing such data on a computer that is used by others, steps are taken to ensure it is suitably protected, i.e. password protected. protect.
- Only remove paper files with such sensitive personal data from the school site if absolutely essential to allow staff to effectively discharge their duties. Staff are

responsible for ensuring that appropriate action is taken to ensure security of any data removed from site, including it is not left in vehicles and is stored in a locked container such as filing cabinet.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as [insert examples, such as email addresses] 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

These tips are based on our article on the GDPR and remote learning. Add your own rules if you have additional security measures in place, or delete any that you've already put in place in the devices you've provided for staff.

Talk to your data protection officer for more help, and your IT staff if you want to include details on how to put these measures in place.

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

All staff are required to:

- Ensure that procedures in relation to safeguarding are fully adhered to with any serious safeguarding concerns (i.e. where there is an immediate or imminent risk of harm), being reported directly and immediately to a Designated Safeguarding Lead.
- For other safeguarding issues, these must be logged on CPOMS as soon as possible after the concern is raised in the normal way.
- Ensure that they have read and understood the updated to the school Safeguarding Policy in light of Covid-19 and seek advice from a DSL if any clarification is required.

6. Live Lessons and Meetings

When using online learning tools with students we use Microsoft Office 365 as opposed to other options such as Zoom. We are a Microsoft School and it is generally considered to be the safest way of teaching and meeting remotely. Our aim is to be able to use Teams to communicate with classes or groups of students whilst maintaining all existing standards for safeguarding and the online safety of students and staff.

When conducting live lessons or meetings staff are required to:

- Use a blurred background if using video. Protect your privacy and that of your family
- No meeting/recording can be made in bedrooms.
- Dress professionally. Smart casual is appropriate for maintaining the teacher-student dynamic. Be sure to wear nothing revealing and remind those with whom you live that you are 'live'.

- Check all tabs you have open on your computer would be appropriate for a child to see. You may share your screen with students to show a PowerPoint, a video clip, a tutorial, a document, but make sure that you would not be embarrassed by anything else you may have open.
- Use professional language at all times. As in school, you are the responsible adult modelling appropriate use of language.
- Ask students to tell parents and siblings who will be there to be mindful that other students might see them in the background. This will probably be part of the script but you may need to remind students during a session.
- Keep a log of who is doing Teams meetings and when. Permission must be sought from the HoD/Senior Leader to run all meetings and they must be invited to that meeting.
- Make sure that in setting up a class the students are changed from "presenters" to "participants". This makes sure that you are in control and students cannot control the lesson such as allowing students to enter or removing them from the session.
- Invite SLT to briefly attend some meetings. In the same way that you would broker a supportive visit to the classroom so may do so on Teams to further champion a sense of community and collective identity.
- Only use the 'chat' function during lessons, ensuring it is disabled prior to and after the lesson.
- Follow behavior policies in relation to any unacceptable language used by students whilst using the chat function.
- Do not have 1 to 1 meetings. Where there is a need for 1 to 1 contact between staff and students, this must be done with another staff member logged on to the virtual platform, or if on the school site, in the room.
- Keep the meeting to a 'reasonable' length of time and in line with school requirements.
- If you see or hear anything that troubles you, you must share with YL welfare / SLT and log on CPOMs. In the same way you would in a school setting you have a duty of care and a responsibility to share concerns. (Consult RD here on reporting from inside homes – it's almost a safe and well check policy here)
- Be very aware of expressing personal, political opinions. Avoid certain topics. You are 'inside' a home that might be suffering illness, loss, loss of earnings, anxiety . . .
- Covid issues and concerns are for another forum. Refer/broker support from key workers, YL, SLT. Covid issues are for well-being phone calls or meetings set up for this purpose.
- Lessons/sessions must only be recorded where there has been prior agreement by the Principal and where the recording is required in order to store to support future learning. Appropriate consent of students and parents must be sought prior to the recording.

7. Monitoring arrangements
This policy will be reviewed termly by the Chief Executive Officer.   At every review, it will be approved by the Finance and General Purposes Committee.

8. Links with other policies
This policy is linked to our:
- Behaviour policy
- Safeguarding and Child protection policy, including coronavirus addendum
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy