Remote Learning Policy
St Peter's Centre

Approved by:	Gini Lara	**Date:**	January 4th 2021
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Contents

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 during their contracted hours.

If staff are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this to the Headteacher as soon as possible

When providing remote learning, teachers are responsible for:

> Setting work:-

- o Work for KS4 in the mornings and KS3 in the afternoon on your contracted day
- o Setting an appropriate amount of relevant work at an appropriate level.
- o Work for the lesson can be set on the same day
- o Use Google Classroom to set remote work and Google Meet to go live.

> Providing feedback on work:-

- o Please ensure any uploaded work is marked where appropriate
- o Share feedback with students where appropriate

> Keeping in touch with pupils

- o If you are not teaching live lessons then consider joining tutor times with the Headteacher to set up your work for the day
- o Do not feel you have to answer emails of questions on Google Classroom outside of working hours.
- o Refer any safeguarding, behavioural issues or complaints to the Headteacher

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal 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 to the Headteacher straight way.

When assisting with remote learning, teaching assistants are responsible for:

> Supporting pupils who aren't in school with learning remotely

- o EHCP students and those with SEN will be the priority to support
- o Support via Google Classrooms and Google Meets. Ensure any live support is recorded.

> Attending virtual meetings with teachers, parents and pupils such as TAF and CP meetings

- o Ensure dress is business dress and appropriate

o Location must be appropriate (e.g. avoid areas with background noise, nothing inappropriate in the background)

Teaching Assistants will also be asked to support Keyworker students in school and will be tested weekly to ensure safety.

2.3 Headteacher

Alongside any teaching responsibilities, the Headteacher is responsible for:

> Co-ordinating the remote learning approach across the school

> Ensuring effective communication with parents to support remote learning

> Ensuring School Partners of dual rolled students are aware of attendance and engagement and any concerns are swiftly communicated.

> 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

In addition the Headteacher is responsible for IT support and maintenance and will draw on support from IT traded services

> 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

2.5 Designated safeguarding lead

The DSL is responsible for:

Monitoring the safeguarding email that has been shared with students

Ensuring the Child Protection and Safeguarding policy lives and breathes in remote classrooms.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

> Log in online everyday at the given time for tutor time.

> 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:

Insert details, such as:

> 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:

Insert details, such as:

> 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 – Headteacher

> Issues with behaviour – Headteacher

> Issues with IT – Headteacher

> Issues with their own workload or wellbeing – Headteacher

> Concerns about data protection – Headteacher

> Concerns about safeguarding – Headteacher

4. Data protection

4.1 Accessing personal data

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

> Use Google drive to save all work and lessons. Staff should not save school or student related documents on personal laptops. Please ask for a Chromebook if you want one

4.2 Processing personal data

As we are working on Google Classroom there should be no reason to collect and use student emails or personal data

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

The Child Protection and Safeguarding policy continues to underpin remote classrooms and staff should ensure they read and understand this policy. In addition, all staff have been trained this year of Keeping Children Safe in Education as updated in September 2020. This will also continue to underpin our remote work with students.

If staff are concerned in any way about a student they should, as per usual, communicate this to the DSL without delay.

Parents, staff and students have been sent "Working Remotely Safely" protocols so that everyone can safeguard themselves both remotely and in terms of live learning.

There will be a DSL on site at all times for those students who are learning in school.

6. Monitoring arrangements

This policy will be reviewed regularly whilst schools are closed.

7. Links with other policies

This policy is linked to our:

> Behaviour policy

> Child protection policy and safeguarding policy

> Data protection policy and privacy notices

> ICT and internet acceptable use policy

> Online safety policy

<u>Learning Remotely Safely: Online rules and Etiquette</u>

Please make sure that you are following the guidance below so that you can learn safely

<u>Google Classroom</u>

Ensure that you only use Google Classrooms and Google Meet to communicate with staff. Students should not attempt to communicate with staff via email or social media. Parents may email staff if they have a question.

On Google Classroom if you wish to make comments in the "Stream" it should only be in relation to school work and not general chatter to others. Please use other platforms to socialise.

Language used on any communication should be appropriate, respectful and in line with what we would expect in school

<u>For lessons in Google Meet/Live lessons:-</u>

Ensure you abide by the behaviour and safeguarding expectations shared in your first lives session on January 7th 2021

Ensure all language is appropriate

Ensure all microphones are muted unless a teacher directs otherwise

Cameras may be on or off

If cameras are on you should be in a shared space rather than a bedroom

Please ensure dress is appropriate

All sessions will be recorded for safeguarding purposes.

Keeping You Safe Online: Teachers

Use school channels to communicate

As always, staff shouldn't communicate with parents or pupils outside school channels (e.g., they shouldn't talk to parents using their personal Facebook accounts, or contact pupils using their personal email addresses or phone numbers).

Live Sessions or Lessons

Please make sure to:

- Sit against a neutral background
- Avoid recording in their bedroom if they can (if that's not possible, use a neutral background)
- Dress like they would for school – no pyjamas!
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen
- Use professional language

Record live streams so there's something to go back to later on if you need to, and keep a log of who's doing live streams and when.

To record in Google Meet:

1. In the meeting, click 'More' (the 3 dots) > 'Record meeting'
2. Wait for the recording to start
3. When you finish, click 'More' > 'Stop recording'
4. Click 'Stop recording' again to confirm
5. Wait for the recording file to be generated and saved to the Meet Recordings folder. The meeting organiser and the person who started the recording will also get an email with the recording link
6. Put this email in a folder to keep it safe

If at any point you are worried about conduct, safeguarding or anything else, terminate the meeting and call Headteacher immediately.