



NORTHWOOD COMMUNITY PRIMARY SCHOOL

Remote Learning Policy (September 2020)

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| Approved by: | [Name] | Date: September 2020 |
| Last reviewed on: | [Date] | |
| Next review due by: | [Date] | |

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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
- › Ensure staff feel supported and safe when delivering 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 – 3:30pm (available to pupils between 8:50am and 3:05pm). Normal breaktimes and lunchtimes apply. 10% PPA time will be taken at the time allotted by Senior Leaders.

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:
 - For the class/classes that they normally teach
 - For the lessons that would normally be taught in school
 - Make a copy of work available (but not deliver) for their year group partners class in the event that a year group partner is ill/unable to set work
 - A timetable for the day should be added to Seesaw outlining the lessons/work to be undertaken in any specific day. This could be added the night before.
 - Work should be uploaded to the class Seesaw account with links to Zoom for live teaching sessions.
- › Providing feedback on work:

- A pupils completed work should be uploaded to Seesaw/Tapestry
 - Teachers are encouraged to provide instant feedback during live teaching sessions.
 - Written or verbal (recorded) feedback will be provided on pupils work by the class Teacher or TA where appropriate.
 - All feedback should be provided as soon as possible.
- Keeping in touch with pupils who aren't in school and their parents:
- Teachers will update the pastoral contact sheet with details of any pupils that are not accessing remote learning and the pastoral team will make contact with that family and feedback to teacher/DSL/SLT as needed.
 - There is no requirement to respond to messages from parents or pupils outside of normal working hours.
 - Any complaints or concerns shared by parents and pupils, or any safeguarding concerns, refer to the section below, 2.6 Safeguarding during remote learning.
 - Teachers to notify their line manager regarding any behavioural issues or a pupil who fails to regularly complete work, or does not access remote learning
- Lead virtual lessons with parents and pupils:
- Staff should display the same standards of dress and conduct that they would in the school environment; they should also role model this to pupils and parents.
 - Avoid areas with background noise
 - Do not teach from a bedroom
 - Ensure there is nothing inappropriate in the background. Try to avoid any photos, artwork, mirrors or other identifying features – ideally the backdrop should be blurred.
 - Try to use the same space every day, preferably a space without significant distractions or identifying features.
- It is the responsibility of the Teacher to act as moderator; raise any issues of suitability (of dress, setting, behaviour) with the child and/or parent immediately and end the online interaction if necessary. Report any issues to Line Manager or DSL as appropriate and record on CPOM's.
- Teachers should make themselves available to attend (in person or virtually) normal staff meetings in either a single block or split into two sessions across the week.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their normal contracted 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 using the normal absence procedure.

Any TA who does not have access to ICT facilities at home should speak to their line manager and will be given ICT equipment from school to use at home. They must sign to say that they have taken this equipment and will be fully responsible for it. Prior to remote teaching sessions, teacher and TA should have a planning conversation/email/chat to organise responsibilities during the teaching session.

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

- Supporting pupils who aren't in school with learning remotely:
 - Focusing on pupils/groups of pupils identified by the class teacher.
 - Provide dedicated feedback where appropriate.

- Join and support virtual lessons with teachers, parents and pupils:
 - Staff should display the same standards of dress and conduct that they would in the real world; they should also role model this to pupils and parents.
 - Avoid areas with background noise
 - Do not teach from a bedroom
 - Ensure there is nothing inappropriate in the background. Try to avoid any photos, artwork, mirrors or other identifying features – ideally the backdrop should be blurred.
 - Try to use the same space every day, preferably a space without significant distractions or identifying features.

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
- Signposting teachers to resources they can use to teach their subject remotely
- Making staff aware that they are available for support and guidance if needed

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – Phase Leads will lead on this.
- Monitoring the effectiveness of remote learning through meetings with teachers and subject leaders,
- Reaching out for feedback from pupils and parents on their experiences
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Will maintain weekly contact with staff working from home to ensure wellbeing
- Ensure 10% PPA time is provided for Teachers

2.5 Designated safeguarding lead

The DSL is responsible for:

Refer to child protection policy.

2.6 Safeguarding During Remote Learning

Safeguarding responsibilities remain unchanged by home learning and all staff working with children should remain vigilant and report any concerns via Cpoms to the pastoral team. In the event that a more urgent concern arises you can telephone the pastoral team as follows:

Sarah Murphy: 07526 204299 (work Mobile)

Sam Livesey: 07734391555 (work Mobile)

Diane Ball: 07753419389 (work mobile)

The LADO (Local Authority Designated Officer) can be contacted as follows:

Jackie Evans – 0151 477 – 3928

Jackie.evans@knowsley.gov.uk

Where possible two members of school staff should be involved in remote lessons (Teacher and TA if possible) and one to one situations with children / parents should be avoided. Staff should set up and use waiting areas before starting lessons to avoid one to one situations with pupils.

Recording lessons does not prevent abuse. Staff are not to record lessons they are teaching due to data protection issues.

If a staff member believes that a child or parent is recording the interaction, the lesson should be brought to an end or that child should be logged out immediately and the teacher should report it to the DSL/pastoral team or SLT immediately.

If staff need to contact a pupil or parent by phone and do not have access to a work phone, they should discuss this with a senior member of staff / pastoral team and, if there is no alternative, always use 'caller withheld' to ensure the pupil/parent is not able to identify the staff member's personal contact details. Staff should report any inappropriate language / contact to DSL/pastoral team / SLYT immediately. Any conversation that becomes abusive or inappropriate should be terminated immediately.

For more details refer to Safeguarding Policy and Addendum.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the school day, and attend morning / afternoon registration sessions
- › 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
- › 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 subject lead or SENCO
- › Issues with behaviour – talk to the relevant phase lead
- › Issues with IT – log issue / 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 DSL/pastoral team

4. Data protection

4.1 Accessing personal data

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

- › Use the devices provided by school, rather than own personal devices
- › Do not share personal information outside of the organisation
- › Not hold any hard copies of parent / pupil data or personal information

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as parent 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

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)
- › Making sure the device locks if left inactive for a period of time and turning devices off when work is completed.
- › Not sharing the device among family or friends

5. Monitoring arrangements

This policy will be reviewed fortnightly by SLT. At every review, it will be approved by the full Governing Body.

6. Links with other policies

This policy is linked to our:

- › Guidance for Safer Working Practice
- › 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