Remote Learning Policy

Approved by:	Sacha Schofield
Last reviewed on:	5.1.2022
Next review due by:	5.1.2023

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for students 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

Bents Green has nominated remote learning leaders, who support and promote good practice for remote learning provision, and review whole-school practices.

When providing remote learning when either self-isolating or due to lockdown teachers must be available between 8.45 and 15.45.

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 their classes.

This should be commensurate with their planning and schemes of work, and be upload these on the school website if they students are self-isolating or emailed to the relevant Lead for their phase. Staff should co-ordinate with other teachers, including those teaching in school, to ensure consistency across the year/subject and to make sure students with limited access to devices can still complete the work

Providing feedback on work set

This can be through email, phone and marking of completed work.

Keeping in touch

Teachers need to ensure that they communicate with students who aren't in school and their parents weekly through emails or via phone calls for parents with no email access. It is vitally important for our students to maintain the connections in school. Teachers may facilitate online 'get togethers' of small form groups etc with parents present and suitable permissions obtained.

Teachers shouldn't answer emails outside of working hours during the remote learning period. Any complaints or concerns shared by parents and students or lack of engagement should be directed to their relevant SLT member. For safeguarding concerns, please contact the Safeguarding Team.

Virtual Meetings

When attending virtual meetings with staff, parents and students staff should adhere to the dress code as per the Code of Conduct and avoid areas with background noise, nothing inappropriate in the background.

Staff should follow Safeguarding procedures if a child protection issue arises during a virtual meeting.

At home, students' cameras should be visible to teacher but not one another.

Student's microphones should not be audible to one another unless the teacher makes it so, for questions, e.g. for Q&A session.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.45 and 15.45.

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:

Providing feedback on work set

This can be through email, phone and marking of completed work.

Keeping in touch

Support Staff need to ensure that they communicate with students who aren't in school and their parents weekly through emails or via phone calls for parents with no email access. Support Staff shouldn't answer emails outside of working hours during the remote learning period. Any complaints or concerns shared by parents and students or lack of engagement should be directed to their relevant SLT member. For safeguarding concerns, please contact the Safeguarding Team.

Virtual Meetings

When attending virtual meetings with staff, parents and students staff should adhere to the dress code as per the Code of Conduct and avoid areas with background noise, nothing inappropriate in the background.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning through regular meetings with teachers and support staff and reviewing work set or reaching out for feedback from students and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

- Take lead responsibility for safeguarding and child protection
- Support staff members to carry out their safeguarding duties
- Liaise closely with children's social care and other services

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 students and parents with accessing the internet or devices

2.7 Students and parents

Staff can expect students learning remotely to:

- Be contactable during the school day although they are not required to be in front of a device the entire time

- 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 or phase lead

- Issues with behaviour – talk to the relevant phase lead

- Issues with IT – talk to IT staff

- Issues with their own workload or wellbeing – talk to their phase lead

- Concerns about data protection – talk to the Business Manager

- Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

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

Access the data through the secure cloud service or the server on our IT network.

No personal data should be downloaded onto personal staff devices.

4.2 Processing personal data

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

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

Please refer to the Safeguarding Policy and Procedures on the MLE

6. Monitoring arrangements

This policy will be reviewed annually by Sacha Schofield, Headteacher. At every review, it will be approved by the Policy Committee.

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
- ICT and internet acceptable use policy
- Online safety policy