

# Remote Learning Policy

(to be used in conjunction with the Education Continuity Plan)



## 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 between 8.15am and 3.15pm.

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:

- Teaching staff will be responsible for setting work for their own class
- There should be daily Reading/Phonics, Maths and Writing lessons available – please refer to the ECP timetables for each year group.
- The outline for the following week should be set the previous Friday by 3pm.
- The pre-recorded lessons and online learning should be uploaded to the Home Learning page of the Trust website for each school.

<https://www.talloaksacademy.co.uk/home-learning-4/>

- Home learning must be emailed to the nominated member of administration staff to be uploaded onto the Trust website by Monday 8am for that week.
- For those children who are unable to access online learning, a paper version of the learning will be available for parents to collect from each school office.
- Paper copies of home learning are to be emailed to each school receptionist for printing and packing, ready for parents to collect.

Providing feedback on work:

- Teachers will access completed work through the virtual learning environment when a piece of work is uploaded by a student. (See Saw/Showbie)
- Teachers are expected to share feedback with pupils in any way that they feel benefits the individual. This can be done through annotation of work, voice recording/videos of next steps or through written notes depending on the age and ability of the pupil.
- The feedback process can be considered 'complete' when the teacher feels that next steps have been acknowledged and there is evidence of this being addressed appropriately.

Keeping in touch with pupils who aren't in school and their parents:

- Staff are expected to make regular contact with parents via phone calls, emails and class Twitter pages. Vulnerable children identified through ABS meetings and Safeguarding systems will be called at least twice a week. Children who have an EHCP will be called once a fortnight. All children will be called at least once every 2 – 3 weeks. Calls will be made by class teachers, heads of schools, Safeguarding and Welfare Officers, the Attendance and Healthcare Officer and the Head of Inclusion. Please refer to ECP – Communication section.

- Staff should not have contact with parents via phone or emails outside of their directed working hours (8.15am – 3.15pm). If Safeguarding and Welfare Officers need to contact families outside of working hours they will be provided with a Trust phone.
- Any complaints or concerns shared by parents and pupils should be shared with the leadership team of the school. Any safeguarding concerns, should be reported to the Designated Safeguarding Lead, the Safeguarding and Welfare Officers for the school and school based leadership team.
- There will be advice on the Trust website supporting parents with positive behaviour for learning at home to avoid issues with behaviour. Please see ECP – Supporting Parents with Behaviour.

Attending virtual meetings with staff, parents and pupils:

- Staff members are to follow the professional protocols when conducting online lessons and attending meetings. This includes dressing appropriately and having the highest professional standards in terms of conduct.
- The location of the lesson or meeting must be suitable and should avoid areas with background noise and with nothing inappropriate in the background. (Through Microsoft Teams the background can be blurred) Ideally the lesson or meeting should not be interrupted by other people/children/noise/ animals.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30am and 3.15pm. (or their contracted hours if different or part-time). 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:

Attending virtual meetings:

- Staff members are to follow the professional protocols when conducting online lessons and attending meetings. This includes dressing appropriately.
- The location of the lesson or meeting must be suitable and should avoid areas with background noise with nothing inappropriate in the background. Please see above.

## 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 – Please see ECP for guidance on how individual subjects can be accessed remotely.
- Working with teachers, teaching their subject remotely, to make sure all work set is appropriate, consistent and of a high standard.
- Alerting teachers to resources they can use to teach their subject remotely

## 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 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

## 2.5 Designated safeguarding lead/Safeguarding and Welfare Officers

The DSL/SWO is responsible for:

- referring cases of suspected abuse to the local authority children's social care (Customer Service Centre)
- seeking advice from Prevent Team regarding radicalisation concerns & refer cases to the Channel programme when necessary
- referring cases to the Police where a crime may have been committed
- liaising with the head teachers to inform them of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- liaising with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff.
- help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children, including children with a social worker, are experiencing, or have experienced, with teachers and school and college leadership staff.
- Maintain regular contact with vulnerable families and children, offering support and directing to outside agency help if needed.
- Please refer to ECP – Safeguarding Vulnerable Pupils section.

## 2.7 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
- Be respectful when making any complaints or concerns known to staff

## 2.8 Governors and Trustees

The governing board/board of trustees 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:

Issues in setting work – talk to school based leadership team

Issues with IT – talk to IT subject leaders first (CWA – Sam Walker, MWA – Kieran Ola, WWA – Chris Fitzpatrick)

Issues with their own workload or wellbeing – talk to their line manager

Concerns about data protection – talk to DPO David Coleman

Concerns about safeguarding – talk to the DSL/SWO of own school

## 4. Data protection

### 4.1 Accessing personal data

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

- access Arbor
- access CPOMS

All staff should use Trust devices such as laptops and Ipads. Personal devices should not be used.

### 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 and if leaving a room where the device will be unattended

Not sharing the device among family or friends

Keeping operating systems up to date – always install the latest updates

Not leaving Trust devices in cars overnight.

## 5. Safeguarding

### Castle Wood Academy

Designated Safeguarding Lead	Cover for Designated Safeguarding Lead
Mr Gary Brown – Head of School	Mrs Julie Jones – Safeguarding and Welfare Officer

### Mercer's Wood Academy

Designated Safeguarding Lead	Cover for Designated Safeguarding Lead
Mr Kieran Ola – Head of School	Mrs Julie Jones – Safeguarding and Welfare Officer

### White's Wood Academy

Designated Safeguarding Lead	Cover for Designated Safeguarding Lead
Mr Chris Fitzpatrick – Head of School	Mrs Jackie Neale – Safeguarding and Welfare Officer

Trust Safeguarding Trustee – Mrs Anna Leng

We aim to have a trained DSL/SWO on site wherever possible. If our DSL (or deputy) can't be on site, they can be contacted remotely. Please see the Trust's full safeguarding policy for both internal and external contacts and numbers.

On occasions where there is no DSL/SWO, a senior leader will take responsibility for co-ordinating safeguarding.

The senior leader will be responsible for liaising with our off-site DSL/SWO to make sure they (the senior leader) can:

- Identify the most vulnerable children in school

- Update and manage access to child protection files, where necessary (through CPOMS)

- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

## **6. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Safeguarding and Child Protection policy 2020 - 2021
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- CWA Home Learning policy
- Education Continuity Plan