

# Remote Learning Policy



## The Brook Special Primary School

<b>Approved by:</b>	Governing Body	<b>Date:</b> February 2021
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### 1. Aims

This remote learning policy 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 Teachers

When providing remote learning, teachers must be available between 8.45am and 3.45pm. If they are 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:

##### Pupils

- Their regular teaching class or team responsibility if peripatetic (ie, intervention tutors; subject specialist; therapist)
- They may be asked to support other bubbles or groups if those teachers are unable to deliver sessions

##### Setting work

- Teachers are responsible for providing work for their class or groups within the remote learning curriculum framework
- They are required to have appropriate resources available at home to support the daily sessions they will be delivering
- They are required to contribute to the video sessions recorded for all pupils when appropriate
- They are required to keep in regular contact with their Phase leader and a member of SLT to feedback on progress and to highlight any emotional and social needs of the family

##### Keeping in touch with pupils who are not at school

- Teachers are expected to touch base with all pupils who are not in school a minimum of twice weekly – preferably at the beginning and the end of the week. A proforma recording contact and the substance of the conversations are filled in after every call and sent to the HT.

- Contact should be direct – by zoom or phone with personal number restricted
- Teachers do not need to answer emails or have contact with parents outside of working hours
- Any complaints or concerns shared by pupils and parents should be passed on to Phase Leaders in the first instance who will escalate to SLT if necessary
- Any safeguarding concerns must be immediately reported to the DSL or any member of the safeguarding team either directly or through MyConcern
- Any concerns about behaviour or emotional wellbeing should be reported to the Assistant Head with responsibility for wellbeing

#### **Attending virtual meetings with staff, parents and pupils**

- Teachers are expected to be dressed in the same way that they would if at school
- Teachers should hold meetings against a neutral background and avoid being in their bedroom where possible and if not, then with a neutral background
- Teachers should ensure that any tabs that they have open in their browser are appropriate for a child to see if they are sharing the screen
- Teachers should use professional language

## **2.2 Teaching Assistants**

When assisting with remote learning, Teaching Assistants must be available between the hours of 8.45am and 3.45pm.

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 the Teacher and pupils of their regular class under the supervision and direction of the class Teacher – this may include making contact with the family; producing or sourcing differentiated resources; taping stories or reading to the child on line

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- Teaching Assistants should use professional language

## **2.3 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 feedback from Teachers involved in remote learning; sampling tapestry entries from parents; receiving feedback from parents through feedback phone calls.

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.4 Designated safeguarding lead

The DSL is responsible for:

- Taking lead responsibility for safeguarding and child protection
- Supporting staff members to carry out their safeguarding duties
- Liaising closely with children's social care and other services
- Managing referrals of
  - suspected abuse to the LA children's social
  - suspected abuse to the local authority (LA) children's social care team as required, and support any staff who do so
  - the Channel programme where there is a radicalisation concern, and support any staff who do so
  - the Disclosure and Barring Service (DBS), if a person is dismissed or leaves due to risk or harm to a child
  - the Police, where a crime may have been committed
- Working with others such as
  - The LA
  - Clinical commissioning group (within the LA)
  - Chief office of police (within the LA)
- Raising awareness by
  - Working with the Governing Body to ensure the Child Protection policy is reviewed yearly and that safeguarding procedures are updated regularly
  - Ensuring that the Child Protection policy is publicly available
  - Making sure that parents are aware that the school may make referrals about suspected abuse

## 2.5 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 experienced
- Reviewing the security of remote learning systems and flagging any data protection breaches to the member of staff with responsibility for GDPR (should be specific) data protection officer
- Assisting pupils and parents with accessing the internet or devices

## 2.6 Pupils and parents

Staff can expect parents of pupils learning remotely to:

- Be contactable during the school day
- Work with their children to support learning where possible
- Alert teachers to any difficulties experienced
- Make the school aware if their child is sick
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

## 2.7 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
- Monitoring the security of remote learning systems for GDPR and safeguarding

## 3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals: either directly, through email or through [admin@thebrook.haringey.sch.uk](mailto:admin@thebrook.haringey.sch.uk)

- Issues in setting work – talk to a Phase Leader, Deputy Head or member of SLT
- Issues with behaviour – talk to Phase Leader or Assistant Head or member of SLT
- Issues with IT – talk to ICT staff (either directly or via admin)
- Issues with their own workload or wellbeing – talk to their line manager or member of SLT
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL or a member of the safeguarding team

## 4. Data protection

### 4.1 Accessing personal data

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

- Access the data using the server in the school IT network
- Use school equipment where possible or personal devices with appropriate safeguarding software

### 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 do not 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 by ensuring the latest updates are installed

## **5. Safeguarding**

The safeguarding policy has been updated to reflect the COVID19 situation and the increase in usage of digital and remote devices. The policy can be found on the school's website and within the U Drive internally.

## **6. Monitoring arrangements**

This policy will be reviewed and approved by a Governor acting on behalf of the Governing Body on a termly basis or more frequently if there are changes to the Government guidelines for remote learning.

## **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