Remote Learning Contingency Policy

Blewbury Church of England Primary School

Approved by:	Sharon Mullins	**Date:** 21 October 2020
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1. Aims

This remote learning contingency 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 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 using the normal absence procedure.

 When providing remote learning, teachers are responsible for:

Setting work

- o Work needs to be set on a weekly basis and uploaded onto Seesaw by the agreed times.

- o Children with **no access** to electronic devices-Children who do not have access to any electronic devices will be provided with a suitable amount of work prepared by their class teacher on a fortnightly basis or will be provided with a device. Children/families with a lack of electrical device will be identified prior to a school closure or local lockdown. Regular contact with our families will inform us of any access issues so we can address barriers to access quickly.

- o If a bubble or whole class has to self- isolate the content of the work needs to include how the child will learn for that area of the curriculum e.g providing a written description of what to do or a link to a video to explain etc.

- o If a single child is isolating work will be provided directly for that child via Seesaw in line with government guidance.

- o Remote learning and contact with families is coordinated to ensure consistency and equality of opportunity.

Providing feedback on learning:

- o Completed work from pupils is marked on Seesaw

- o Feedback should be provided via the Seesaw app on specific pieces of work for each child each week giving them feedback in line with the marking policy – next steps for learning, and verbal feedback to motivate and guide them.

- o Feedback should be given within 24 hours- except for weekends

- o Seesaw app will be used to feedback and keep in touch with the video facility

Keeping in touch with pupils who are not in school and their parents:

- o Teachers monitor engagement and attendance each day on Zoom and Seesaw and weekly updates are given to the Headteacher and Executive Headteacher.

- o Phone calls home to parents are coordinated with teachers, leadership and the office following a concern raised by the teacher

- o Emails should be responded to during normal working hours and should always come from the year group email address. Teachers shouldn't answer emails outside of working hours.

- o If a parent raises a complaint or concerns, teachers will need to seek advice from SLT.

- o If there are any safeguarding concerns, please see the section below

- o Any behavioural issues, such as failing to complete work should be discussed with the Headteacher or Executive Headteacher

Attending virtual meetings with staff, parents and pupils:

- o When attending a virtual meeting with any staff member, parents or pupils the usual staff dress code applies.

- o Please ensure the location you are in is suitable e.g. avoid areas with background noise, nothing inappropriate or confidential in the background.

- o Parents and children receive information about supporting their child to attend the daily Zoom with their peers

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their contracted normal working hours.

If you are unable to work for any reason during this time, for example due to sickness or caring for a dependent, you should report this using the normal absence procedure. You need to provide an update by 2pm if you will not return the following day.

When assisting with remote learning, teaching assistants are responsible for liaising with the class teacher/teachers they work with to find out how they can support the class/individuals.

An agreed plan will be established and regular check in times with the class teacher to monitor how this is going.

Tas will also support staff who are providing the weekly whole class catch up sessions, by being the second adult.

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

- o Whenever possible call parents from school or arrange for someone in school to telephone. If you do call a parent ensure you withhold your personal number before dialling to maintain your privacy (dial 141 before dialling the number). Only make phone calls if this will not incur any additional costs to your mobile plan (if you have unlimited calls).

Attending virtual meetings with teachers, parents and pupils:

- o The usual staff dress code applies when attending virtual meetings. This code has been discussed and circulated as part of the staff meeting – November 2020.
- o A suitable location should be chosen. Avoid areas with background noise and ensure nothing inappropriate or confidential is in the background.

If you are required to be working in school, liaise with the phase leader to ensure that your area of home learning is covered.

2.3 Subject leads

The term 'subject lead' here refers to anyone co-ordinating subject provision across school including Subject Leaders and SENCO.

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other

Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set

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 -online safety
- Review vulnerable children register weekly and update as necessary to ensure robust and responsive actions lead to positive outcomes for all children.

2.5 Designated safeguarding lead

The school has a number of designated safeguarding leads who provide support to our staff members to carry out their safeguarding duties and to liaise closely with other services such as children's social can be found on the website by clicking the link.

If you have a concern about a child or you receive a disclosure from a child while working remotely you should:

- Record all details including any names, times, dates and details.
- Telephone and/or email the DSL asking them to contact you regarding a safeguarding concern - please provide your mobile number and ensure this is actioned on the same day and where possible immedi
- Verbally provide all the details to the DSL. Do not email any sensitive information. The DSL will record the details and decide the course of action.
- Keep the written information secure in case you are required to recall it.
- Shred the information once the DSL has confirmed it will not be required.

The Blewbury DSLs are:

Lisa Horton

Lisa Austin

Becky Clark

Kerry White

2.6 IT Issues:

- Fixing issues with systems used to set and collect work – contact Seesaw
- Helping staff and parents with any technical issues they are experiencing. Parent IT issues should be directed to the class teacher who will pass it onto Seesaw or IT provider.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer – Mike Bingham.
- Assisting pupils and parents with accessing the internet or devices. Any issues should be directed to class teacher in the first instance.

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 – Oak Academy Lessons, BBC Bite Size, - All links are available on the school website under the home learning section.
- Be respectful when making any complaints or concerns known to staff

2.8 Local Governing Body

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.
- Monitoring the Safeguarding in relation to remote learning and groups of children in school.

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 teacher or SENCO: Becky Clark

Issues with their own workload or wellbeing – Lisa Horton or Sharon Mullins

Concerns about data protection – talk to the data protection officer: Mike Bingham ODST

Concerns about safeguarding – talk to the DSL: Lisa Horton or Becky Clarke

4. Data protection

4.1 Accessing personal data

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

- Connect through the secure school emails
- Where a device has been provided by Blewbury School, you should use this rather than using any personal 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)
- NOT to disclose ANY passwords and ensure that personal data is kept secure and used appropriately.
- 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, friends or other members of staff
- Installing Antivirus and Anti-spyware software
- Keeping operating systems up to date – always running on the latest update*s*

5. Safeguarding

The Child Protection and Safeguarding policy can be found on the school website in 'School Policies'. Any safeguarding issues must be reported **immediately** to one of the Designated Safeguarding Leads. See Section 3 for contact details.

6. Monitoring arrangements

This policy will be reviewed annually by the Senior Leadership Team (At every review, it will be approved by the Full Governing Board or Emergency Advisory 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/Safe Use of the Internet