

Remote learning policy



Redbridge High School

Approved by:	Paul Cronin	Date: October 2020
Last reviewed on:	9th October 2020	
Next review due by:	1 st October 2021	

Contents

1. Aims	2
2. Roles and responsibilities	2
3. Who to contact.....	4
4. Data protection	5
5. Safeguarding	5
6. Monitoring arrangements.....	7
7. Links with other policies.....	7

1. Aims

In the event pupils as individuals, groups or the whole school are required to stay at home but are well, the school will offer the following support.

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school. As with the school homework policy, what will constitute as remote learning for our pupils will by definition be varied and involve mostly suggested practical activities for families to complete, rather than formal work delivered through virtual classroom platforms
- 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 are responsible for:

- Class teachers take the lead on liaising with families to provide bespoke provision to each of the pupils in their class.
- Support can be provided in the form of resources dropped off at home (specific equipment including aids for mobility and positioning); hard copies of activities for pupils to complete; virtual sessions conducted from school; and use of, Class Dojo to set activities, highlight resources and maintain pastoral links.
- Teachers will also make pastoral calls to families to check progress, suitability of resources, ability to access and most importantly what families require and works for them.
- Staff attending virtual meetings with staff, parents and pupils:

- Please dress appropriately if attending from home
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

Teachers streaming live sessions remotely must only do so from the school building. Recorded sessions may be streamed from home.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants are responsible for carrying out the duties to assist the teachers in preparing resources and in some instances, physically delivering resources to households.

2.3 Base leaders

Alongside their teaching responsibilities, Base leaders are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Work with teachers in their base to ensure work set is appropriate and consistent
- Monitor remote work set by their teachers.
- Alerting/sharing/training teachers to use resources that lend themselves to remote learning, i.e. Zoom, Microsoft teams.

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

2.5 Designated safeguarding lead

The DSL is responsible for:

- All staff receiving part 1 of 'Keeping Children Safe in Education'
- Access to child protection policy at:-
<http://www.redbridgehighschool.co.uk/css/pages/sub%20pages/parents/policies/Child%20Protection%20Policy.pdf>
- Ensuring all staff have annual safeguarding training

2.6 IT & IT staff

- The school firstly will have identified pupils/families who do not have any access to any form of ICT in order to support any on-line learning offer.
- A device has also been provided to those pupils identified in the vulnerable group by social care if families or foster carers wished to receive one. (Many pupils in this cohort already have access to devices funded or provided through other routes)
- The school website has been populated with links to activities and resources for pupils and families to access (specific page created for this and all pupils' families informed and alerted to this.)

IT staff are responsible for:

- Helping staff and parents with any technical issues they're experiencing on school provided device's ie Helping with passcodes, uninstalling iPad apps and iCloud settings on return of devices to school.
- To remotely monitor usage and compliance with school device usage policies.
- To report to senior members of staff any breaches of device noncompliance.
- To periodically request devices to be returned to school for auditing of usage and compliance.

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
- 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 – if you know of any resources staff should point parents towards if they're struggling.
- 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, Base leader. SLT
- Issues with IT – talk to Mike.
- Issues with their own workload or wellbeing – talk to their line manager or Mental health first Aiders, Mandy, Stasha, Jemma B.
- Concerns about data protection – talk to the data protection officer, Lisa Dutton.
- Concerns about safeguarding – talk to the DSL, Paul and Mandy-in their absence base leaders.

4. Data protection

4.1 Accessing personal data

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

- Keep pupil's personal data secure in line with GDPR training
- Data can be accessed/shared through 'Sharepoint' using Office 365.
- Use provided equipment such as laptops rather than 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)
- Teaching staff will be provided with an encrypted USB pen with which they can safely store personnel details in line with the school policy on GDPR.
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Comply with any request from IT regarding any issues involving antivirus and anti-spyware software. Antivirus software is installed on all teachers' laptops and is remotely managed via Cloud based software.
- Always allow Windows to install the latest updates

5. Safeguarding

To reflect current circumstances and new ways of working due to Covid-19 an addendum to the child protection policy is available here:-

ADDENDUM TO REDBRIDGE HIGH SCHOOL CHILD PROTECTION POLICY TO COVER PARTIAL /TOTAL SHUTDOWN

The school will endeavour to stay open under the direction of the Local Authority and as per Government guidance risk assessing on a daily basis against health requirements as well as the social, emotional and health needs of our pupils.

To ensure we continue to monitor the well-being and safeguarding of pupils during partial or total closure of the school we will operate the following procedures.

- All class teachers to make contact with the families of each pupil in the class group once a week either via class dojo, or by phone. All contacts are to be logged on the contact form, (Appendix 1) and stored on the Office 365 teaching staff shared drive.
- Any pastoral concern or safeguarding concern must be logged on Behaviour Watch as per standard procedures. If unsure whether an issue is pastoral or safeguarding, make sure you consult with your Base Leader or other member of senior staff.
- If you become aware of a safeguarding issue as well as logging it on Behaviour Watch contact your Base Leader or other senior member of staff by phone to inform them.
- Continue to signpost to and offer activities to help support the mental health of pupils whilst at home.
- Remember to follow all school guidelines in terms of use of social media and online safety when communicating with families during a closure period. Do not provide personal phone numbers as contacts for families. (all phones have the facility to withhold numbers when dialling out). Guidance from LA below.

The starting point for online teaching remains the same as the principles set out in our school's staff code of conduct. This policy includes acceptable use of technologies, staff/pupil relationships and communication including the use of social media. This policy applies equally to any existing or new online and distance learning arrangements which have been introduced. The principles set out in the guidance for safer working practice for those working with children and young people in education settings published by the Safer Recruitment Consortium should be adhered to by all staff.

- Due to the nature of the current crises do ask specifically about the health of pupils and whether they or immediate family members are presenting with any symptoms.
- All school child protection procedures operate as usual whether the school is partially or fully closed and are available on the school website as are links to safeguarding resources.

In the event of becoming aware of a safeguarding issue and being unable to make contact with any senior member of staff having logged the concern on Behaviour Watch there is a duty on all staff to escalate that concern. The process to do that is to make a direct referral to Careline, (details below from our school Child protection policy).

- School Improvement Liverpool provide an online resource 'Safeguarding-Mate' to support colleague's decision making: <https://www.schoolimprovementliverpool.co.uk/safeguarding-mate/>
- The link to 'Safeguarding mate' is on the school website on our staff links page.
- if a child is believed to be suffering or likely to suffer significant harm a referral must be made. This referral will always be followed up in writing.
- Children's Services contact details are as follows:
- In the very unlikely event you have been unable to contact a senior member of staff either by phone or email and you feel a referral is justified make sure you record all your actions on Behaviour Watch and continue to attempt to make contact.

Contact Phone Numbers for Senior Staff:

Paul Cronin (Headteacher DSL):

Mandy Hesketh (Deputy Head Deputy DSL)

Base 1: Cormac Burke (Asst. Head):

Base 2: Mandy Hesketh

Base 3: Ben Farley (Asst. Head):

Base 4: Katie Calder (Asst Head): Until further notice contact Headteacher or Deputy Headteacher

6. Monitoring arrangements

This policy will be reviewed annually by Amanda Hesketh. At every review, it will be approved by the head teacher and governing board.

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