

The Constance Bridgeman Centre

Knowledge, Understanding, Opportunity

Remote learning policy 2022

Remote Learning Policy Review

This policy was reviewed and adopted at the management committee meeting on 29th November 2022

This policy is due for review in September 2024

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Date 29/11/22

Headteacher

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Date 29/11/22

Chair of Management Committee

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1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for students 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 0840 and 1530. 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:

Students

- Their regular teaching class or team responsibility (eg, mentor; subject specialist; therapist)
- They may be asked to support other 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 video sessions recorded for all students when appropriate
- They are required to keep in regular contact with a member of SLT to feedback on progress and to highlight any emotional and social needs of the child or family

Keeping in touch with students who are not at school

- Teachers are expected to touch base with all students 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 Head of Centre.
- 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 students and parents should be passed on to SLT as necessary
- Any safeguarding concerns must be immediately reported to the DSL
- Any concerns about behavioural issues or emotional wellbeing should be reported to SLT

Attending virtual meetings with staff, parents and students

- 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 0840 and 1530.

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 assisting with remote learning, teaching assistants are responsible for:

- Supporting the teacher and students 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; receiving feedback from parents through feedback phonecalls.
- 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 to
 - the child’s social worker
 - the local authority (LA) children’s social care team as required, and to support any staff who do so
 - the Channel programme where there’s a radicalisation concern, and to 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 Management Committee 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 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

2.6 Students and parents

Staff can expect parents of students learning remotely to:

- Be contactable during the school day
- Work with their children to support the learning where possible
- Alert teachers to any difficulties they are experiencing
- 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 Management Committee

The Management Committee 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: either directly, through email or through

- Issues in setting work – talk to a member of SLT
- Issues with behaviour – talk to a member of SLT
- Issues with IT – talk to ICT staff (either directly or via admin)
- Issues with their own workload or wellbeing – talk to a member of SLT
- Concerns about data protection – talk a member of SLT, who will refer to the data protection officer as necessary
- Concerns about safeguarding – talk to the DSL or a member of SLT

4. Data protection

4.1 Accessing personal data

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

- Access the data using a secure Cloud service or the CBC server
- Use school equipment

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 –by ensuring the latest updates are installed

5. Safeguarding

The safeguarding policy has been updated to reflect the COVID19 situation and increase in usage of digital and remote devices. The policy can be found on the CBC website.

6. Monitoring arrangements

This policy will be reviewed termly by Head of Centre, and if there are changes to government guidelines for remote learning.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy