

Philpots Manor School



Remote Learning Policy

Approved by:	SLT	Date: May 2022
Last reviewed on:	May 2022	
Next review due by:	May 2023	

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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 9 am to 4 pm.

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.

Reporting Procedure

1. A member of staff who is ill and unable to attend work should report their absence and give a reason for the absence by phone, leaving a voice message on the School phone if necessary, by 8am at the latest on the day of the absence. A member of support staff will then telephone the relevant Co-ordinator to advise them of the staff members' absence.
2. Other than in exceptional circumstances the absence should be reported in person and not through a third party.
3. If, at this time, it is possible to give an expected date for returning to school, please do so at the time of phoning;
4. In any event, please phone school during the day prior to returning to notify your intention to return to work. Cover for your work can best be arranged in advance but it causes unnecessary work if you intend to return to work the next day and do not inform anyone.
5. If you are absent for more than one day please ensure that a telephone message is sent before 8am on each day of absence.

When providing remote learning, teachers are responsible for:

- **Setting work (guidelines below)**

- Who they need to provide work for, including if they may need to cover for other classes
- The amount of work they need to provide
- When this work needs to be set (e.g. 3pm the day before)
- Where work should be uploaded (e.g. school website, remote learning platform) – cover any instructions for doing this if your staff are unfamiliar with the system
- How they should coordinate with other teachers, including those teaching in school, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work

● **Providing feedback on work – cover details like:**

- How they'll get access to completed work from pupils
- How they're expected to share feedback with pupils
- When they need to finish sharing feedback on completed work

● **Keeping in touch with pupils who aren't in school and their parents – cover details like:**

- If they're expected to make regular contact, and how they should do that if so (e.g. what medium or platform to use, like emails, phone calls or social media)
- What expectations are on them for answering emails from parents and pupils (e.g. you could say that teachers shouldn't answer emails outside of working hours)
- How they should handle any complaints or concerns shared by parents and pupils – for any safeguarding concerns, refer teachers to the section below
- How to handle any behavioural issues, such as failing to complete work

Attending virtual meetings with staff, parents and pupils – cover details like:

- **Dress code:** Teachers should ensure that when they are working remotely from home, they should be fully dressed in attire deemed appropriate for working with pupils. This explicitly means that wearing PJs or a dressing gown is not acceptable, for example.
- **Locations:** All staff should endeavour to avoid working in areas with background noise, in sight of other people nearby from your home and ensure that nothing inappropriate is in the background such as wall displays or personal items left on the table /floor.
- Teachers also working in school will need to ensure that they use their TA or request other qualified staff to support classroom learners if it is deemed that streaming live lessons is not appropriate for learners in the classroom and at home simultaneously.

2.2 Teaching Assistants (TAs)

When assisting with remote learning, TAs must be available between 9 am and 4 pm

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.

Refer to reporting procedure in 2.1 above

When assisting with remote learning, TAs are responsible for:

- Supporting pupils who aren't in school with learning remotely by
 - Checking with the teacher which pupils they'll need to support
 - Using the learning strategies identified to best support individual learners
 - Ensuring that they are familiar with the risk assessment (RA) for learners when working alone remotely.
- Attending virtual meetings with teachers, parents and pupils as requested and complying with;
- Dress code: TAs should ensure that when they are working remotely from home, they should be fully dressed in attire deemed appropriate for working with pupils. This explicitly means that wearing PJs or a dressing gown is not acceptable, for example.
- Locations: All staff should endeavour to avoid working in areas with background noise, in sight of other people nearby from your home and ensure that nothing inappropriate is in the background such as wall displays or personal items left on the table/floor.

If TAs will also be working in school, the teacher responsible for the class will be responsible for ensuring that any cover is in place for TAs who would normally be responsible for learners in the classroom.

2.3 Subject Coordinators (SCs)

Alongside their teaching responsibilities, SCs 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 (SLT)

Alongside any teaching responsibilities, members of SLT are responsible for:

- Co-ordinating the remote learning approach across the school (**Oly Golding: Assistant Head of Education**):
- Monitoring the effectiveness of remote learning through regular meetings with teachers and SCs, reviewing work set or reaching out for feedback from pupils and parents. (**Oly Golding: Assistant Head of Education**)
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations (**Tracey Hooker: Head of Finance and Facilities**)

2.5 Designated safeguarding lead (DSL)

The main responsibilities of the DSL are:

- To be the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters of child protection
- To co-ordinate the child protection procedures in the School
- To read, understand and be knowledgeable about the Local Safeguarding Children Board procedures
- To maintain an ongoing Child Protection training programme for all School employees on induction and annually thereafter.
- To ensure that their own and any deputy designated persons training is renewed in line with changes to legislation.
- To monitor the keeping, confidentiality and storage of records in relation to child protection
- To liaise with the child protection officer appointed by West Sussex County Council (LADO)
- To keep parents informed of action to be taken under these procedures in relation to their child.
- To monitor records of pupils in the School who are subject to a child protection plan to ensure that this is maintained and updated as notification is received
- To liaise with other professionals to ensure that children who are subject to child protection plans are monitored
- where appropriate, to take part in child protection conferences or reviews
- to inform social services in writing when a child who is subject to a child protection plan moves to another school and to inform the new school of the child protection plan as advised by social services and
- to ensure records of staff training on child protection and safer recruitment procedures are kept and maintained.

The **Designated Person** for the School site is **Kirstie Hayes**, who may be contacted on: **Office: 01342 810268** Email: kirstie.hayes@philpotsmanorschool.co.uk

The Safeguarding Team who supports the DSL comprises of:

- **Clare Sharpe, Wellbeing Lead**
- **Kerry Lusted, Wellbeing Mentor**

These are the Deputy Members of Staff for Child Protection.

Refer to Child Protection and Safeguarding Policy for full details

2.6 IT Staff

The Head of Finance and Facilities is responsible for coordinating IT support in the following way so that remote learning is fully supported.

- 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 pupils and parents with accessing the internet or devices

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 and to the best of their ability
- Seek help if they need it, from teachers or TAs by making contact in a pre-agreed manner
- Alert teachers if they're not able to complete work by

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, include those here
- Be respectful when making any complaints or concerns known to staff

Refer to the Attendance Policy for reporting absence

2.8 Governance

Governance in the school is the responsibility of the Proprietor and the Board of Directors . They 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 the relevant Subject Co-ordinator or the Assistant Head of Education
- Issues with behaviour – talk to the relevant class teacher for strategies followed by the Assistant Head of Education (Oliver Golding) for further advice or the Deputy Head of Education (Behaviour Lead) Kirstie Hayes
- Issues with IT – talk to Assistant Head of Education or ICT Teacher if it is about the using the software or the Head of Finance and Facilities if it is a hardware question or a logging in issue
- Issues with their own workload or wellbeing – talk to your line manager
- Concerns about data protection – talk to the Data Protection Officer (Tracey Hooker)

- Concerns about safeguarding – talk to the DSL (Kirstie Hayes)

4. Data protection

4.1 Accessing personal data

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

- Access personal data using the schools Google Drive cloud service
- Staff are requested to use the Google Chromebook when working remotely so that personal data is accessed from this school device.
- Where staff do not have access to the school Google Chromebook, and are using a personal device, they must ensure that the Antivirus software is up to date and that, no saved work is on personal devices

Please refer to the GDPR and Staff Conduct Policies for further guidance on expectations

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

The following tips are based on the article [GDPR and remote learning](#) which explain the best security measures schools put in place.

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 – always install the latest updates

5. Safeguarding

The Deputy Head of Education (DSL) has updated our Child Protection and Safeguarding Policy to reflect the current situation with a Coronavirus Addendum, which can be accessed on our website.

6. Monitoring arrangements

This policy will be reviewed annually by the Head of Education

At every review, it will be approved by SLT and the Proprietor

7. Links with other policies

This policy is linked to our:

- Behaviour Policy
- Child Protection and Safeguarding Policy (and coronavirus addendum to our Child Protection and Safeguarding Policy)
- GDPR (Data protection) Policy and privacy notices
- Home-school agreement
- ICT and internet Acceptable Use Policy