

Name of School	St Edward's Catholic Primary School
Policy implemented	September 2020
Date of next review	September 2022 and ongoing on a regular basis
Who wrote this policy?	Samaira Naz Assistant Head Teacher

Contents:

1. Aims
 2. Roles and Responsibilities
 3. Who to Contact
 4. Data Protection
 5. Safeguarding
 6. Monitoring Arrangements
 7. Links with other policies
-

1. Aims

This remote learning policy for staff 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

Reflect the school's commitment to the UN Conventions of the rights of the child specifically article 28, 29 and 31.

2. Roles and responsibilities

2.1 Teachers

- Teachers must be available between 9am and 3pm (Monday – Friday) to deliver a varied timetable and should include regular break times. If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedures by phoning their line manager by 7am and 7pm on the evening before absence. If it affects the completion of any work required ensure that arrangements have been made with year group partners or SLT to ensure work is completed.
- **Teachers are responsible for:**
- Setting differentiated work including - creating a weekly timetable of work for their year group in liaison with year group partners. This must include subjects from across the curriculum.
- Year group weekly timetables to be emailed directly to the Head the Friday before the week the work commences. Head Teacher/SLT to proof read all and ensure consistency before they are the emailed to parents/uploaded to the website.
- Working as a year group team to ensure the above work is planned and ready.
- Online line safety curriculum to be followed as part of the Purple Mash scheme of work. Teachers will continue to provide simple short activities that can be completed at home to support children's online safety at a time when they will spending more time online.
- Providing feedback on work - Pupils can send any completed work to teachers via the messaging facility on Microsoft 365 Teams and teachers to provide feedback if required.

- Teachers are to send any exceptional pieces children's work to be displayed on the school website to Ms Naz (Assistant Head) who will forward these to the Office staff or Trust Computing team to upload.
- Emails/messages received in the year group from parents and pupils are to be checked between 9am and 3pm, Monday to Friday and teachers are to respond within 48hrs.
- Any issues that are received are to be dealt with professionally by the class teacher and members of SLT.
- Teachers are to attend any virtual meetings held with parents including parent consultations and information evenings.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils with learning remotely as advised by teachers and the Inclusion Manager.
- When requested by the Inclusion Manager, attending virtual meetings with teachers, parents and pupils.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Monitoring the work set by teachers in their subject.
- Review work set weekly on the website.
- Review your current subject in the light of home learning during the autumn term.
- Evaluate what changes will need to be made ready for creating a subject action plan.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring with SLT the effectiveness of remote learning.
- Monitoring and reviewing work set by teachers weekly and email correspondence between parents and teachers.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Designated safeguarding lead

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns.
- **See the COVID-19 amendments to the Child Protection Policy that was updated in Summer 2020.**

2.6 Computing staff

- Creating email systems and addresses.



- Fixing issues with systems used to set and collect work.
- Helping staff and parents with any technical issues they may be experiencing.
- Reviewing the security of 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 hours of the school day 9am – 3pm – although 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 are not able to complete work.

Staff can expect parents with children learning remotely to:

- Seek help from the school if they need it – staff should refer parents to the school website and the 'Remote Learning' page for the weekly timetables and other useful links for learning.
- 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 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 teacher/subject lead/Inclusion Manager/SLT.
- Issues with behaviour – talk to the class teacher/Inclusion Manager/SLT.
- Issues with IT – talk to the Assistant Head (Ms Naz) who can contact Trust Computing Team if needed.
- Issues with their own workload or wellbeing – talk to their line manager/SLT.
- Concerns about data protection – talk to the DSL (Ms Naz) who will contact the data protection officer.
- Concerns about safeguarding – talk to the DSL/deputies (Ms S Naz).
- All staff can be contacted via their school email addresses.

4. Data protection

4.1 Accessing personal data

'Following Christ we reach our goals'

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

- All staff have access to Safeguard Software to record any parent contact or concerns about children, this is accessed via a secure password. Staff to log out after use. Do not allow access to the site to any third party.
- SLT/Office staff have the ability to locate personal details of families when required through securely accessing SIMS. SLT/Office staff are not to share their access permissions with other members of staff.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

4.2 Processing personal data

- Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.
- While this may be necessary, 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 or staff are to lock the device when they are away from it.
- 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

- Please see the following for updates concerning safeguarding in relation to home learning.
- COVID-19 amendments to the Child Protection Policy this also details reference to remote learning curriculum and risks online. This policy is available on our website.

6. Monitoring arrangements

This policy will be monitored as follows:

- This policy will be reviewed as and when updates to home learning are provided by the government by Ms S Naz (Assistant Head). At every review, it will be approved by Mr P



Underwood (Headteacher) and SLT and the Chair of Governors (Mr M Laniyan).

7. Links with other policies

This policy is linked to our:

- Teaching and Learning policy
- Behaviour policy and the corona virus addendum to this policy
- Child protection policy and corona virus addendum to this policy
- Data protection policy and privacy notices
- Home-school agreement
- Computing and internet acceptable use policy
- Online safety policy
- Staff Code of Conduct

'Following Christ we reach our goals'