



RIPPLEVALE  
SCHOOL

# Remote Learning Policy

<b>Approved by:</b>	J. Lovett	<b>Date:</b> 19.4.2020
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## 1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning
- 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

Teachers must be contactable between 09:00 and 16:00 Monday to Friday during the regular school term dates. If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent/vulnerable person, they should report this using the normal absence procedure.

Teachers are responsible for:

- Setting work –
  - Work should be set one lesson per week for each class group you teach or are timetabled for on the online learning timetable.
  - Work will need to be set prior to the scheduled time the lesson is due to begin according to the online learning timetable.
  - Work should be uploaded to Google Classroom with instructions as to its completion.
  - Work that is required to be uploaded to the school website should be sent to Jamie Lovett the day
  - to students who may not have adequate technological resources to access work so that alternative provision be made available.
  - Teachers should continue to plan for their subject area as much as possible with the information available at that point. i.e. planning for September.
  
- Providing feedback on work

- Students are able to contact staff and send completed work back via the staff emails posted on the school website. Students completing work using Google classroom can ask questions and leave comments for teachers and submit their work and retrieve feedback via this platform.
- Feedback to pupils is expected within a reasonable time after submission. Within one week after submission.
- Video meetings are available via Zoom using an education linked account login. Students must be; logged in by a parent and have an adult present with them in the vicinity with the exception of drawing and talking and any other therapy session where students will need to be alone, prior consent forms will be completed for these.
- Teachers should complete any video call with another member of staff on the call.

➤ Keeping in touch with pupils and parents:

- Teachers should maintain regular contact with the families and students via telephone, email, Zoom and Google Classroom. Contact should check in on welfare of the student and family and review issues with work.
- Teachers should complete any video call with another member of staff on the call.
- Parent emails should be responded to at the earliest possible time, the same day unless information or advice needs to be sort in which case longer may be needed.
- Any complaints, concerns or safeguarding should be reported in the usual manner according to school policy. School telephone lines have the option to speak to the Head. All Ripplevale School related email accounts are check daily.
- Safeguarding concerns reported by staff will need to be reported by the class charts system and telephoned to the available designated safeguarding lead.
- Student behaviour on any online meeting is expected to maintain already existing classroom expectations. Should they not be able to abide by these, and fail to be supported by the appropriate adult in the vicinity then that students participating in that call should be terminated. Telephone contact with the parent following to explain decisions should be made and the relevant member of SLT informed.
- Students will only be encouraged to complete work and not reprimanded for failure to do so.
- Any Video call should use the record facility available and all parties and appropriate adults should be made aware and consent to this. Recordings will only be kept for the period allowed by the online platform and held by them in accordance with their privacy policy and relevant GDPR regulations and Zooms terms and conditions of service.
- Any contact with students must be recorded on Class Charts and class spreadsheet held on Teacher Data.

➤ Attending virtual meetings with staff, parents and pupils:

- Dress code – Should be casual wear but maintain the boundaries set in the school dress code policy
- Locations -Avoid areas with background noise that may interfere with the meetings. Meetings should not take place in areas that may compromise staff such as bedrooms. Students should also abide by this criteria.

- If teachers will also be working in school part-time on a rota system, cover for the responsibilities above during this time will be co-ordinated by Deputy Head and set out in an online learning timetable.

## 2.2 Teaching assistants

Teaching assistants must be available for contact if needed between 09:00 and 15:45. If they're unable to work for any reason during this time, for example due to sickness or caring for a vulnerable other/dependent, they should report this using the normal absence procedure.

Teaching assistants are responsible for:

- Supporting pupils with learning remotely:
  - TA's should support their allocated classes by senior leaders as and when required within normal working hours via the designated online platforms.
  - Support can also include telephone calls and emails as designated by their class teacher.
- Attending virtual meetings with teachers, parents and pupils:
  - Dress code – Should be casual wear but maintain the boundaries set in the school dress code policy
  - Locations -Avoid areas with background noise that may interfere with the meetings. Meetings should not take place in areas that may compromise staff such as bedrooms. Students should also abide by this criterion.

If teaching assistants will also be working in school part-time on a rota system, cover for the responsibilities above during this time will be co-ordinated by Deputy Head and set out in an online learning timetable.

## 2.3 Subject leads

Whilst the school is structuring subject leads in core subjects all teachers should share the below responsibilities.

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject to make sure work set is appropriate and consistent
- Working with other teachers and senior leaders to make sure work set across subjects is appropriate and consistent.
- Alerting teachers to resources they can use to teach their subject

## 2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school – Jamie Lovett is the designated senior leader to co-ordinate this.
- Monitoring the effectiveness of remote learning – this can be done through regular meetings with teachers, 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

## 2.5 Designated safeguarding lead

The DSL is responsible for:

**Everyone** who comes into contact with children and their families has a role to play in safeguarding children. Schools and colleges form part of the wider safeguarding system for children.

The DSL has overall responsibility for the day to day oversight of safeguarding and child protection systems in school. This includes

- Acting as a consultant for staff to discuss concerns
- Maintaining a confidential recording system
- Co-ordinating safeguarding action for individual children
- Liaising with other agencies and professionals
- Ensuring that locally established procedures are followed and making referrals as necessary
- Representing or ensuring the school is appropriately represented at inter-agency safeguarding meetings (including Child Protection conferences)
- Managing and monitoring the school's part in Early Help / Child in Need / Child Protection plans
- Organising training for all school staff

The Directors and School Leadership Team will ensure that the DSL is properly supported in this role at a time and resource level.

**The welfare and safety of children however are the responsibility of all staff in school and ANY concern for a pupil's welfare MUST be reported to the Designated Safeguarding Lead.**

**In the event DSL is unavailable a Deputy DSL must be contacted.**

In order to protect confidentiality, safeguarding information about individual children is shared on a need to know basis only, however, what may seem to be a minor issue to one staff member, may be highly significant to the bigger picture of risk, and therefore this information is often shared.

All safeguarding concerns must be reported to the DSL at the earliest point via the class charts reporting system and via telephone while working from home.

Please see the School Safeguarding policy and associated policies. All available on the school website and on request.

## 2.6 All staff

All staff are responsible for:

- Assisting parents setting up the appropriate learning platforms.
- Assisting in fixing or reporting fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing, and where unable to correct issues reporting them to Jamie Lovett or sign posting parents to the relevant help.
- 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 to:

- › Be contactable during any agreed set times – set times must be agreed by parents/carers
- › 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 to:

- › Make the school aware if their child is unable to attend an agreed meeting
- › Seek help from the school if they need it
- › Be respectful when making any complaints or concerns known to staff

## 3. Who to contact

If staff have any questions or concerns, they should contact the following individuals:

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

- › Issues in setting work – relevant subject teacher
- › Issues with behaviour – talk to the relevant senior leader
- › Issues with IT – Deputy Head
- › Issues with their own workload or wellbeing – talk to their designated senior leader
- › Concerns about data protection – talk to Deputy Head
- › Concerns about safeguarding – talk to the DSL

## 4. Data protection

### 4.1 Accessing personal data

When accessing personal data, all staff members will:

- › Use the remote server login and SIMS.
- › Should you have access to a school device for use in completing your tasks and responsibilities this should be used instead of any personal device.
- › Personal devices used are not permitted to store any other individuals personal or contact details.

### 4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as email addresses 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
- 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**

Safeguarding and child protection policies are available on the school website and on request.

Safeguarding concerns should be reported immediately to the DSL (Jane Norris, in the event Jane is unavailable a deputy DSL should be contacted – Jamie Lovett, Joanne Baker, Shane Donovan, Joanne Davies and felicity Carter)

Concerns should be reported via the class charts safe guard my school system and via telephone to a DSL immediately.

Contact details for each are available on the school addendum to the child protection policy.

## **6. Monitoring arrangements**

This policy will be reviewed to review its effectiveness in the new learning environment and climate and annually from then on by Jamie Lovett, Deputy Head. At every review, it will be approved by Directors and Head of School.

## **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
- ICT and internet acceptable use policy
- Online safety policy
- Dress code Policy