Remote learning policy

The Edith Borthwick School

Approved by:	Governing Body	**Date:** 18.3.21
Last reviewed on:	New policy	
Next review due by:	Spring 2022	

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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

Class teachers will plan and co-ordinate remote learning for learners in their class who are not attending school.

The following groups will also play a role in supplementing the offer:

- Pastoral lead

- Assistant Headteacher

- Therapy team

- Family workers

- Specialist teachers

2.1 Teachers

When providing remote learning, teachers must be available between 9am and 3pm.

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.

When providing remote learning, teachers are responsible for:

- Setting work:
    - For learners in their class
    - 3-5 activities for each day linked to our subject areas
    - This will be uploaded to Evidence for Learning, or sent as physical work packs for those where technology is an issue.
    - This will be part of a phase approach, ensuring offer is planned and sequential and work load is manageable.

- Providing feedback on work:
    - o Daily email contact with families and individuals as appropriate,
    - o Feedback to work on Evidence for Learning
- Keeping in touch with pupils who aren't in school and their parents:
    - o Daily contact via email
    - o A weekly (minimum) keeping in touch (KIT) call, where the current offer can be reviewed and amended linked to learner and family need.
    - o Teachers must update the KIT tracker by Friday morning each week, to inform line managers regarding required adaptations to whole school offer/approach.
- Attending virtual meetings with staff, parents and pupils:
    - o Access via Teams in a suitable room (GDPR compliant) and in professional clothing in adherence with staff code of conduct.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9.10am and 3.00pm

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.

2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school and in their phase.
- Monitoring the effectiveness of remote learning – through regular virtual meetings with teachers and feedback from families.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.4 Designated safeguarding lead

The DSL is responsible for:

- Promoting staff to continue to share safeguarding concerns in the usual manner.

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 pupils and parents with accessing the internet or devices

2.6 Pupils and parents

Staff can expect pupils/families 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 or by emailing eflsupport@edithborthwick.essex.sch.uk
- Alert teachers if they're not able to complete work or it needs to be amended.

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
- Be respectful when making any complaints or concerns known to staff

2.7 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 Assistant Head of Phase
- Issues with behaviour – talk to the Pastoral Lead
- Issues with IT – talk to IT staff or email eflsupport@edithborthwick.essex.sch.uk
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

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

- Access data securely from central records, SIMS teacherapp or through onedrive.
- Use school devices to connect.

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 – always install the latest updates

5. Safeguarding

The Safeguarding policy has been updated in line with the current situation and can be found on the website.

6. Monitoring arrangements

This policy will be reviewed annually by the Headteacher. At every review, it will be approved by the Curriculum committee.

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
- E-safety policy