



# Remote learning policy

## Bamburgh School

**Approved by:** Full Governing  
Body

**Date:** 5/11/20

**Last reviewed  
on:** N/A

**Next review due by:** Dec 20

## **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 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 8.30 and 3.30.

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 each class group that they normally teach
- for the number of lessons that they would normally have with this class

- by 3pm the day before the face-to-face lesson would have taken place

Work should be uploaded on Google Classroom or Tapestry – video training on using Google Classroom is available on the Teachers' Classroom. This training will be updated as required.

**Providing feedback on work :**

- completed work from pupils will be available on Google Classroom
- feedback with pupils should be shared promptly using Google Classroom
- completed, marked work should be printed off and put into pupil files once back in school.

**Keeping in touch with pupils who aren't in school and their parents:**

- Teachers should make a weekly phone call to the parent of each pupil who is self-isolating, using the prompt sheet provided. Information from these calls should be logged using the parental phone calls questionnaire
- Emails from parents should be passed to SMT. Pupils who email should be encouraged to communicate via Google Classroom. There is no expectation that staff should answer emails outside of working hours.
- Any complaints or concerns shared by parents and pupils should be passed to SMT to deal with. Please alert the DSL (Mrs K. Nichol) to any safeguarding concerns by using CPOMS, as normal
- Merits for good work should be written on the relevant assignment at the time of marking.
- The points system available on Google Classroom should be used to award 10 points for each completed piece of work. A reward system for pupils will be linked to this.
- Behavioural issues, such as failing to complete work, should be passed to SMT.

**Attending virtual meetings with staff, parents and pupils:**

- dress as they would if they were at school
- avoid locations with background noise, and ensure that there is nothing inappropriate on view in the background of the shot.

In the event of partial closure, both teachers who are self-isolating and those who are working in school need to provide remote learning for those classes that they normally teach, but who are working remotely.

### **Passing on safeguarding concerns:**

Teachers are required to read government guidance 'Safeguarding and remote education during coronavirus (COVID 19)', and also the COVID Addendum to our Child Protection and Safeguarding Policy (available on the school website and updated monthly). Teachers must then act in accordance with this guidance.

### **2.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available during their normal working hours.

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 school is providing remote learning, TA responsibilities may include:

- supporting pupils who aren't in school with learning remotely. This could include telephone support, or talking to pupils through the Google Classroom 'Chat' facility
- attending virtual meetings with teachers, parents and pupils. In such cases staff should dress as they normally would if they were at school, avoid locations with background noise, and ensure that there is nothing inappropriate on view in the background of the shot.
- reading the government guidance 'Safeguarding and remote education during coronavirus (COVID 19)', and also the COVID Addendum to our Child Protection and Safeguarding Policy (available on the school website and updated monthly).

In the event of partial closure, both TAs who are self-isolating and those who are working in school may need to provide the assistance detailed above for those classes that they normally support, but who are working remotely.

### **2.3 Subject Co-ordinators**

Alongside their teaching responsibilities, subject co-ordinators 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 by reviewing work set and communicating with teachers where necessary
- alerting teachers to resources they can use to teach their subject remotely

#### **2.4 Senior Management Team**

Alongside any teaching responsibilities, SMT is responsible for:

- co-ordinating the remote learning approach across the school
- monitoring the effectiveness of remote learning, in collaboration with subject co-ordinators where applicable
- monitoring the security of remote learning systems, including data protection and safeguarding considerations

#### **2.5 Designated safeguarding lead**

The DSL is responsible for:

- taking lead responsibility for child protection and wider safeguarding.
- during term time, being available during school hours for staff to discuss any safeguarding concerns.
- being contactable out of school hours, by email ([knichol@bamburghschool.co.uk](mailto:knichol@bamburghschool.co.uk))
- providing advice and support to other staff on child welfare and child protection matters
- taking part in strategy discussions and inter-agency meetings and/or supporting other staff to do so
- contributing to the assessment of children
- referring suspected cases, as appropriate, to the relevant body (local authority children's social care, Channel programme (part of the government's Prevent strategy), Disclosure and Barring Service, and/or police), and offering support to staff who make such referrals directly

- keeping the headteacher informed of any issues, and liaising with local authority case managers and designated officers for child protection concerns as appropriate
- updating the Child Protection and Safeguarding policy and its related COVID Addendum.

## **2.6 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

## **2.7 Pupils and parents**

Staff expect pupils learning remotely to:

- be contactable during the school day – although they do not need to be in front of a screen the entire time
- complete work to the deadline set by teachers
- seek help if they need it, from teachers or teaching assistants
- alert teachers if they're not able to complete work

Staff 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

## **2.8 Governing Body**

The governing Body 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 reason

### **3. Who to contact**

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

- Issues in setting work or with workload – talk to the relevant subject co-ordinator, or to SMT
- Issues with behaviour – talk to the form tutor
- Issues with IT – talk to the IT technician (Mr M. Corker)
- Issues with their own wellbeing – talk to HR (Mrs S. Usher)
- Concerns about data protection – talk to the data protection officer (Mr A. Hall)
- Concerns about safeguarding – talk to the DSL (Mrs K. Nichol)

### **4. Data protection**

#### ***4.1 Accessing personal data***

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

- access the data only through the Bamburgh School server in the IT network
- access data using only devices provided by school, and not personal devices

#### ***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**

At all times, school will take account of the current government guidance ‘Safeguarding and remote education during coronavirus (COVID 19)’. School also has a COVID Addendum to our Child Protection and Safeguarding Policy (available on the school website), which is updated monthly. Any safeguarding concerns should be passed on using school’s CPOMS system.

## **6. Monitoring arrangements**

This policy will be reviewed monthly by the DSL. At every review, it will be approved by the Chair of Governors, and made available to the full governing body.

## **7. Links with other policies**

This policy is linked to our:

- Positive Behaviour policy
- Child Protection and Safeguarding policy and Coronavirus Addendum to our child protection policy
- Data Protection policy
- E safety policy