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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 coordinate remote learning for learners in their class who are not attending school.

The following groups will also play a part in supplementing the offer

- Learning Link Advisors
- Performing Arts Coordinator
- Music Therapist
- SLT- Strand Leads & Deputy Heads
- School Nurse

2.1 Teachers

Teachers will set up remote learning as appropriate for their class. We are aware most teachers are in class with pupils all week therefore we do not expect live lessons to be carried out unless teachers feel it is appropriate.

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 who are not attending school.
 - Providing suitable activities in a way which their learners can engage with i.e. tapestry, virtual, work packs, sensory stories
- Providing feedback on work:
 - Regularly commenting on work sent in via email or Tapestry
- Keeping in touch with pupils who aren't in school and their parents:

- Weekly contact through the families preferred method unless they are identified as being contacted by another member of staff i.e. nurse, LLA.
- Contacts to be recorded on contact sheets and shared with SLT. If staff have any safeguarding concerns they should follow usual procedures.
- Teachers are only expected to liaise with parents during their working hours.

2.2 Teaching assistants

Teaching assistants are working their normal contractual hours in school to support all learners in the school building. Where appropriate teaching assistants may be deployed to or asked to support or prepare some remote learning resources under the supervision other class teacher.

2.3 Senior Leadership Team

The Senior Leadership Team, including Strand Leads and Deputy heads are responsible for.

- Co-ordinating the remote learning approach across the school and/or in their strand
- Monitoring the effectiveness of remote learning through regular meetings with teachers and feedback from families.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Ensuring the teachers are prepared to switch to a remote offer should the government or local authority require us to do so.

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 Families

Staff can expect families learning remotely to:

- Be contactable during the school day – although consider they may not always be available due to the needs of their child.
- Seek help if they need it, from teachers or relevant staff contacts
- 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 – strand leaders or deputy heads
- Issues with behaviour –STEPs Tutors
- Issues with IT –Kevin Davies or Lesley Crowe
- Issues with their own workload or wellbeing – SLT
- Concerns about data protection – Kevin Davies or Michelle Glover
- Concerns about safeguarding – talk to the DSL (Jennifer Grotier or Debbie Hamilton)

4. Data protection

4.1 Accessing personal data

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

- Access the data securely through the VPN.
- 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 and phone numbers 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 (if a personal device)
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

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

6. Monitoring arrangements

This policy will be reviewed annually by SLT. At every review it will be approved by the Curriculum and Pupils 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
- ICT and internet acceptable use policy
- Online safety policy