secure foundations — excellent practice — faith, hope and love

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1. Aims

This remote learning policy aims to:

> Ensure consistency in the approach to remote learning for pupils who are not in school due to full or partial school closure

> Set out expectations for all members of the school community with regards to remote learning

> Provide appropriate guidelines for data protection and safeguarding within the context of remote learning.

2.1 Teachers

When providing remote learning, teachers must be available between 8:30am and 4:30pm.

If teachers are 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 and contact the Headteacher by 7:30am and then again by 3:30pm to inform her of their fitness to work the next day.

Setting work for pupils during periods of remote learning

- A daily timetable should be posted on the live feed of the Google Classroom.

- One hour of English, one hour of Maths and two hours of foundation subjects should be set every day.

- Each lesson should have an introduction – e.g. a live presentation by the teacher or an explanatory video. For afternoon foundation subjects, an introduction can be posted on the live feed of the Google Classroom.

- High quality Power Point Slides should be made available to guide the children through their work.

- An explanation should be given about how and where work should be uploaded onto Google Classrooms.

- An expectation should be set that all completed work should be submitted by 3:30pm.

Providing feedback on work for pupils during periods of remote learning

- At least 1 piece of writing per week marked by the CT and given 'next steps' for improvement.
- At least 2 pieces of Maths per week marked by the CT and given 'next steps' for improvement.
- Improvements must be acknowledged by an adult.
- Expectations set for self-assessment. TAs can also mark other work throughout the week.

Keeping in touch with pupils and families during periods of remote learning

- Pupil's work will be monitored by the CT and followed up with SLT if concerns arise
- Parents can email the teachers and SLT via the home learning email address
- Complaints will be dealt with by SLT in line with our complaints procedures
- Safeguarding concerns will be fed back by CTs to the DSL and followed up in line with our safeguarding policy.

Safeguarding procedures during periods of remote learning

- Staff will follow the codes on conduct set out in the staff handbook when attending virtual meetings
- Staff should protect themselves with a neutral background or a virtual background and ensure there are no personal items on display.
- Remote learning should be an adaptation of in-school learning and extra cover will be provided by SLT as necessary.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:30am and 3:30pm.

If TAs are 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 and ring the Headteacher by 7:30am and then again by 3:30pm to inform her of their fitness to work the next day.

When assisting with remote learning, teaching assistants are responsible for supporting groups or individuals as directed by the CT.

2.3 Subject leaders

Alongside their teaching responsibilities, subject leads 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 in order to ensure that 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 appropriate and manageable for pupils

- Informing teachers of resources they can use to teach their subject remotely

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school

- Monitoring the effectiveness of remote learning through regular meetings with teachers, subject leaders, and other members of the SLT to review work set and/or act upon feedback from pupils and parents

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Designated safeguarding lead

We aim to have a trained DSL or deputy DSL on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section of the Safeguarding Policy and Staff Handbook.

If the DSL (or deputy) can't be on site, they can be contacted by telephone or email.

On occasions where there is no DSL or deputy on site, a senior teacher will take responsibility for co-ordinating safeguarding. The senior teacher will be responsible for liaising with our off-site DSL (or deputy) to make sure they can:

- Identify the most vulnerable children in school
- Update and manage access to child protection files, where necessary
- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

2.6 IT staff

Camden IT staff are responsible for:

- Fixing issues with systems used to set and collect work

- Helping staff and parents with any technical issues they are experiencing

- Reviewing the security of remote learning systems and flagging up any data protection breaches to the data protection officer.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although not always in front of a device 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 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

2.8 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 reasons

3. Who to contact

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

Issues with remote learning

> The Headteacher

> The Assistant Headteacher

> The SENCo

Issues with behaviour

> A member of SLT

Issues with IT

> Camden SITSS

Issues with their own workload or wellbeing

> A member of SLT

> Camden Links on Risk Assessment

Concerns about safeguarding

> The DSL (or deputy DSL if DSL is not available)

4. Data protection

4.1 Accessing personal data

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

- Only use the school's G-Suite and LgFL log in details

- Only use their school Zoom account

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as part of the remote learning system. This should only be accessed through school systems and only school emails will be used to transfer that data. As long as this processing is necessary for the school's official functions, individuals do not 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

- Using the cloud-based system for document sharing or their encrypted school memory stick.

5. Safeguarding

All staff are required to read the school safeguarding policy and its addendums. All staff are required to read the document Keeping Children Safe in Education Part 1

6. Monitoring arrangements

This policy will be reviewed as necessary by the headteacher or SLT.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding and Child protection policy
- Data protection policy and privacy notices
- Home-school agreement

> ICT and internet acceptable use policy

> Online safety policy

Complaints Procedure

If anyone in the school community feels that this policy is not being followed then they should raise the matter first with the Head of School and, if concerns persists, with the Chair of Governors who will facilitate the appropriate action, which may include an investigation. If there is a formal complaint, then the school's complaints procedure will be followed.

Copies of this policy will be available in the staff handbook, from the school office and on the school website.

This policy has been agreed by the Head of School and the Governing Body.

Headteacher signature: _____ Print name:_____

Date: _____

Chair of Governors' signature: _____Print name: _____

Date: _____