Remote Learning Policy

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GDPR

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1.0 Introduction

1.1 Bradgate Education Partnership are committed to providing high quality education to its pupils which also includes home learning provision when it is applicable

1.2 The aim of this policy is to ensure:

1.2.1 consistency in the approach to remote learning for pupils who aren't in school across the Trust

1.2.2 expectations are set for all members of the school community with regards to remote learning

1.2.3 appropriate guidelines are provided for data protection for all

2.0 Scope

2.1 The policy is applicable to all workers of Bradgate Education Partnership who are expected to deliver home learning for our pupils

2.2 This policy will also be shared with parents/carers so they are clear about the expectation that we set ourselves in relation to home learning but also so that they support the Trust in the home learning that takes place

2.3 Any data breaches that may happen in relation to remote learning must be reported to the Trust's Data Protection Officer, details are available in the Trust's GDPR Policy

2.4 **Appendix 1** outlines the questions or concerns about remote learning and who workers should contact should they have concerns

2.5 This policy has links with other Trust policies and these should all be adhered to when applying this policy – see the contents page for linked policies

3.0 Roles & Responsibilities

3.1 Trust Central Team

3.1.1 The Trust 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

3.2 School Senior Leadership Teams (Head Teachers, Deputy Head Teacher, Assistant Head Teachers)

3.2.1 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 and subject leaders, 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
- Supporting colleagues as required in the set up and running of home learning
- Ensuring hardware is encrypted with BitLocker/other
- Ensuring anti-virus software and anti-spyware software is installed
- Keeping operating systems up to date

3.3 Subject Leads

3.3.1 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 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 – through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

3.4 Teachers

3.4.1 When providing remote learning, teachers must be available between 8.30 and 4.00. Where practically possible staff will work from their school site but may agree with their manager, typically the Head Teacher, arrangements to work from home

3.4.2 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

3.4.3 When providing remote learning, teachers are responsible for:

- Setting work:
  - For their own class/groups and any classes requested by the head teacher
  - The teacher will provide daily maths, English and Discovery work. Spellings, phonics, reading and times tables may also be allocated.
  - The work will be ready at 9.30am each day.
  - Class teachers will provide a paper based version of the online learning that can be collected or delivered to pupil that have limited access to devices/printers or at the parents request

- Providing feedback on work:
  - Pupils/parents will send work via SeeSaw/Tapestry.
  - Teachers and teaching assistants will respond to these systems providing feedback
  - Feedback can happen between 9am and 5pm each day. Feedback will not be given after 5pm

- Keeping in touch with pupils who aren't in school and their parents:
  - Staff will make regular contact through Seesaw/Tapestry. If a pupil isn't accessing the virtual platforms the teacher or TA will make a telephone call.
  - A morning registration will be taken live at 9.15am via Microsoft Teams. Parents/guardians will have consented to this via the Remote Learning Agreement MS Form.
  - All telephone calls will be logged on CPOMs.

- Daily registers are taken and logged – any absent pupils will be referred to Admin/Attendance teams and followed up with a telephone call
- Teachers aren't expected to answer messages after 5pm
- Any complaints should be shared with the Head Teacher via telephone call or AHT in her absence
- Any safeguarding concerns must be logged on Cpoms and raised with DSL.
- If a pupil fails to complete work the Teacher must call the family to offer support and find a solution so that the pupil can complete the work

3.5 Support Staff (Those who are assisting remote learning)

3.5.1 When assisting with remote learning, support staff must be available between 8.45 and 3.30

3.5.2 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

3.5.3 When assisting with remote learning, support staff are responsible for:
- Supporting pupils who aren't in school with learning remotely:
  - Class Teachers will direct support staff regarding preparing work for specific pupils and groups
  - Class teachers will direct support staff regarding feedback work for specific pupils
  - Support staff will note and raise any concerns, including those relating of attendance, safeguarding or well-being with the class teacher.

3.6 Designated Safeguarding Lead

3.6.1 See safeguarding policy and COVID 19 Addendum

3.7 IT Support

3.7.1 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

3.8 Pupils and Parents

3.8.1 Staff can expect pupils learning remotely to:
- Be contactable during the school day – although consider they may not always be in front of a device the entire time or have individual access to IT if sharing devices within a household
- Complete work to the deadline set by Teachers
- Seek help if they need it, from Teachers or Support Staff
- Alert Teachers if they're not able to complete work

3.8.2 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 with all forms of communication

4.0 Guidance for All Staff Involved in Remote Learning:

4.1 Attending Meetings

4.1.1 When attending virtual meetings with staff, parents and pupils, workers should ensure that:
- Professional attire should always be worn in line with the Trust's Code of Conduct
- The background is appropriate and neutral – make use of Microsoft Teams backgrounds should it be required

4.2 Data Protection

4.2.1 When accessing personal data for remote learning purposes, all staff members will:
- Access personal data via CPOMs, SIM's and secure login to Microsoft teams
- Only use devices provided by the school/Trust

4.2.2 Staff should only share professional contact details with parents/carers and pupils eg. School email address and school telephone

4.3 Devices and Security

4.3.1 All use of IT must be done in line with the Trust's Acceptable Use of IT Policy

4.3.2 All workers 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)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends

4.4 Code of Conduct

4.4.1 All workers will apply professional behaviour when undertaking remote learning in line with the Code of Conduct

4.4.2 Should issues arise for workers in relation to the Code of Conduct then this must be discuss with the Head Teacher in the first instance

4.5 Support for Staff

4.5.1 The Trust recognise that remote learning is a new concept largely for the education environment, should there be any staff who need support with remote learning they should contact their Head Teacher in the first instance

Appendix 1 – Who to Contact

If staff have any questions or concerns about remote learning, 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 – talk to HT

> Issues with behaviour – talk to the class teacher

> Issues with IT – talk to Primary World/HT

> Issues with their own workload or wellbeing – talk to HT/Line manager

> Concerns about data protection – talk to the data protection officer

> Concerns about safeguarding – talk to the DSL/DDSL

Primary World Contact Details

Secondary IT contact details

Andy Marshall contact details

Appendix 2 – use of Teams guidance

If you're using Microsoft Teams

Decide whether you'll let pupils use chat in Microsoft Teams. Like any chat function, it could lead to bullying, or be a distraction from learning.

To disable chat for pupils, you need to create a 'messaging policy' in Teams and then assign it to pupils.
First, create your new messaging policy:

1. Log in to the Microsoft Teams admin centre
2. Click 'Messaging policies' on the left-hand side
3. Click 'New policy' and give it a name (e.g. 'Disable chat')
4. Select the 'Chat' setting, and turn it off
5. Click 'Save'

Then, assign this policy to pupils:

1. Log in to the admin centre
2. Click 'Messaging policies' on the left-hand side
3. Click on the policy you've just made, then 'Manage users'
4. Search for the user you want to add, click on their name, and then click 'Add'
5. Repeat step 4 until you've added all of your pupils
6. Click 'Save'

Tell teachers to:

- Sit against a neutral background

- Avoid recording in their bedroom where possible (if that's not possible, use a neutral background)
- Dress like they would for school – no pyjamas!
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen
- Use professional language

Ask pupils to also be in a shared space in their house, rather than in their bedroom. No pyjamas for pupils either! Alternatively, you could ask them to turn their cameras off.

Ask parents who'll also be there to be mindful that other children might see or hear them and anything in the background.

Make a recording so there's something to go back to later on if you need to, and keep a log of who's doing video calls and when. Check that parents are happy with you making recordings first – tell them it's for school records only.

To record in Microsoft Teams:

1. In the meeting, click 'More options' (the 3 dots) > 'Start recording'
2. Wait for the recording to start (you'll get a notification saying 'Recording has started')
3. When you finish, click 'More options' > 'Stop recording'
4. Wait for the recording to be saved in Microsoft Stream (whoever started the recording will get an email notification when it's ready to watch)

If you're using Microsoft Teams for live streams

Tell teachers to:

- Sit against a neutral background
- Avoid recording in their bedroom if they can (if that's not possible, use a neutral background)
- Dress like they would for school – no pyjamas!
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen
- Use professional language

Record live streams, so there's something to go back to later on if you need to, and keep a log of who's doing live streams and when.

To record a live event in Teams, check the 'Recording available to producers and presenters' setting when you schedule your live stream. You can make the recording available for pupils too, by checking 'Recording available to attendees'. The recording will be available for 180 days after the event ends.

To disable chat for pupils, uncheck the 'Q&A' setting when you schedule your live stream.