



## Viaduct Federation of Schools Remote Learning Policy

**Approved by:** The Governing Body **Date:** Autumn 2022

**Next review due by:** Autumn 2024

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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

### 2.1 Teachers

When providing remote learning, teachers must be available between 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 providing remote learning, teachers are responsible for:

- Setting work:
  - For their own class, and other classes where cover is needed
  - Following the usual timetable
  - Daily, ready for a 9am start
  - On Microsoft Teams/ILD/ Equivalent learning platform
  - In line with the curriculum expectation for the schools
- Providing feedback on work:
  - Submitted through Teams/ILD/ Equivalent learning platform
  - Recording feedback online
  - Within a week of the work being set
- Keeping in touch with pupils who aren't in school and their parents:
  - Making daily contact through a Teams session/ILD/ Equivalent learning platform
  - Directing parents to the office with questions that are non-learning based
  - Referring any complaints to Senior Leadership Team as appropriate
  - Recording children who are not completing work and making contact with their parents to explore why
- Attending virtual meetings with staff, parents and pupils:

- Applying the staff dress code as if in school
- Choosing locations that avoid areas with background noise, with nothing inappropriate in the background

If streaming lessons live, the teachers laptop should have the camera disabled so they are just screen sharing. The teacher should wear a headset allowing them to use the mic to help give clear instructions for those pupils at home.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their normal hours of work.

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 assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely:
  - Those who are isolating
  - Joining the Teams meeting to answer questions as if in a guided group
- Attending virtual meetings with teachers, parents and pupils:
  - Applying the dress code as it is in school
  - Choosing locations which avoid background noise, and with nothing inappropriate in the background

Teaching assistants need to be able to run the live sessions with flexibility as needed under the supervision of the teacher.

## 2.3 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 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
- Inclusion Manager – ensuring that children with SEND needs are still accessing learning appropriate to their development level in conjunction with the teachers

## 2.4 Designated safeguarding lead

The DSL is responsible for:

Managing and dealing with all safeguarding concerns in line with the Child Protection Policy and addendum.

## 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 learning remotely to:

- › Be contactable during the school day
- › Complete work to the deadline set by teachers
- › Seek help if they need it, from teachers or teaching assistants
- › Follow guidance set out by teachers on camera and microphone use
- › Be dressed appropriately when accessing lessons online
- › To ensure no bad language is used when in live lessons
- › To ensure they remain on task and focussed on the learning in lessons
- › Alert teachers if they're not able to complete work via the school office

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 the relevant teacher
- › Issues with behaviour – talk to the relevant head of year
- › Issues with IT – talk to IT staff
- › 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 the data on a secure cloud service or a server in the school's network
- › access the data using school provided 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.

Staff will not use surnames when teaching online to protect the identity of pupils during lessons. Pupils' accounts will be set up using first initial and last name to protect identity and they will each have their own password to access the learning platform.

### **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 with a combination of upper and lower-case letters, numbers or special characters
- 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**

Additional considerations due to Covid-19 and remote learning / online safety are outlined in our Child Protection safeguarding appendix.

## **6. Monitoring arrangements**

This policy will be reviewed annually by SLT. At every review, it will be approved by the full governing board

## **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
- ICT and internet acceptable use policy
- Staff code of conduct