

# Remote Learning Policy

## September 2020



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## 1. Aims

Our school aims to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

## 2. Legislation and guidance

This policy is based on the Department for Education's (DfE) statutory safeguarding guidance, [Keeping Children Safe in Education](#), and its advice for schools on:

- [Teaching online safety in schools](#)
- [Preventing and tackling bullying](#) and [cyber-bullying: advice for headteachers and school staff](#)
- [Searching, screening and confiscation](#)

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It also refers to the Department's guidance on [protecting children from radicalisation](#).

It reflects existing legislation, including but not limited to the [Education Act 1996](#) (as amended), the [Education and Inspections Act 2006](#) and the [Equality Act 2010](#). In addition, it reflects the [Education Act 2011](#), which has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on pupils' electronic devices where they believe there is a 'good reason' to do so.

### 3. Pupils Consent

From the Children and the GDPR document issued to schools on the 22nd March 2018 from The General Data Protection Regulation states (p.1) the following bullet point.

If you are relying on consent as your lawful basis for processing, when offering an online service directly to a child, in the UK only children aged 13 or over are able to provide their own consent.

Therefore, live lessons are to be offered to years 9-11 pupils only at this time. These year groups are all above the age of 13 years and therefore will be deemed able to give their own consent. When the lesson begins and the record button is pressed GMeets automatically sends a consent requirement to all pupils who have decided to take part in the lesson. By clicking the consent button in GMeets a pupil is giving their consent.

If the school is closed and the decision is made to open up live lessons to all year groups, consent will be sought from parents/carers of those pupils under the age of 13 years. Guidance related to live lessons will be reviewed and amendments made where/if necessary to ensure arrangements for consent are fully incorporated and followed.

### 4. Roles and Responsibilities

- Carolin Benzingar, Curriculum Manager- responsible for the oversight of the curriculum for remote learning
- Manjit Kaur-Shergill, DSL- responsible for safeguarding and pastoral care
- Jermaine Taylor, Behaviour Manager—responsible for pastoral care and student well being
- Mohammed Hussain, Math Tutor— Lead Teacher responsible for remote learning responsible for staff and student
- Matilda Ros, Registrar- responsible for monitoring remote access/content
- Manjit Kaur, Data Officer- support for online classroom access

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### 4.1. The governing board

The governing board has overall responsibility for monitoring this policy and holding the principal to account for its implementation.

The governing board will co-ordinate regular meetings with appropriate staff to discuss online safety, and monitor online safety logs as provided by the designated safeguarding lead (DSL).

All governors will:

- Ensure that they have read and understand this policy
- Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet.

### 4.2. The principal

The principal is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the school.

### 4.3. The designated safeguarding lead

Details of the school's DSL and deputy are set out in our child protection and safeguarding policy as well relevant job descriptions.

The DSL takes lead responsibility for online safety in school, in particular:

- Supporting the principal in ensuring that staff understand this policy and that it is being implemented consistently throughout the school
- Working with the principal, SLT and other staff, as necessary, to address any online safety issues or incidents
- Ensuring that any online safety incidents are logged in school MIS, Arbor and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school behaviour policy
- Updating and delivering staff training on online safety
- Liaising with other agencies and/or external services if necessary
- Providing regular reports on online safety in school to the principal and/or governing board

This list is not intended to be exhaustive.

### 4.4. Live lessons: Teachers and Support Staff

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Teachers must be available for the lesson they have been timetabled. During full school closure all live lessons delivered to our pupils will be delivered in line with the school timetable so pupils, parents/carers are in no doubt when live lessons are taking place. If any member of staff responsible for delivering a live learning cannot make a lesson for whatever reason they must inform their head of faculty who is then responsible for arranging internal cover of the lesson. In addition, if the reason is due to showing symptoms of Coronavirus, they must inform the Curriculum Manager/Admin.

Teachers and support staff, responsible for a particular group of pupils in all year groups, are responsible for setting work weekly via Google classrooms. Any issues regarding the setting of work must be communicated to the Curriculum Manager responsible for setting work.

Teachers and support staff who directly support the learning of pupils from the school timetable prior to lockdown are responsible for:

- Setting weekly work, via Google Classroom (GC), for pupils in all year groups. This will be monitored, by the Faculty responsible holders, through the weekly GC reports provided by the Data Officer/Registrar.
- Work for the following week to be uploaded onto GC by 9.00am on the Monday of that forthcoming week, by the teacher responsible for the teaching group unless directed differently by the Faculty responsibility holders.
- Use only their school computer; a personal device, i.e. not issued by the school, should never be used when delivering a live lesson to pupils. If a member of staff encounters a problem with their school device, they should seek support from IT support as soon as they are aware of the problem.
- The teacher responsible for teaching the teaching group is responsible for setting up and delivering the live lessons via Google Meet (GMeet).
- The teacher responsible for delivering the lesson is responsible for setting the admin rights of the lesson. The teacher must ensure only themselves and the staff member attached to support the lesson are the only people able to control the administration of the lesson; this is done when a lesson is set up in GMeet.
- The teacher responsible for delivering the live lesson is responsible for the attendance information of those participating in the live lesson. They must complete their register via school MIS, Arbor.
- It is the responsibility of the teacher delivering the lesson to only accept pupils into the lesson with a school email address. Anyone who attempts to enter without a school email address will immediately be removed from the live lesson.
- Within 24 hours of a live lesson taking place the teacher responsible for the lesson is responsible for saving and uploading of the lesson onto GC. Only

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those staff invited to the lesson and the students of the class will have access to the lesson.

- The teacher responsible for supporting the live lesson is responsible for the chat room during the lesson, answering any queries a pupil may have or ask. They are also responsible for muting any pupils who may try and interfere with the lesson. They have the right to remove any pupil during a live lesson if they consider this to be necessary. Should this be the case they will log any such incidents that occur during the lesson via Arbor, as they would if they were in school, and report where necessary to the Behaviour Manager. The Behaviour Manager is responsible for collation information about pupil conduct during live lessons.

### **Providing feedback on pupil work:**

- Work from pupils will be returned via GC or emailed directly to the teacher via their school email address.
- Where possible pupils will be emailed feedback of the work they have submitted. Staff are expected to look at their emails to ensure they can support home learning as promptly as possible
- Examples of excellent work are to be shared with the Curriculum Manager responsible for homework/remote learning and these will be uploaded onto social media platforms to praise pupils as often as possible.
- At the end of each half term pupil the Curriculum Manager responsible for remote learning will collate the names of those pupils who have maintained excellent work over that half term period and praise letter and the letter will be sent via the post.

### **Keeping in touch with pupils and parents:**

- Form tutors will be in touch with pupils once a fortnight to check their well-being and share the show my homework user information report which are shared with staff every Monday morning.
- Pastoral staff are in weekly contact with the vulnerable pupils in their year groups
- Any questions/issues sent to staff from pupils, either via email or GC, will be responded to within a 24-hour period where possible.
- Any issues such as poor behaviour during a live lesson, must be shared by the teacher supporting the lesson via Arbor and where needed a call to parents will be made. For an incident deemed as being severe, the incident must be shared, via email, with the year team of the pupil concerned or one of the senior leaders responsible for pastoral care.

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

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- Dress code must be smart casual.
- These should be held in a well lit room and where possible will not be interrupted.
- Staff are advised to have the camera pointing to a blank wall.
- Staff who cannot offer live lessons from their home are welcomed into school. Rooms will be allocated by Curriculum Manager who will try his best to accommodate the needs of staff but will not be able to guarantee staff rooms.
- If the school is closed except to children of key workers any member of staff on the school rota to teach those children **MUST NOT** engage in a live lesson. Where possible staff on the school rota will not be timetabled to teach a “live lesson”. If this happens the head of faculty is responsible for arranging cover of their live lesson due to the teacher being in school.
- If a member of staff works part time they will not be expected to teach a live lesson on the day they would normally be off work.

#### 4.5. SEN Faculty

The SEN faculty are responsible for supporting the learning at home for those pupils with SEND. Alongside their teaching responsibilities, as outlined above, SEN faculty members are responsible for:

- Coordinating work packs for SEND pupils.
- Supporting live lessons when directed to by the Head of SEN.
- Make regular communication with students as directed by the Head of SEN.
- Support live learning when directed by Head of SEN.
- Provide additional support to classroom teachers when support is requested.

#### 4.6. Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – explain how they’ll do this, such as 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 staff with any issues which may take place during a live lesson
- Monitoring staff attendance
- To make contact with their Department lead weekly and feeding back both positives and negatives of remote learning to remote learning.
- To ensure safeguarding policies are adhered to.

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### 4.7. Designated safeguarding lead

The DSL is responsible for:

- Ensuring all elements of safeguarding identified throughout this policy are adhered to by all staff involved in remote learning.

### 4.8. Pupils and parents

Staff can expect pupils to:

- Be contactable during the required times – parents/carers will be expected to notify Staff if their child will not be available at the required 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 to:

- Seek help from the school if they need it
- Notify a member of staff or the principal of any concerns or queries regarding this policy
- Ensure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet.

Parents can seek further guidance on keeping children safe online from the following organisations and websites:

- What are the issues? - [UK Safer Internet Centre](#)
- Hot topics - [Childnet International](#)
- Parent factsheet - [Childnet International](#)

### 4.9. All staff and volunteers

All staff, including contractors and agency staff, and volunteers are responsible for:

- Maintaining an understanding of this policy
- Implementing this policy consistently
- Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet (ICT Policy), and ensuring that pupils follow the school's terms on acceptable use (ICT Policy)
- Working with the DSL to ensure that any online safety incidents are logged in Arbor and dealt with appropriately in line with this policy

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- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy

### 4.10. Visitors and members of the community

Visitors and members of the community who use the school's ICT systems or internet will be made aware of this policy, when relevant, and expected to read and follow it. If appropriate, they will be expected to agree to the terms on acceptable use (ICT Policy).

## 5. Who to contact

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

- Issues in setting work-  
Email Carolin Benzigar [cbenzigar@sandwellvalleyschool.co.uk](mailto:cbenzigar@sandwellvalleyschool.co.uk)
- Issues with behaviour –  
Email Jermaine Taylor [jtaylor@sandwellvalleyschool.co.uk](mailto:jtaylor@sandwellvalleyschool.co.uk)
- Issues with IT –  
Email Admin [admin@sandwellvalleyschool.co.uk](mailto:admin@sandwellvalleyschool.co.uk)
- Issues with their own workload or wellbeing – Email your direct line manager
- Concerns about data protection –  
Email Pauline Riddle [priddle@sandwellvalleyschool.co.uk](mailto:priddle@sandwellvalleyschool.co.uk)
- Concerns about safeguarding –  
Email Manjit Kaur Shergill, DSL [mkaurshergill@sandwellvalleyschool.co.uk](mailto:mkaurshergill@sandwellvalleyschool.co.uk)

## 6. Data protection

### 6.1. Accessing personal data

All data protection information can be found in the Data Protection GDPR 2020/21 policy which was reviewed in September 2020.

### 6.2. Sharing personal data

Staff members may need to collect and/or share personal data such as email addresses or telephone numbers as part of the remote learning system. Such collection of personal data enables staff to support the pupils at home.

While this is necessary, staff are reminded to collect and/or share as little personal data as possible online.

### 6.3. Keeping devices secure



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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)
- Not sharing the device among family or friends

## 7. Safeguarding

An addendum to the Safeguarding policy has been prepared, to take account of the current situation, and is available on the website.

## 8. Monitoring arrangements

This policy will be reviewed annually by the appropriate member of staff before being presented to the Curriculum Committee or full Governing Body.

## 9. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding policy and coronavirus addendum
- Data privacy notices
- ICT and internet acceptable use policy
- Children and the GDPR – The General Data Protection Regulation
- Data Protection GDPR 2020-21