

# CACFO UK EDUCATION CENTRE



## REMOTE LEARNING POLICY

**Approved by:** Governing Body

**Date:** 29 September 2020

**Signature:**

A handwritten signature in blue ink, appearing to be 'D. L.', is placed over a grey rectangular background.

**Last reviewed on:** 29 September 2020

**Next review date by:** September 2021

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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 **9:30 am - 2:30 pm**.

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 by informing the headteacher.

When providing remote learning, teachers are responsible for:

#### Setting work:

- Setting work for all students as appropriate to their ability
- Setting enough to cover the time frame on the timetable
- Setting work before the end of school at 2:30 pm
- Ensuring that all written / typed and printed work is emailed to [class@cacfo.org.uk](mailto:class@cacfo.org.uk) or teachers' designated work email.
- Marking work that will be emailed back to students and copied onto the completed work folder on Doodle (remote learning platform).

- Ensuring that the marked comments are typed into the comment box on Doodle
- Providing an effective line of communication between themselves, students and parents which allows consistency across the year/subject and make sure pupils with limited access to devices can still complete the work

### **Keeping in touch with pupils who aren't in school and their parents**

- Daily welfare calls will be made by phone and logged. Emails can be sent if telephone contact proves difficult.
- Staff are only expected to make contact with parents and pupils during the school working hours. Contact should be restricted to these times unless an emergency occurs.
- All complaints or concerns shared by parents and pupils will be covered under the complaints policy. For any safeguarding concerns, refer to point 2.5 below.
- All behavioural issues will be covered under the Ethos and Behaviour policy.

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

- Students are expected to be dressed ready for school.
- Locations - when attending virtual meetings, students are encouraged to have a plain background as much as possible. There should be no background noises and nothing inappropriate in the background.
- If teachers will also be working in school, at the same time as needing to provide remote learning, the lesson will be streamed to the remote learner/s.

## **2.2 Support Staff**

When supporting with remote learning, teaching assistants must be available between 9:30 am – 2:30 pm.

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 supporting with remote learning, support staff are responsible for:

- Ensuring pupils have access to support as required
- Support will be provided during online lessons, or in one to one individual support away from the online class
- Support staff are expected to be dressed ready for work.
- Locations - when attending virtual meetings, support staff are encouraged to have a plain background as much as possible. There should be no background noises and nothing inappropriate in the background.

## **2.3 Subject leads**

Alongside their teaching responsibilities, subject leads are responsible for:

Attending weekly meetings remotely to discuss the delivery of lessons and review of outgoing week

## **2.5 Designated safeguarding lead**

The DSL and DDSL are responsible for:

- We aim to have a trained DSL or deputy DSL on site wherever possible
- If our DSL and/or DDSL can't be on site, they can be contacted remotely by phone 02087716222 or by emails [headteacher@cacfo.org.uk](mailto:headteacher@cacfo.org.uk) or [safeguarding@cacfoed.org.uk](mailto:safeguarding@cacfoed.org.uk)
- For more information please refer to our child protection and safeguarding policy and addendum.

## **2.6 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

## **2.7 Pupils and parents**

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
- 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

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 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:

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 the relevant subject lead
- Issues with behaviour – talk to the Behaviour staff
- 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 IT manager
- Concerns about safeguarding – talk to the DSL or DDSL

### **4. Data protection**

#### **4.1 Accessing personal data**

When accessing personal data for remote learning purposes:

The required student data and staff data are on Pupil Asset (cloud service). All allotted staff have access to this service. The staff will use their own devices (with their choice of installed security apps) to access the cloud service.

#### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data such as: name, DOB, address and email address etc. 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 school devices have an installed security (with auto-self updates) package. The rules are set according to staff and student devices. All staff have remote access to monitor the screen content of the student devices and direct line of vision to each of the screens.

No device is used for online purchasing or gambling or publishing any form of account details.

Only staff devices are enabled to send and receive emails.

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

## **5. Safeguarding**

See 2020 addendum to our child protection policy.

## **6. Monitoring arrangements**

This policy will be reviewed annually by Patricia Oliver / headteacher. At every review, it will be approved by the full governing body.

## **7. Links with other policies**

This policy is linked to our:

- Ethos and Behaviour policy
- Child protection and safeguarding policy
- Data protection policy and privacy notices
- Code of conduct