

# Remote Learning Policy

## The Gillford Centre



<b>Approved by:</b>	Rachel Clark	<b>Date:</b> November 2020
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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 whenever the Gillford Centre requires. 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:
  - Providing work for any classes or groups of pupils deemed appropriate by the Gillford Centre
  - Ensuring the quantity and quality of work provided for students is the same as it would be when working on site
  - Work needs to be set the morning of the day pupils are expected to complete it.
  - All work should be uploaded on to the school's virtual learning environment on the website
  - Ensuring work is provided for students who don't have access to technological devices
- Providing feedback on work:
  - All work on the virtual learning environment, once uploaded by students, should be marked in accordance with the school assessment policy
  - Feedback for all completed work should be provided as soon as possible
- Keeping in touch with pupils who aren't in school and their parents:

- If a pupil is not in school, teachers should contact parents via telephone to ensure that work can be completed or support offered if not
- If there are any safeguarding concerns arising from remote learning, these must be reported to the DSL
- If pupils fail to complete work, it is the teacher's responsibility to speak to parents and make them aware

➤ Attending virtual meetings with staff, parents and pupils;

- Staff must dress professionally and appropriately at all times, in line with the staff code of conduct
- Be in an appropriate location (e.g. avoid areas with background noise, nothing inappropriate in the background)

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:45-3:15

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:

➤ Attending virtual meetings with teachers, parents and pupils:

- Staff must dress professionally and appropriately at all times, in line with the staff code of conduct
- Be in an appropriate location (e.g. avoid areas with background noise, nothing inappropriate in the background)

## 2.3 Key Stage Coordinators

Alongside their teaching responsibilities, Key Stage coordinators 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
- Alerting teachers to 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
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **2.5 Designated safeguarding lead**

The DSL is responsible for dealing with any safeguarding concerns arising from remote learning.

## **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 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 Management Committee**

The Management Committee 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 key stage coordinators
- Issues with behaviour – talk to key stage coordinators
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to 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 data appropriately through CPOMS or SIMS
- Use school devices to access personal data

### **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.

### **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

## **5. Monitoring arrangements**

This policy will be reviewed by the management committee every 3 years.

## **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
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy