# The Smith Foundation

# Remote Learning Policy

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Policy Details

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| Status: | In-house |
| Frequency of review: | Annually |
| Lead member of staff: | Karl Adamski |
| Last reviewed: | Autumn Term 2023 |
| Next Review Date: | Autumn Term 2024 |
| Policy Number: | WS71 |

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## 1.0  Statement of Intent

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In line with the DfE 'Providing remote education: guidance for schools (2022), this remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for students 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
- Ensure students unable to attend school remain fully included within the school community
- Continue to ensure that every student receives the best education the school can provide them
- Ensure that remote education is integrated in the curriculum, so it is an essential part of the school curriculum, alongside classroom teaching, or in the case of a local lockdown.

## 2.0 Roles and responsibilities

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.
- Monitoring the infrastructure IT resources and making sure these are up-to-date and pertinent.

Designated safeguarding Lead

The DSL is responsible for: Safeguarding concerns, including those related to Remote Learning Please refer to Child Protection and Safeguarding Policy.

The Senior DSL in school is the Deputy Principal - Damien Talbot

The Deputy DSLs are:

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| Kirsty Helliwell | Designated Child/Adult Protection and Prevent Officer |
| Stewart Griffiths | DSL |
| Jennie Adamski | DSL |
| Thomas Forsyth | DSL |
| Amy Carr | DSL |

Teachers

The updated Government guidance offers the following scenarios where remote education should be provided:

- Occasions when school leaders decide that it is not possible for their setting to open safely, or that opening would contradict guidance from local or central government;
- Occasions when individual pupils, for a limited duration, are unable to physically attend their school but are able to continue learning, for example, pupils with an infectious illness.

Teachers will be expected to support remote learning in the above circumstances.

If providing remote learning it is understood that Teachers will also have the responsibility for the teaching and learning of any students whoa re still in school.  Other staff (TSP's/LSP's/Care Staff) may therefore be directed to support with remote learning or may be required to leading learning for those students still in school.

When providing remote learning:

- Parents/carers will be directed to the school website 'Home Learning ' page
- Parents/carers will be provided with an over view of learning themes (short/medium term overview)
- Parents/carers will have access to learning support from their child's teacher via email/ telephone
- Teachers will email parents/carers with detail of the home learning package being offered
- Lessons will be delivered via zoom (content, frequency and duration based on student need)
- Learning resources will be posted to the students at home and/or via their school email address
- Contact will be made by the Class Teacher or a member of staff assigned this task by the Class Teacher within 24 hours of the student first being absent
- Lessons will be delivered via zoom (content, frequency and duration based on student need) – try to aim for a minimum of 2 face to face sessions per week plus access to any therapy, student voice etc. Sessions can be planned by the Teacher and delivered by other staff if appropriate

**Keeping in touch with students who are not in school and their parents**

- Any family unable to access remote learning will be contacted via email by their child's teacher.
- A member of the Team around the Child will make contact each week

**https://classroom.thenational.academy/specialist**

Teaching Support Practitioners (TSP's) and Learning Support Practitioners (LSP's)

When assisting with remote learning, TSP's and LSP's may be asked to be responsible for:

- Delivering home learning sessions under the direction of the class teacher
- Preparing resources to support home learning
- Making phone contact with parents/carers who are not able to access remote learning

**Students and parents**

Staff can expect parents/carers 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. This may include loan of any equipment from school, contact with health professionals etc
- Be respectful when making any complaints or concerns known to staff and understanding that the remote lessons offered on zoom cannot be planned with the same precision and personalisation as lessons delivered in school
- Be respectful to other families when on zoom lessons
- Make sure the students are engaging with Zoom lessons in an appropriate setting wearing the appropriate clothing.

**Governing Body**

The Governing body 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

## 3.0 Data Protection

Accessing personal data:

- Teachers can access parent contact details via the school's database using their secure login
- Ensure no personal details are shared with third parties
- School laptops are the school's preferred devices to be used when accessing any personal information on students

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
- 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

## 4.0 Staying Safe Online

During the period of remote learning, the school will maintain regular contact with parents/carers to:

- Reinforce the importance of children staying safe online.
- Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
- Direct parents to useful resources to help them keep their children safe online.

The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

# Appendix 1: Staff code of conduct for remote learning

This section of the policy will be enacted in conjunction with the school's Online Safety Policy.

When completing remote learning staff must:

- Wear suitable clothing – this includes others in their household.
- Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible and can be heard.
- Use the necessary equipment and computer programs as intended.


The school will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.

The school will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.

For staff working from home, the school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.