

Remote Learning Policy (Including Safeguarding)

St John's Catholic Primary School 2022/23



The policy must be monitored and reviewed regularly and updated at least annually and/or following any updates to national and local guidance and procedures.

<https://www.gov.uk/guidance/get-help-with-remote-education>

Agreed and reviewed by: Brian Morton

Mission Statement: "Our school is a safe place where everyone is equal. Inspired by the Holy Spirit and guided by the teaching of Christ, we know, love and respect each other. At Saint John's Catholic School, we help each other be the best that we can be."

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not 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 during their normal working hours.

If staff are unable to work for any reason during this time, for example due to sickness or caring for a dependent, staff need to report this using the normal absence procedures: staff notify school as soon as possible of their absence and then on their first day of absence by 2.00pm if they are unable to work the next day.

When providing remote learning, teachers are responsible for:

- Using appropriate online learning platforms (Google classroom and Microsoft Teams) to upload learning sessions and tasks
- Facilitating and setting learning and providing feedback to children.
- Recording safeguarding concerns on CPOMS immediately.
- Keeping in touch with children who aren't in school through weekly phone calls home to children and parents to address mental health and wellbeing.
- Responding to emails from parents during working hours
- Directing concerns shared by parents to SLT
- Attending virtual meetings with staff and/or parents if required
- Dressing suitably and adhering to the school's expectations of professionalism.
- Ensuring an appropriate location is used during live streaming sessions.

2.2 Support Staff

When assisting with remote learning, support staff must be available between their normal working hours.

If they are 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. See Above

Support staff are required to: attend virtual staff meetings

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2.3 Subject leads

Subject leads will continue to oversee their curriculum responsibilities, including the SENDCO advising and supporting staff as required with resources, teaching methodology and assessment strategies.

The SENDCO will support co-ordinating remote learning for children with SEND across the school.

Alongside their teaching responsibilities, subject leads are responsible for:

- Supporting teachers teaching their subject remotely ensuring work set is appropriate and consistent
- Working with senior leaders to make sure work set remotely is appropriate and consistent.
- Monitoring the remote work set by teachers in their subject through regular meetings with teachers and by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely and uploading links to the Remote Learning Folder on Google Drive.

2.4 Senior leaders:

The Executive Headteacher and Deputy Headteacher are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning through regular meetings with teachers, reviewing work and seeking feedback from children and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding leads

The DSLs are responsible for:

- Referring cases to MASH, and the police where appropriate, in a timely manner avoiding any delay that could place the child at more risk.
- Assisting the Governing Body in fulfilling its safeguarding responsibilities set out in legislation and statutory guidance.
- Attending appropriate training and demonstrate evidence of continuing professional development to carry out the role.
- Ensuring every member of staff knows who the DSL and the DDSL are, have an awareness of the DSL role and know how to contact them.
- Ensuring all staff understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns about a child to the DSL and concerns about an adult to the headteacher.

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – and follow the timetable of 3 sessions per day – 9.30am. 10.30am and 1.00pm.
 - Complete learning in a timely way.
 - Seek help if they need it, from teachers,
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Staff can expect parents with children learning remotely to:

- Let school know if their child is sick or otherwise can't complete work
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here
- 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 their child's class teacher.

4. Data protection

4.1 Accessing personal data

Personal Data and Data Protection

- The school asserts that it is in its legitimate interests to process personal data in order to deliver remote teaching and learning.
- Staff need to be mindful of the need to be sensitive about sharing personal data during remote teaching and learning.
- When recordings are made, data will be only be stored for as long as necessary.
- Only school-provided email addresses will be used to enable greater oversight and monitoring of content and participation.
- The General Data Protection Regulation (GDPR) and the Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children safe.

4.2 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
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- 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

All staff must strictly adhere to St John's Safeguarding Policy.

When participating in remote learning it is important that staff adhere to the following:

- Establish a serious and professional manner when teaching online. Both staff and pupils must treat each other with respect
- When using video, this must take place in a suitable venue i.e. a living room, dining room or study/home office and avoid personal items been on display.
- Be suitably dressed during remote teaching and learning sessions.
- Deliver sessions during normal school hours.
- Be alert to signs that a child may be at risk of harm online, and act on any concerns immediately and record onto CPOMs.
- Be vigilant to potential risks to children online and the importance of staying safe online
- Be very clear about what children need to do during online learning sessions. (Note Calbrae: School's Online learning Platform records sessions to safeguard staff from allegations)
- Ensure programmes and sessions are disabled once live sessions are completed. For example, disable the 'Webinar' facility to avoid children and parents logging on unsupervised.

Mental Health and Well-being

We will continue to offer our current support for pupil mental health for all children by.

- Signposting all children, parents and staff to resources to support good mental health at this time.
- Setting expectations for children's learning remotely.
- Ensuring mental health concerns are followed up and acted on immediately,

This policy should be read in conjunction with these policies

Safeguarding policy

Data protection policy and privacy notices

ICT and internet acceptable use policy

E – Safety policy
