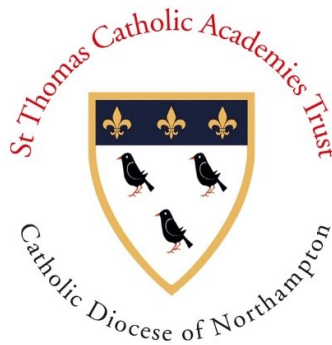


STCAT

Remote learning policy

April 2020



Approved by: [Name] Date: [Date]

Last reviewed on: [Date]

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1. Aims

This remote learning policy aims to ensure the ongoing education of students under the unusual circumstances of school closure. It also covers the ongoing education of students and staff who cannot be in School but are able to continue with their education when the School is partially or fully opened, in order to:

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

2. Roles and responsibilities

2.1 Teachers

Teachers must be available within normal School working hours. 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.

Teachers are responsible for:

- Setting work
 - Teachers should set work for each of their normal timetabled classes
 - The work should be set on a weekly basis and be for the equivalent amount of time for their timetabled lessons
 - All work should be uploaded onto “Show my Homework” – with a flexible deadline of at least 1 week. Work should also be uploaded to / or links provided to additional resources available on Microsoft Teams or other learning platforms such as Tasomi, Educake, MyMaths, Seneca Learning etc.
 - Where teachers share classes agreement should be reached as to which teacher will set the work for the class in order to avoid duplication
 - Teachers should remember that not all students have access to computers or the internet at home and therefore should provide a variety of work, which is not all IT dependent.
 - The nature of tasks set should allow students to learn independently, without the specific support of an adult at home.

- The type of task set will vary between subjects, but examples of appropriate tasks might include:
 - Reading and noting new material from a common subject area textbook or electronic resource
 - Working through subject-specific presentations or worksheets provided by the subject area
 - Watching a relevant video resource and making notes on it
 - Completing a listening exercise (e.g. in languages)
 - Written responses to prompt questions, essay plans etc.
 - Completion of practice questions or past papers, particularly for those in examination years
 - Working through relevant exercises offered by external providers (e.g. SenecaLearning, HegartyMaths, GCSEpod)

- Providing feedback on work:
 - Teachers should acknowledge all work submitted – which can be in the form of completed online quizzes, work uploaded to online platforms or emailed to teachers.
 - Not all work will need to be marked or submitted to teachers for checking – please make this clear to students
 - Feedback can be provided via online platforms or email – or may need to wait until work can be handed back to students on return to School.

- Keeping in touch with pupils and parents:
 - Subject teachers should email pupils using the School’s email account if they need to make contact with students to explain work, chase work or give feedback.
 - Parents can also be contacted using their School email account or via ParentMail (or similar)
 - Concerns should be shared with the Head of Department and Pastoral Lead, who may contact a member of the Senior Leadership team in order to make a telephone call home
 - Concerns of a safeguarding nature should be reported immediately in accordance with the Trust Safeguarding Policy and Covid-19 Addendum (April 2020)
 - Teachers must not make contact with students or parents via social media, and are not expected to respond to emails outside of normal school hours

- Attending virtual meetings with other staff members:
 - Team meetings will be held as / when appropriate using Microsoft Teams
 - Teachers should ensure they are appropriately dressed and should avoid locations with background noise. Such meeting can be held “audio only” and individual members of staff can turn video cameras off /mute microphones if needed during the meetings.

2.2 Teaching assistants

Teaching assistants must be available between within their normal School working hours. 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.

Teaching assistants are responsible for:

➤ Supporting pupils with learning remotely:

- In conjunction with the SENCO make at least weekly contact – by email only - with their allocated students to offer and provide assistance and support
- The support can be in the form of liaising with subject teachers or the SENCO, or providing simplified explanations for work set.

➤ Attending virtual meetings with other staff members:

- Team meetings will be held as / when appropriate using Microsoft Teams
- Teaching Assistants should ensure they are appropriately dressed and should avoid locations with background noise. Such meeting can be held “audio only” and individual members of staff can turn video cameras off /mute microphones if needed during the meetings.

2.3 Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject to make sure work set is appropriate and consistent
- Monitoring the work set by teachers in their subject through regular meetings via Microsoft Teams and by reviewing work set
- Alerting teachers to resources they can use to teach their subject
- Liaising and meeting regularly with their SLT link to monitor and review their curriculum area
- In the event a teacher is unwell during a period of remote learning, it becomes the responsibility of the line manager to ensure work is set to her/his classes

2.4 Pastoral Leads

Alongside their teaching responsibilities, as outlined above, pastoral leads are responsible for:

- Working with teachers in their year area to make sure work set is appropriate and consistent
- Communicating with their year group on pastoral issues and providing resources and general advice regarding student welfare
- Keeping in touch with pupils and parents:
 - Pastoral Leads should liaise with teachers and subject leads over students who may be a cause for concern. Pastoral Leads should email pupils using their School's email account if they need to make contact with students to provide support, chase work or give feedback.
 - Parents can also be contacted using wither their School email account or via ParentMail
 - Concerns should be shared with the SLT link so that the decision can be made as to whether there is a need to make a telephone call home

- Where any phone calls are made, pastoral leaders must ensure they are made from a blocked number (dial 141) so teacher's personal contact details are not visible.
- Concerns of a safeguarding nature should be reported immediately in accordance with the Trust Safeguarding Policy and Covid-19 Annex (April 2020)
- Pastoral Leads are not expected to respond to emails outside of normal school hours
- Attending virtual meetings with other staff members:
 - Team meetings will be held as / when appropriate using Microsoft Teams
 - Teachers should ensure they are appropriately dressed and should avoid locations with background noise. Such meeting can be held "audio only" and individual members of staff can turn video cameras off /mute microphones if needed during the meetings

2.5 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Monitoring the effectiveness of remote learning - through regular meetings with their subject and pastoral leaders, reviewing work set and responding to enquiries and feedback from pupils and parents
- Co ordinating staff guidance and training on remote learning platforms
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.6 Designated safeguarding lead

The DSL continues to be responsible for all duties as laid out in the STCAT Safeguarding and Child Protection Policy (September 2019) and the Addendum - **COVID-19 school closure arrangements for Safeguarding and Child Protection at** each Trust School (March 2020)

2.7 IT staff

IT staff are responsible for:

- Fixing issues with systems and advising staff on general issues relating to online platforms used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer
- Advising teachers / pastoral leaders who are assisting pupils and parents with accessing the internet or devices

2.8 Pupils and parents

Staff can expect pupils to:

- Be contactable during the course of a school day – although they may not always be in front of a device the entire time or have regular internet access
- 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:

- Make the School aware if their child is sick or otherwise can't complete work
- Encourage and support their children's work, including finding an appropriate place to work, checking that set work is completed and ensuring they have some structure to the working day: start and finish times and appropriate breaks.
- Seek help from the School if they need it
- Be respectful when making any complaints or concerns known to staff

2.9 Local Academy Committees

The Local Academy Committee's are responsible for:

- Monitoring the Trust's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

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

- Issues in setting work – talk to the relevant subject lead
- Issues with behaviour – talk to the relevant pastoral lead
- Issues with IT – email IT Helpdesk
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to their SLT link in the first instance
- Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

Most staff will have a very limited need to access personal data when off-site. Where this is the case, all staff members will:

- Only access the data on devices provided through the School and via either a secure cloud service or a server in the School's IT network

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as students eligible for free school meals or without access to digital resources as part of the remote learning system. Such collection of personal data applies to our functions as a Trust and doesn't require explicit permissions.

While this may be necessary, 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 as instructed by the IT Helpdesk

5. Safeguarding (including advice on livestreaming lessons)

This policy reflects the advice contained in each school's Safeguarding and Child Protection Policy (September 2019) and the Addendum - **COVID-19 school closure arrangements for Safeguarding and Child Protection** at each Trust School (March 2020). These documents have been read by all staff and are available on each School's website.

In England, the Department for Education (DfE) has no expectation that teachers should livestream or pre-record lessons. As such Trust Schools should consider the approaches that best suit the needs of their pupils and staff (DfE, 2020).

Trust Schools are advised to use extreme caution regarding the live streaming of lessons.

Trust Schools who do plan to record or livestream lessons via an online platform, need to assess any risks and take appropriate actions to minimise harm. Risk Assessments must be shared with and approved by the Headteacher and Trust Strategic Executive Lead.

Things to consider include:

- **Which platform to use?** Schools must ensure that the platform they are using is suitable for the children's age group. Only School platforms may be used (eg. Microsoft Teams) and School accounts must be established.
- **Have staff been fully trained on how to use the platform securely** – this training must be co-ordinated by the relevant member of the Senior Leadership Team and approved by the Network Manager
- **Consent.** Make sure parents, carers and children understand the benefits and risks of online lessons and get written consent for children to be involved if this is not a normal way of working for your School
- **Privacy settings must be at the highest level.** Meeting must be made private and links to meetings (invitations) should only be sent to those individuals you wish to participate.
- **Where is the recording taking place?** Teachers should be in a neutral area where nothing personal or inappropriate can be seen or heard in the background.
- **One-to-one sessions.** One-to-one sessions should only be held in exceptional circumstances, for example pastoral care meetings. They must be risk assessed and approved by the school's leadership team (DfE, 2020). Staff must be briefed by the Safeguarding Team and ensure they know what safeguarding measures to take if they are having a one-to-one conversation with a child.

- Students and staff must know how to report any offensive or abusive content
- the stream should take place in school time and must be supervised by appropriate adults at all times
- be sensitive to the needs of individual students, including Deaf and disabled children, and children who may be sensitive to certain topics or issues that may arise during the livestream
- appropriate staff should supervise and be on hand to handle any sudden changes or upsetting developments that may occur during the livestream.
- **Students should only be able to access audio live feeds** – with their video turned off – and the students audio turned off unless they have a question. Students should not be permitted to turn on their camera at any time.
- Parental involvement during video sessions: by bringing staff instruction into the home, the lessons can feel different. The same rules of communication apply as if this were a regularly taught lesson, meaning that the interaction in these lessons are between the teacher and the pupils alone
- Teachers should record the live stream to facilitate the investigation of any potential behavioural or safeguarding concerns

6. Monitoring arrangements

This policy will be reviewed monthly by the Trust Strategic and Executive Leader. At every review, it will be approved by the Board of Directors.

7. Links with other policies

This policy is linked to our:

- STCAT Safeguarding and Child Protection Policy (September 2019) and the Addendum - **COVID-19 school closure arrangements for Safeguarding and Child Protection** at each Trust School (March 2020)
- Behaviour policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy