



Tredworth Infant and Nursery Academy

Remote Learning Policy

This policy is one of a number of policies which cover all aspects of safeguarding and should be read in conjunction with those.

Safeguarding policies are now on SharePoint or the Academy website. If you require a hard copy please ask the head teacher.

Tredworth Infant and Nursery Academy fully recognises its responsibilities for safeguarding. An annual audit of safeguarding procedures is completed by the head teacher and safeguarding Trustee to ensure continued up to date best practice. An action plan is compiled from the audit. There is a notice board for safeguarding information in the staff room. Safeguarding is an agenda item on every full Board of Trustees meeting and every staff meeting.

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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 their usual paid 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.

When providing remote learning, teachers are responsible for:

- Setting work appropriately for all children at all levels
- Ensuring session is undertaken with parents present. The Teacher or TA must check the parent is within hearing of the session.
- Providing feedback on work – by commenting on work received and during 'Live' sessions
- Keeping in touch with pupils who aren't in school and their parents by in the first incidence calling the parent, then asking the HT to call the parent and follow this up with a visit(in pairs)
- Emails or Dojo messages should be answered during work hours only
- Addressing any complaints or concerns shared by parents and seeking advice from line managers or relevant staff if necessary
- Addressing any behavioural issues during live sessions appropriately
- Attending virtual meetings with staff, parents and pupils
- Ensuring they dress appropriately for remote learning sessions
- Ensuring the location used is free of background noise and interruption, and blank backgrounds are use

2.2 Teaching Partners

When assisting with remote learning, teaching partners must be available between their usual paid 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.

When assisting with remote learning, teaching partners are responsible for:

- Supporting pupils who aren't in school with learning remotely
- Ensuring session is undertaken with parents present. The Teacher or TA must check the parent is within hearing of the session.
- Attending virtual meetings with teachers, parents and pupils
- Ensuring they dress appropriately for remote learning sessions
- Ensuring the location used is free of background noise and interruption, and blank backgrounds are used

2.3 Subject Leads

Alongside their teaching responsibilities, 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 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 – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior Leaders

Alongside any teaching responsibilities, senior leaders (HT, AHT.) are responsible for:

- Co-ordinating the remote learning approach across the school – if you've assigned one member of staff to lead on this, highlight them here
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated Safeguarding Lead

The DSL is responsible for:

- Ensuring the online learning adheres to GDPR and safeguarding guidelines

2.6 IT Staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work (RM support /Logit)
- Helping staff and parents with any technical issues they're experiencing (teachers/RM support/NP)

- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer (HT)
- Assisting pupils and parents with accessing the internet or devices (all staff)

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 – 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

2.8 Board of Trustees

The Board of Trustees 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 Year heads
- Issues with behaviour – talk to Year heads
- Issues with IT – talk to IT Subject lead/ Log it with soft egg support
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the Head Teacher
- Concerns about safeguarding – talk to the DSL/DDSL

4. Data Protection

4.1 Accessing Personal Data

When accessing personal data for remote learning purposes, all staff members will:

- As much as possible only access data at school
- Access data using a cloud based system

- Access data on a school provided device

4.2 Processing Personal Data

Staff members may need to collect and/or share personal data such as telephone numbers and 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. Safeguarding

A large number of your staff will likely access personal data about other staff members and pupils when working remotely, including when managing online learning. Please also refer to Annex C (online safety) of Keeping Children Safe in Education 2020.

Ideally:

- Staff will be able to access personal data on a secure cloud service, or a server in your IT network that's accessible through a virtual private network (VPN), so they're not keeping any data on their devices
- Devices will be provided by your school, so you can make sure appropriate security arrangements are in place
- You'll have provided data protection training to staff, so they know what steps to take

How to make devices secure (mainly done through RM)

- Keep 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)
- Encrypt the hard drive - 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
- Make sure the device locks if left inactive for a period of time
- Avoid sharing the devices among family or friends
- Install antivirus and anti-spyware software. Keep operating systems up to date - always install the latest update

Sharing contact details

- When collecting or sharing parent/child information as part of your functions as a school, the 'public task' basis would apply and you won't need to seek consent.
- Try to collect and share as little personal data as possible to complete your purpose.

6. Monitoring Arrangements

This policy will be reviewed according to new Government Guidance. At every review, it will be approved by the Board of Trustees

7. Links With Other Policies

This policy is linked to our:

- Self -Regulation and 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

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