



Diocese of Gloucester Academies Trust

Remote Education Policy for use during COVID-19

October 2020



Approved by: [Lisa Harford] **Date:** [28.09.20]

Last reviewed on: [Date]

Next review due by: [Date]

1. Aims

1.1. At St James' Church of England Primary School, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of a high quality curriculum matching our curriculum expectations.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

1.2 Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Education Act 2004
- The General Data Protection Regulation (GDPR)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Data Protection Act 2018

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2019) 'Keeping children safe in education'
- DfE (2019) 'School attendance'
- DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2018) 'Health and safety for school children'
- DfE (2016) 'Children missing education'
- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'
- DfE (2020) 'Adapting teaching practice for remote education'
- DfE (2020) 'Guidance for full opening: schools'

2. Roles and responsibilities

2.1 Trust board and Local Governing Boards are responsible for:

- Ensuring that the school has robust risk management procedures in place.
- Ensuring that the school has a business continuity plan in place, where required.
- Evaluating the effectiveness of the school's remote learning arrangements.
- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible and is in line with the school's curriculum vision and plans.
- Ensuring that staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons.

2.2 The Headteacher is responsible for:

- Ensuring that staff, parents and pupils always adhere to the relevant policies.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing risks associated with remote learning including health and safety risks as well as ensuring GDPR compliance in consultation with the Trust DPO.
- Putting procedures and safe systems for learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that vulnerable pupils are provided with necessary information and instruction, as required.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Arranging any additional training staff may require to support pupils during the period of remote learning.
- Conducting regular reviews of the remote learning arrangements to ensure pupils' education does not suffer.
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.
- Reviewing the effectiveness of this policy on a regular basis (at least annually) and communicating any changes to staff, parents, and pupils.

2.3 The School Business Manager is responsible for:

- Arranging the procurement of any equipment or technology required for staff to teach remotely and for pupils to learn from home.
- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.
- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.

2.4 All Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the headteacher asking for guidance as appropriate.
- Reporting any safeguarding incidents to the DSL and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the headteacher
- Reporting any defects on school-owned equipment used for remote learning to Mrs. Martindale or Mr Bradley (the relevant member of staff).
- Adhering to the Trust Staff Code of Conduct at all times.

2.5 Teachers are responsible for:

Insert details of responsibilities. This must include:

- Setting work –
 - Set work that is meaningful and ambitious each day in a range of subjects. The core of this must be inline with what pupils would receive in school each day. Ideally this would include contact with teachers.
 - Teach a well-planned and sequenced curriculum, so that knowledge and skills continue to be built incrementally with a good understanding about what is intended to be taught and practised in each subject.
 - Provide frequent clear explanations of new content deliver by the teacher in school, or through high quality curriculum resources and videos.
 - The amount of work they need to provide and the type of work.
 - When this work needs to be set (e.g. 3pm the day before)
 - Uploading work onto TEAMS
 - How this work fits into the overall sequenced plan of work for the pupils concerned, so that learning continues regardless of whether in school or out in line with expectations from the DFE. This can be online and offline.
 - The school will accept a range of different teaching methods during remote learning to help explain concepts and address misconceptions easily. For the purpose of providing remote learning, the school may make use of workbooks, email, online learning portals, oak academy, reading tasks, and pre-recorded video or audio lessons.
- Providing feedback on work – cover details like:
 - The school expects pupils and staff to maintain a good work ethic during the period of remote learning. The school uses as part of its formative assessment and feedback methods a variety of tools such as quizzes and other digital tools. This will continue in the event of the remote education policy being put into place.

- How they will get access to completed work from pupils.
 - Gauge how well pupils are progressing through the curriculum through formative assessment methods and adjust accordingly the pace or complexity of task for the pupils to ensure understanding.
 - When they need to finish sharing feedback on work
 - Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via TEAMS if their child is not completing their schoolwork or their standard of work has noticeably decreased.
 - Teachers will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision with the headteacher as soon as possible.
 - Teachers will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENCO as soon as possible.
- Keeping in touch with pupils and parents:
 - Teachers will make contact with pupils not in school daily to whole class; weekly for individuals using TEAMS
 - Teachers will respond to emails from parents and pupils within the typical normal day when not teaching directly. Teachers should not answer emails /messages etc outside of working hours (after 6pm or at the weekend)
 - Teachers will ensure that any complaints or concerns shared by parents and pupils are directly referred to the DSL/Headteacher in line with the Safeguarding/Complaint process
 - Teachers will address any behavioural issues, such as failing to complete work, during this time via TEAMS or a telephone
 - Attending virtual meetings with staff and external agencies, parents, and pupils – cover details like:
 - Dress code – it is expected that staff, parents and children are dressed appropriately when attending virtual meetings.
 - Locations - it is expected that attendees will avoid areas with background noise and with nothing inappropriate in the background. It is important that all attendees review this before every virtual meetings
 - It is anticipated that at times many staff will be teaching critical workers in school; virtual meetings may be taken by other staff members rather than the class teacher/ year group teacher and groups of children may join together

2.6 Teaching assistants

Teaching assistants are responsible for:

Insert details of responsibilities. This could include:

- Supporting pupils with learning remotely – cover details like:
 - Which pupils they will need to support
 - How they should provide support, such as adapting and amending work to enable SEND pupils to access learning remotely or preparing and printing work in school for home learning packs to be collected.

- Giving feedback to identified pupils about learning completed tasks. Reminder that no staff at home should be using their own phones, emails social media etc in line with guidance and advice for teachers... Equipment should be provided for staff to use.
- Attending virtual meetings with teachers, parents, and pupils – cover details like:
 - Dress code – it is expected that staff, parents and children are dressed appropriately when attending virtual meetings.
 - Locations - it is expected that attendees will avoid areas with background noise and with nothing inappropriate in the background. It is important that all attendees review this before every virtual meetings
 - It is anticipated that at times many staff will be teaching critical workers in school; virtual meetings may be taken by other staff members rather than the class teacher/ year group teacher and groups of children may join together

Teaching assistants will also be working in school part-time, such as on a rota system, support and attendance during virtual meetings will be taken into account

2.7 Subject leaders, including the SENCO

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

- Ensuring that work set matches the curriculum plans in place, including any adaptation's for catch up.
- Working with teachers teaching their subject to make sure work set is appropriate and consistent with schools plans and expectations.
- Working with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the work set by teachers in their subject –through regular meetings with teachers or by reviewing work.
- Alerting teachers to resources they can use to teach their subject,
- Liaising with leaders to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.

Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans.

Identifying the level of support or intervention that is required while pupils with SEND learn remotely.

Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

2.8 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school – Phase Leaders and the Curriculum Lead are supporting the coordination of remote learning and meeting weekly to address needs.
- Ensuring that all vulnerable pupils including PP and SEND pupils can access learning set and that arrangements are in place to oversee and monitor equality of opportunity, this is managed by the SENDCo

- Monitoring the effectiveness of remote learning – explain how they will 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
- Monitoring safety and security of TEAMS and virtual access

2.9 Designated safeguarding lead

The DSL is responsible for:

- Ensuring that all within the school follow the Trust safeguarding policy including the latest amendment's and communicate any changes to this guidance. Especially if an online presence is delivered. Please see the link below for latest guidance and advice.
- <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

2.10 Pupils and parents

Staff can expect pupils to:

- Adhering to this policy at all times during periods of remote learning.
- Pupils will have verbal contact with a member of teaching staff at least once per week via TEAMS
- Ensuring that their work is completed to the best of their ability.
- Seek help if they need it, from teachers or teaching assistants through....
 - Alert teachers if they are not able to complete work and how they will do this.
 - Reporting any technical issues to teachers and teaching assistants as soon as possible.
 - Ensuring they use any equipment and technology for remote learning as intended.
 - Adhering to the behaviour policy at all times.

Staff can expect parents to:

- Adhere to this policy at all times during periods of remote learning.
- Make the school aware if their child is sick or otherwise cannot complete work.
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they are struggling, include those here.
- Be respectful and calm when making any complaints or concerns known to staff .
- Ensuring their child is available to learn remotely at the agreed times and that the schoolwork set is completed on time and to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible.
- Ensuring their child uses the equipment and technology used for remote learning as intended.

3. Who to contact

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

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the relevant member of SLT or SENCO

- Issues with their own workload or wellbeing – talk to SLT
- Concerns about data protection – talk to the HT
- Concerns about safeguarding – talk to the DSL – Lisa Harford or DDSL (Caryn Smith, Charlotte Price, Stuart Bradley, Sarah McKenzie and Kate Wood)

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- Access data via our remote server, Insights, CPOMS or ScholarPack – all of which are secure
- Use devices that have been provided, such as laptops, make staff use these rather than your own personal devices

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as [such as email addresses, assessment data] as part of the remote learning system. Such collection of personal data applies to our functions as a school and does not 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
- 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

DSL's will communicate all updates to the school community. It remains the responsibility of every staff member during this time to take responsibility to stay updated with the latest advice and guidance for safeguarding.

5.1 Online safety

This section of the policy will be enacted in conjunction with the school's online safety policy.

Where possible, all interactions will be textual and public.

Video Communication

All staff and pupils using video communication must:

- Communicate in groups – one-to-one sessions are not permitted unless parents are also in the room.
- 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.

Audio Communication

All staff and pupils using audio communication must:

- 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 audio material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they can be heard.

The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by the headteacher in collaboration with the Senco.

Pupils not using devices or software as intended will be disciplined in line with the behaviour policy.

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.

The school will communicate to parents via email and through our school bookbag about any precautionary measures that need to be put in place if their child is learning remotely using their own/family-owned equipment and technology, e.g. ensuring that their internet connection is secure. This will be at regular intervals throughout the year.

During the period of remote learning, the school will maintain regular contact with parents 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.

5.2 Safeguarding

This section of the policy will be enacted in conjunction with the school's Safeguarding and Child Protection policy and appendix which has been updated to include safeguarding procedures in relation to remote working.

The Headteacher/DSL will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.

The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning in accordance with the policy.

Phone calls made to vulnerable pupils will be made using school phones where possible.

The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged where required.

All contact with vulnerable pupils will be recorded using (insert own system) in line with safeguarding procedures.

The **DSL** will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.

All home visits **must**:

- Have at least **one** suitably trained individual present.
- Be undertaken by no fewer than **two** members of staff.
- Be suitably recorded so that a full chronology is maintained.
- Actively involve the pupil.

The **DSL** will meet (in person or remotely) with the relevant members of staff **once** per **week** to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.

All members of staff will report any safeguarding concerns to the **DSL** immediately.

Pupils and their parents will be encouraged to contact the **DSL** if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The school will also signpost families to the practical support that is available for reporting these concerns.

6. Monitoring arrangements

This policy will be reviewed regularly throughout this period. At every review, it will be approved by [the full governing board/committee name/name or job title of individual].

7. Links with other policies

This policy is linked to our:

- Safeguarding Policy and coronavirus addendum to this policy
- Behaviour Policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy

- Online safety policy
- DGAT code of conduct
- DGAT working at home guidance