



# **Kingsway Community Primary School**

## **Remote Learning Policy**

**Agreed by the Governing Body in Autumn 2020**

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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 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

- The Headteacher and Deputy Head will main the school phone which will have been directed to school mobiles.
- Staff admin team will monitor all emails to school from home. They will be available to support class teachers with any technical concerns. They will also access any FSM vouchers for parents and arrange collection.
- The School Business Manager will complete all designated work and will manage the ordering of FSM via Edenred.
- ‘Safe and well’ calls will take place fortnightly and led by the class teacher. On this day, there will be no online learning, but work will have already been set.
- If a teacher falls ill then the Deputy Head or Attendance Lead will plan, deliver online learning and will be the main class contact until the class teacher is well enough to continue.

### 2.1 Teachers

When providing remote learning, teachers must be available between 8.50am and 3.15pm.

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 – cover details like:
    - Teachers will need to plan for English, Maths and two foundation subjects each day.
    - The work needs to be set by 3pm on a Friday for the following week.
    - The template for home learning that was used in the previous lockdown will be used for any further local or national lockdowns. All home learning will be planned by the class teacher. All home learning is translated into child’s home language and placed onto website/sent home
    - Learning Packs will be provided to children for the first week to allow staff time to prepare for week 2 of online learning.
    - A timetable of online will be provided to the parents in the learning pack in preparation for week 2.
    - The Class teacher will lead Microsoft Teams lessons daily. The children will split into 2 groups and an LSA will attend all sessions for AFL purposes.
    - Each class has a designated email address and all generic class correspondence will be completed through this email. Children will be able to return learning via email for marking and the teacher can give direct feedback.
    - The children will receive a weekly letter from their class teacher.
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- Keeping in touch with pupils who are not in school and their parents – cover details like:
  - If they are expected to make regular contact, and how they should do that if so (e.g. what medium or platform to use, like emails, phone calls or social media)
  - ‘Safe and well’ calls will take place fortnightly and led by the class teacher. On this day, there will be no online learning, but work will have already been set.
  - Teachers should not answer emails outside of working hours to parents
  - All complaints or concerns from parents must be sent to the admin email address and will then be actioned using the correct procedure.
  - If children are failing to attend online learning or completing set work, then the class teacher must notify the Headteacher and Deputy Head in the first instance and a call will take place.
- Attending virtual meetings with staff, parents and pupils:
  - The school dress code must be adhered to when delivering all online learning
  - Avoid completing online learning lessons where there is a high noise background and ensure that your background has been blurred.

## 2.2 Learning Support Assistants

When assisting with remote learning, teaching assistants must be available in 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.

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

- Supporting pupils who are not in school with learning remotely:
  - The class teacher will identify which pupils they’ll need to support throughout the session
  - The class teacher will explain how they would like the support to be provided
- Attending virtual meetings with teachers, parents and pupils – cover details like:
  - The school dress code must be adhered when delivering all online learning
  - Avoid completing online learning lessons where there is a low noise background and ensure that your background has been blurred.

If teaching assistants are working in school, the class teacher will independently deliver the online learning.

## 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 will 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

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Alongside any teaching responsibilities, senior leaders are responsible for:

- › The Deputy Head will co-ordinate the remote learning approach across the school
- › The Headteacher and Deputy Head must receive copies of all remote learning plans. Regular meetings with teachers, subject leaders and SLT will take place remotely and will be arranged directly with each class teacher.
- › Monitoring the security of remote learning systems will be overseen by the Computing Lead.
- › The monitoring of data protection will be overseen by the School Business Manager.
- › All safeguarding considerations will be overseen by the Headteacher.

## 2.5 Designated safeguarding lead

The DSL:

- is a senior member of staff from the school's leadership team and therefore has the status and authority within the school to carry out the duties of the post, including committing resources and supporting and directing other staff.
  - takes lead responsibility for safeguarding and child protection (including online safety) in the school, which will not be delegated although the activities of the DSL may be delegated to appropriately trained deputies. The role and responsibility are explicit in the role holder's job description.
  - is appropriately trained (including Prevent training), receives refresher training at two-yearly intervals and regularly (at least annually) updates their knowledge and skills to keep up with any developments relevant to their role.
  - acts as a source of advice, support and expertise to the school community.
  - encourages a culture of listening to children and taking account of their wishes and feelings.
  - is alert to the specific needs of children in need; those with special educational needs; children who are looked after or were previously looked after; children who have a social worker; and young carers; and oversees the provision of effective pastoral support to all of those children, promoting their educational outcomes by sharing information about their welfare, circumstances and needs with teachers and other staff as appropriate.
  - works closely with pastoral support staff; the SENCo; the designated teacher for children who are looked after or were previously looked after; staff with designated responsibility for promoting children's mental health and emotional wellbeing; the ICT lead and any ICT support staff; and school nurses in relation to safeguarding matters (including online and digital safety) and whether to make referrals to relevant partner agencies.
  - has a working knowledge of locally agreed multi-agency safeguarding arrangements and procedures put in place by WS.
  - has an understanding of the early help process to ensure effective support, assessment and understanding of children's additional needs in order to inform appropriate provision of early help and intervention.
  - keeps detailed and accurate written records of all concerns, ensuring that such records are stored securely and flagged, but kept separate from, the pupil's general file.
  - refers cases of suspected abuse to Children's Social Care or the Police as appropriate; and, where a crime may have been committed, refers cases to the Police.
  - refers cases using the prescribed pro forma to Children's Social Care and the Prevent policing team for a joint assessment where there is a concern that a child is at risk of radicalisation; and to the Channel panel if subsequently advised to do so.
  - ensures that staff do everything they can to support social workers and contribute to assessments of children when Children's Social Care become involved.
  - notifies Children's Social Care if a child with a child protection plan is absent without explanation at intervals as defined in the plan.
  - ensures that, when a pupil under the age of 18 years leaves the school, all child protection records are
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passed to the new school (separately from the main pupil file and ensuring secure transit) and confirmation of receipt is obtained. If the child is the subject of an open case to Children's Social Care, the pupil's social worker is also informed.

- considers whether to share any information about a child leaving the school with the receiving school/education provider in advance so that the receiving setting is appropriately informed in order to support the child as effectively as possible and plan for her/his arrival.
- attends and/or contributes to child protection conferences, strategy meetings and multi-agency exploitation meetings.
- co-ordinates the school/college's contribution to child protection plans as part of core groups, attending and actively participating in core group meetings.
- develops effective links with relevant statutory and voluntary agencies including Warwickshire Safeguarding.
- ensures that all staff sign to indicate that they have read and understand the child protection and safeguarding policy; the staff behaviour policy (code of conduct); the behaviour policy; the school/college's safeguarding response to children who go missing from education; the role of the DSL (including the identity of the DSL and any deputies); and Part 1 of *Keeping Children Safe in Education 2020* (and also Part 5 and Annex A of *Keeping Children Safe in Education 2020* in relation to staff who work directly with children).
- ensures that all staff understand that if they have **any concerns** about a child's welfare, they should act on them immediately, either by speaking to the DSL (or a deputy) or, in exceptional circumstances, taking responsibility to make a referral to Children's Social Care.
- ensures that all staff know how to make a referral as in sections 27-29 of this policy.
- has a working knowledge of relevant national guidance in respect of all specific safeguarding issues highlighted in sections 27-40 (pages 9-12) and Annex A (pages 82-96) of *Keeping Children Safe in Education 2020*, ensuring that all staff receive necessary training, information and guidance.
- understands the unique risks associated with online safety and ensures that staff are trained to have the requisite knowledge and up to date capability to keep children safe whilst they are online.
- understands the relevance of data protection legislation and regulations, especially the Data Protection Act 2018 and General Data Protection Regulation (GDPR) in respect of safeguarding children.
- ensures that the child protection and safeguarding policy and procedures are reviewed and updated at least annually, working with the whole school community of pupils, parents, staff, volunteers and governors and/or proprietors regarding this.
- liaises with the nominated governor and headteacher (where the DSL role is not carried out by the headteacher) as appropriate.
- informs the headteacher of any serious safeguarding enquiries, especially under section 47 of the Children Act 1989 and any Police investigations (where the DSL role is not carried out by the headteacher).
- keeps a record of staff attendance at child protection training.
- makes the child protection and safeguarding policy available publicly, i.e. on the school's website or by other means.
- ensures parents are aware of the school's role in safeguarding and that referrals about suspected abuse and neglect may be made.
- ensures that the school holds more than one emergency contact number for every pupil.
- ensures that the headteacher is aware of the responsibility under *Working Together 2018* to refer all allegations that a child has been harmed by or that children may be at risk of harm from a member of staff or volunteer to the Designated Officer (DO) in the Local Authority within one working day prior to any internal investigation; and to the Disclosure and Barring Service (DBS) as appropriate.

## 2.6 IT staff

IT staff are responsible for:

- › In the first instance all computing concerns need to be reported to the School Business Manager who will coordinate repairs with Savvy IT
- › Helping staff and parents with any technical issues they are experiencing
- › The Computing Lead will review the security of remote learning systems and flagging any data protection breaches to the data protection officer
- › Assisting pupils and parents with accessing the internet or devices will be overseen by the Admin Manager.

## 2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the school day (8.50am-3.10pm)
- › Complete work to the deadline set by teachers
- › Seek help if they need it, from teachers or learning support assistants
- › Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- › Make the school aware via text or email if their child is sick or otherwise cannot complete work
- › Seek help from the school if they need it
- › Be respectful when making any complaints or concerns known to staff

## 2.8 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 the following individuals:

- › Issues in setting work – talk to the relevant subject lead or SENCO
- › Issues with behaviour – talk to the Headteacher or Phase Lead
- › Issues with IT – Computing Lead/Schools Business Manager
- › Issues with their own workload or wellbeing – talk to their Phase Lead or Headteacher
- › Concerns about data protection – School Business Manager
- › Concerns about safeguarding – Headteacher (DSL)

## 4. Data protection

### 4.1 Accessing personal data

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

- › Data can be accessed via SIMS. If teachers do not have access, then contact the Admin Manager who will provide the correct details.

- › Staff should only use the laptop provide by school to deliver all online learning.

## 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as 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

**Keeping Children Safe in Education (DfE 2020)** and this policy are to remain in force throughout the response to coronavirus (COVID-19). This policy has been updated in accordance with DfE advice published in July 2020 'Guidance for full opening: schools' - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>; and will be further updated when new and/or revised guidance is issued.

This policy applies to children who are attending school and others who may be staying at and accessing learning from home because of COVID-19. Please refer to Appendix 3 for specific arrangements in relation to the safeguarding of children who are at home.

## 6. Monitoring arrangements

This policy will be reviewed half termly or to reflect changes in local COVID arrangements. This will be completed by Sharon Byrne, Headteacher and Martyn Beeston, Deputy Head. At every review, it will be approved by a representative of the Governing Body.

## 7. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Child protection policy and coronavirus addendum to our child protection policy
- › Data protection policy and privacy notices
- › ICT and internet acceptable use policy
- › Computing policy