

Remote Learning Policy and Guidance

Adopted..... *6th December 2020*

Approved By..... *Jacqueline Silver, Headteacher*

Next Review Date..... *August 2021*

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1. Aims

This remote learning policy for staff aims to:

- Set out responsibilities;
- Ensure consistency in the approach to remote learning for students who are not in school;
- Set out expectations for all members of the school community with regards to remote learning;
- Provide appropriate guidelines for GDPR.

2. Roles and responsibilities

Responsibilities

- The Headteacher is responsible for coordinating the response with SLT and liaising with the DfE, PHE and Local Authority and coordinating and communicating the response, including keeping Governors updated, informed and aware of risk assessments and decision making
- The School Nurse is responsible for:
 - recording all Covid19 updates received from families
 - identifying notification groups in line with current PHE guidance
 - ensuring the Headteacher has medical related updates to report onwards as needed
 - ensuring staff are reminded of what to do if they or someone they live or work with displays symptoms
 - ensuring any cases are communicated without delay and the Headteacher has this information immediately to report to PHE
- The Director of Business & Operations is responsible for actions to be taken on the sites as needed
- The Director of Education & SEN is responsible for the continuity of education and the transition to online learning and ensuring that any family without wifi or laptop access are given work in an appropriate format while this is addressed
- The Director of Safeguarding (DSL), Welfare and Pastoral Care is responsible for the continuity of safeguarding policies and pastoral care, risk assessing individual students on an ongoing basis and reinforcing and communicating safeguarding practice when children are based at home and using Teams, including Smoothwall and DNA alerts
- The Assistant Headteachers are responsible for:
 - ensuring continuity in the day to day smooth running of each site, whether online or at SSS
 - the operational transfer including drafting the timetable for remote learning and form times
 - identifying where laptops are needed by staff and coordinating with the Director of Business & Operations
 - Reminding staff that IT queries should be directed to the helpdesk
 - assisting the Headteacher with communications to parents and staff on an ongoing basis
 - raising any operational or logistical adjustments for the site

- cover arrangements
- raising any concerns, considerations and adjustments with the rest of SLT
- collaborating with the Directors to support the actions out of their areas of responsibility
- The PA to the Headteacher is responsible, with Marketing, for the circulation of letters and communications - including texts to alert that approved letters and communications have been sent by e mail and moving any arrangements in calendars online
- The PA to SLT is responsible for liaising with Transport companies and managing general and individual arrangements for transportation
- The Family Liaison Officer is responsible for:
 - auditing laptop/wifi access for all families and passing on this information to SLT
 - daily DfE attendance returns for students by the deadline
 - daily attendance checks and ensuring contact is made with all families each day and following up on any concerns
 - sharing information that will support families e.g. access to support or resources
- The Compliance & HR Assistant is responsible for daily DfE attendance returns for staff by the deadline
- All Line Managers are responsible for communicating with their teams and information sharing and raising and escalating any CV19 related concerns or concerning responses to the Headteacher or School Nurse without delay
- All Line Managers are responsible for identifying where communication needs to be shared with external providers, contractors and team members and notifying the Headteacher of this
- The Therapy Lead is responsible for updating the timetable and arrangements and ensuring this is communicated to Therapists, staff and families.

The responsibilities above will be adapted if the school closes for any other reason (including snow days)

2.1 Staff

When providing remote learning, all staff must be available during their contracted hours - routinely, 8:30am – 4:30pm (5:30pm on Tuesday and 3:30pm on Friday)

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 to absences@steppingstones.org.uk and telephoning the Headteacher, including if they need to leave before the end of the day for any reason.

When providing remote learning, teachers are responsible for the continuity of the delivery of the curriculum.

➤ Delivering Remote Lessons

- According to the most current school timetable provided by the AHT.
- Send home copies of the timetable, as provided by the AHT, to parents and families.
- Invite SLT to Form Time on Teams
- Report any concerns about behaviour or lack of engagement or access to learning to Director of Education and SEN or a member of SLT without delay.
- Take the register twice a day and report any student absences to the Family Liaison Officer without delay.
- All lessons will be available through the Class on Microsoft Teams using the student login details
- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Teachers should coordinate with their site's Assistant Headteacher daily and follow the usual absence reporting procedures themselves
- Report any Safeguarding issues according to the school Safeguarding policy. Any urgent or serious concerns to be reported by telephone via the direct lines shared with all staff
- Liaise with the School Nurse where necessary
- Liaise with the Therapy team where necessary
- Work with other Teachers and TAs and Form Tutors

➤ Providing feedback on work

- Students can upload work into the Class Team area
- Regular feedback should be given by teachers on uploaded work by adding comments to the work or emailing to the student using school e mails only and copying in the parent

➤ Working with other subject teachers 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

➤ Keeping in touch with students and their parents

- Regular emails to inform students and parents of upcoming topics where appropriate
- Staff to make families aware they will not respond to emails outside of normal working hours (8:30am – 4:30pm)

- Teachers to work with parents to set expectations but not increase anxiety over the completion of work. Alternative activities may be required and sent to parents as appropriate e.g. if a family's wifi stops working. Please let the Director of Education and SEN and AHT know if an alternative arrangement is ongoing so that they can log this.
- Alerting the Family Liaison Officer if you feel a family requires assistance, advice or support

➤ Attending virtual meetings as calendared:

- with staff, parents and students
- with their line manager
- staff meetings or training meetings including online training tasks
- annual reviews (unless advised otherwise)

All meetings, including line management and afterschool meetings, currently scheduled in the school calendar and timetable will continue virtually. The host of the meetings will be responsible for setting them up on TEAMS. If there is a clash in your calendar please contact the meeting host in advance.

- Dress code: staff to follow the standard dress code policy as outlined in the Code of Conduct
- Locations: Avoid areas with background noise or inappropriate backgrounds or personal information. Use of an MS TEAMS background is recommended.
- Staff should contact their line manager in the first instance or SLT as needed
- Staff should monitor e mails where communications will be shared and texts distributed in case of an urgent notification being sent
- Form Tutors should remind students that they can share any concerns and that they will follow up using the usual processes
- All staff should continue to work to all school policies, procedures and standards and all safeguarding concerns should be reported following the usual processes.
- All staff should read the Working from Home Policy and seek assistance with work stations and home working practices from the Director of Business & Operations.
- All staff should check in with their line managers regularly and maintain contact with the school

IT staff

IT staff are responsible for:

- Management of the network
- Support services for all devices
- Support services for TEAMS
- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing if the parent has given written consent for direct contact to be made with them using their contact details
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

- Assisting students and parents with accessing the internet or devices
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Liaising with the SLT members overseeing laptops

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2.3 Director of Business and Operations

- Oversee all IT services including use agreements for use of school laptops
- Oversee all site and H&S related matters
- Attending all meetings as per usual meeting schedule
- Reporting from an H&S standpoint as required, depending on the reason for remote learning being required

2.4 Admin & Support Team

The Administration will be responsible for:

- Continuing with usual work responsibilities remotely if required and within the usual working hours
- Reporting in daily to the Director of Business and Operations
- Adhering to GDPR and confidentiality expectations, including when working from home, and to continue to attend all scheduled meetings via Teams
- Ensure the ongoing smooth running of the administrative/business functions of the school
- Take responsibility for reporting e.g.

All meetings, including line management and afterschool meetings, currently scheduled in the school calendar and timetable will continue virtually. The host of the meetings will be responsible for setting them up on TEAMS.

2.5 Students and parents

Staff can expect students 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 or 'attend' school using the usual reporting channels
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff and be mindful of the large scale operation likely to be being managed
- If the closer is CV19 related to read all letters, communications and advice and follow Government and school guidance strictly, including communicating information that will assist the school in their ongoing decision making (e.g. a positive test)

2.6 Governing body

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 – Director of Education and SEN
- Issues with behaviour – Assistant Headteachers
- Issues with IT – IT Helpdesk
- Issues with their own workload or wellbeing – Line Manager or Headteacher (Line Managers to share concerns with Headteacher, HR & Compliance Assistant or School Nurse)
- Concerns about data protection – Data Protection Officer (Director of Business & Operations)
- Concerns about safeguarding – Director of Safeguarding (DSL), Welfare & Pastoral Care or a DDSL
- Concerns about Therapy – Therapy Lead

4. Data protection

4.1 Accessing personal data

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

- Use the Stepping Stones VPN
- Only used devices that have been authorised by the IT Department.
- Only use school e mail addresses and remind students to do the same
- Self-report any accidental use. Ensure that only school accounts and systems are used and report/flag using the Low Level Concern and Self Reporting forms if needed.
- Report data breaches without delay or seek advice from the DPO if you are not sure

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.

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
- Not using USB sticks

5. Safeguarding

All staff must continue to work to school policies including all Safeguarding related policies and the Code of Conduct including:

- Reporting any Safeguarding issues according to the school Safeguarding policy. Any urgent or serious concerns to be reported by telephone to a DSL/DDSL without delay
- Liaising with the school nurse where necessary
- Liaising with the therapy team where necessary
- Contacting each form member daily using school systems.

- Where there is any concern at all about a student not engaging or checking in to flag this with the Family Liaison Officer and DSL team and SLT so that home can be contacted and the team can ascertain the student's safety
- Where there is a concern in a student's appearance, in their background or from anything that happens during the call to keep the video recording of the Teams call and alert the DSL team immediately and without delay and then log on CPOMS once someone has been alerted. Do not delete the video.

6. Monitoring arrangements

This policy will be reviewed annually by the Director of Education and SEN. At every review, it will be approved by Headteacher

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding and Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

8. Remote Learning Guidance

Students should be appropriately supervised during lessons. When setting work also consider what students are safely able to complete at home with limited support. Do not ask students to leave their home, engage in any risky behavior e.g. cooking or going for a run where the pupil might be injured during school hours. If in doubt leave it out or check with SLT first.

Safe Working Online

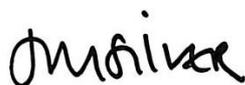
Our school community's online safety is paramount whilst we work remotely. With this in mind, below is guidance for the safe use of Teams.

Because the calls should only be between students and staff we ask that parents don't join in the lessons. If you need to contact a member of staff please email them or ask Reception to pass on a message for them to contact you.

- All online interaction with pupils, whether 1:1 or in a group, will be recorded. This is so that if there any concerns raised the video can be saved and reviewed. If no concerns are raised the video will be deleted. Videos are held on our secure server.

- Pupils must not record videos or take screen shots, either on their computer or with an external device. If a teacher believes this to be taking place the pupil will be removed from the meeting. We ask that personal mobile devices are not used during the learning periods and are best removed from the space the pupil is learning in where possible. We ask for parents' support in overseeing the use of laptops, mobile phones and devices at home.
- If there are any safeguarding concerns pupils will be removed immediately and a Designated Safeguarding Lead will be contacted who will follow up.
- If a pupil's conduct is poor during a lesson, two warnings will be given along with explanations of expectations before removal from a meeting. Staff have the ability to mute students, turn off incoming video and remove pupils from a meeting. Again, this would be reported so that we can support pupils accessing learning more positively and understanding the challenges.
- Pupils and staff should use backgrounds at all times. Teachers will explain how to do this. We are aware of a limitation to the web-based version of Teams which doesn't allow backgrounds. If this is the case then as blank a background as possible is desirable without personal items, photos, etc, being visible in frame.
- We ask pupils to dress appropriately as they would for school.
- Pupils and staff will access these meetings on their Stepping Stones email accounts.
- Our external emotional therapists will use their registered professional accounts.
- The chat and posting functions are disabled for pupils. If pupils want to have a text/written exchange with staff this should only be done via email. This is again to keep staff and pupils safe.

This is a learning curve for the whole community and we want to work together to make this as easy as we can. So, please, keep in touch with us, communicate challenges and successes to the form tutor and let us know how we can best support



Jacqueline Silver
Headteacher
6th December 2020