Remote Learning Policy

Date:

June 2022

Approved by:	General Management Committee (IVS)
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Staff responsible for review:	Emily Sidhu
Version number:	

Introduction and Aims

Ivel Valley will only consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

- Occasions when we decide that opening Ivel Valley is either:
    - o Not possible to do safely
    - o Contradictory to guidance from local or central government
- Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because they have an infectious illness

The purpose of this policy

This policy 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

Roles and Responsibilities

Teachers are responsible for:

- Setting appropriate and personalised work for individual pupils in their class
- Following guidance from senior leaders about how this work should be shared with pupils, e.g. on Dojo or hand-delivered.
- If appropriate, providing feedback on work
- Keeping in touch with pupils who aren't in school and their families, either via phone calls, emails or Dojo, within working hours
- If phonecalls are made, the following principles will be followed:
    - o All phonecalls to be recorded on CPOMS
    - o If staff are working from home and therefore making a phonecall from a personal device, they must withhold their number, using 141 or equivalent.
- Sharing any concerns immediately, either via CPOMS or a telephone call to the DSL or deputy
- Attending virtual meetings, if appropriate. For virtual meetings, the following principles must be followed:
    - o Staff must wear suitable clothing
    - o Videos must be filmed in appropriate areas - for example, not in bedrooms, and with no inappropriate items or images in the background
    - o Language must be professional and appropriate
    - o For internal video calls, or for calls with families, staff must use Google Meet and their work email address; if there is an issue with this, they should contact SLT to problem-solve. Where possible, calls should be made during usual working hours, i.e. trying to avoid evenings or weekends. A summary note of the call must be recorded on CPOMS.
- Directing Teaching Assistants as appropriate, if support is needed

If pupils are not in school due to self-isolation, not sickness, teachers must maintain contact with the family and provide support for appropriate remote learning activities, unless the family indicate otherwise.

If teachers are not in school due to self-isolation, not sickness, teachers must be available between 8.45 and 3.45pm. 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. If a teacher is unable to work, the Key Stage Leader will coordinate the work below.

Teaching Assistants are responsible for:

If Teaching Assistants are not in school due to self-isolation, not sickness, they might be asked by their class teacher to support with remote learning.

When assisting with remote learning, teaching assistants must be available between 8.45am – 3.45pm. 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.

Key Stages Leaders and Areas of Learning Leads are responsible for:

If anyone in these roles is not in school due to self-isolation, not sickness, they are expected to continue to work on duties connected to these areas.

Senior leaders are responsible for:

- Liaising with staff as appropriate to co-ordinate the remote learning approach
- Monitoring the effectiveness of remote learning through liaison with teachers and families
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated Safeguarding Lead (DSL) is responsible for ensuring that the safeguarding policy is consistently updated and that staff understand their safeguarding roles and responsibilities.

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and families with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

Governing board is responsible for:

- Monitoring the school's approach to providing remote learning
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

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

- Issues in setting work – talk to the Key Stage Leaders
- Issues with behaviour – talk to a member of the senior leadership team
- Issues with IT – talk to IT team
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer, Hannah Doran

- Concerns about safeguarding – talk to the DSL, Emily Sidhu

Legal Framework & Statutory Guidance

Data protection

All staff need to continue to adhere to the data protection and use of IT agreement, and the online safety policy.

If working from home, staff must use their devices provided by school rather than personal devices to access pupil data. If they do not have their device at home, they can complete work that does not involve accessing pupil data. Staff must ensure the device is locked if they move away from it, and they must not share the device among family or friends.

Links with other policies

Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding & Child protection policy
- Data protection and use of ICT agreement
- Online safety policy
- Teacher appraisal & capability policy

Equalities and Inclusion

Staff must carefully consider individual needs and barriers for remote learning and work with families to provide a meaningful offer for individual pupils.

Safeguarding Implications

Staff must continue to refer to and adhere by the safeguarding and child protection policy.

Ivel Valley uses CPOMS, an internet-based recording system, so staff can log concerns, and the safeguarding team can monitor them, remotely and securely. In the unlikely event that staff cannot access CPOMS, they should email the DSL and the Principal with their concern.

If the concern is deemed urgent, staff must ring the school and speak to the member of the Senior Leadership Team (SLT) on site. If it is out of hours or they cannot get hold of a member of SLT, they can contact Central Bedfordshire Children's Services on 0300 300 8585 (working hours), or 0300 300 8123 (out of hours).

If staff feel that a child is at immediate risk, they must ring the police.