# The Sacred Heart Language College

# Remote Learning Policy

*Confident in God's love for us,*
*we commit ourselves to His service*

*September 2020*

# Contents

## Context

Our mission statement is encapsulated in our belief that 'Confident in God's Love for us, we commit ourselves to his service'. At The Sacred Heart Language College we are committed to ensuring that all are of equal worth, secure in the knowledge that all are created in Christ's image. Our actions are governed by our living testament to the Gospel values of justice, fairness, respect and equality. These beliefs underpin our commitment to disability equality.

The policy has been agreed by the Senior Leadership Team of the school and approved by its governors.

**Policy Reviewed and Updated:**                 Autumn 2020

**Ratified by Governors:**                      5th November 2020

**Signed:**

Maria Barrett (Chair of Governors)

# 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 during normal school hours, as stated in the Staff Handbook.

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 procedures, as outlined in the Staff Handbook.

When providing remote learning, teachers are responsible for:

- Setting work:
    - Work should be set according to the teacher's timetable, using Show My Homework / Teams.
    - Students need to be set enough work to cover the duration of the lesson they would normally attend.
    - 'Classwork' needs to be set on or before the scheduled lesson time.
    - Homework should be set according to the schedule outlined in the homework timetable.
    - All classwork and homework should be set via Show My Homework / Teams. Both platforms allow for work to be prepared and the 'publication' time to be set in advance.
    - Students will submit their work electronically, via Show My Homework / Teams / their school email account.
    - Heads of department will coordinate with their teams to ensure consistency across their subject area.
    - Directors of Studies will coordinate with other teachers to ensure the students with limited access to ICT are still able to complete the work.
- Providing feedback on work:
    - Teachers will access students' work via Show My Homework / Teams / school email.
    - Feedback will be given, according to the school's assessment policy, either individually (via Show My Homework / Teams) or as a whole class.
- Keeping in touch with pupils who aren't in school and their parents:
    - Form tutors should contact their tutor group at least once in each timetable cycle (e.g. two weeks). This will include pupils' engagement with the Pastoral Curriculum, as well as the tutor's ongoing monitoring of the pupils' wellbeing.
    - Tutors should expect to get a response from every pupil, and should follow up when a pupil has not engaged or responded.
    - Teachers should contact pupils via Show My Homework / Teams / school email.
    - Teachers are not required to answer emails from pupils and parents out of working hours.
    - Any complaints or concerns shared by parents and pupils should be dealt with according to the usual procedures, as outlined in the Staff Handbook. This is especially important when dealing with any safeguarding concerns.
        - Behavioural issues, for example, failing to complete work, should be dealt with according to the usual procedures, as outlined in the Staff Handbook.

- Attending virtual meetings with staff, parents and pupils:

  All staff must:

  – Record against a neutral background

  – If recording form home do so in a public / de-personalised area.  Staff should never record videos in their bedroom.

  – If recording form home ensure that no personal information or photographs can be seen in the background.

  – All staff should dress as they would for school.

  – Staff must follow the acceptable use of ICT policy and double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen.

  – All communication must be in a professional tone as would be used in the school building.

- Uploading recorded content to YouTube:

  – Staff should not use their personal account; please ensure that the school YouTube channel is used.

  – Staff must set their videos to 'Unlisted' so that only people who have the link (e.g. parents who you've emailed) will be able to see the video

  – Set the audience as 'Made for kids', so that adverts won't appear at the start of the video, and comments will be disabled

  – When uploading videos to YouTube:

    ▪ Under 'Audience', click 'Yes, it's made for kids'

    ▪ When they get to the 'Visibility' step, click 'Unlisted'

- Recording lessons using Microsoft Teams or using live lessons

  All staff must:

  – Follow the same guidelines as above in relation to code of dress, neutral background, communal space (not bedrooms) professional language and checking that no other tabs are visible.

  – All live lessons must also be recorded so a record can be kept in school for the protection of all staff. They may also be of value to the departments to share with other classes. Heads of Department should keep a log of who's doing live streams and when.

  – Pupils will be enabled to use the 'chat' function within Teams in order to engage with the lesson, e.g. by asking or answering questions.

  – Pupils' use of the chat function will be monitored by staff, in line with the school's policies regarding behaviour for learning and antibullying.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during normal school hours, as stated in the Staff Handbook.

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 procedures, as outlined in the Staff Handbook.

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

- Supporting pupils, identified on the SEND register, with learning remotely while not in school

  – Support should be provided through the Inclusion Classroom' on Show My Homework, or by an equivalent system within Teams.

- Attending virtual meetings with staff, parents and pupils:

  All teaching assistants must:

  – Record against a neutral background

- If recording form home do so in a public / de-personalised area. Staff should never record videos in their bedroom.

- If recording form home ensure that no personal information or photographs can be seen in the background.

- All staff should dress as they would for school.

- Staff must follow the acceptable use of ICT policy and double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen.

- All communication must be in a professional tone as would be used in the school building.


## 2.3 Heads of Department

Alongside their teaching responsibilities, Heads of Department 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

- Monitoring the remote work set by teachers in their subject, for example, via Show My Homework / Teams and as part of department meetings.

- Alerting teachers to resources they can use to teach their subject remotely

- 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


## 2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school in line with existing school policies

- Monitoring the effectiveness of remote learning, for example:

  - through regular meetings with teachers and subject leaders,

  - reviewing work set

  - through feedback from pupils and parents

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations


## 2.5 Designated safeguarding lead (DSL)

- We aim to have a trained DSL or deputy DSL on site wherever possible.

- If our DSL (or deputy) can't be on site, they can be contacted remotely via the main school phone number or email address.

- On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. They can be contacted via the main school phone number or email address.

- The senior leader will be responsible for liaising with our off-site DSL (or deputy) to make sure they (the senior leader) can:

  - Identify the most vulnerable children in school

  - Update and manage access to child protection files, where necessary

  - Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

## 2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work

- Helping staff 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

- Assisting pupils with accessing the internet or devices

## 2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – while appreciating 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

  - staff should, in the first instance, direct parents towards the guidance offered to their daughter via SharePoint, Show My Homework, Teams and other online resources

- 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 relevant head of department / form tutor / Director of Studies, as outlined in the Staff Handbook

- Issues with IT – log a call on the IT Helpdesk via SharePoint

- Issues with their own workload or wellbeing – talk to their line manager

- Concerns about data protection – talk to the data protection officer

- Concerns about safeguarding – talk to the DSL

# 4. Data protection

### 4.1 Accessing personal data

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

- Ensure security and data protection protocols are maintained, as outlined in the Acceptable use of ICT Policy

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as pupil data and parents' contact details, 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

Updates to the school's Safeguarding and Child Protection Policy can be found in the 'School Information' of the main school website.

## 6. 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
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

# 7. Monitoring arrangements

The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and pupils

- Feedback from teachers

- Records of behaviour and safeguarding incidents

- Relevant advice from the Department for Education, the local authority or other relevant organisations

# Appendix 1:




## Remote Learning Protocols for Staff

In the event of any future need to instigate remote learning the following protocols should be adhered to safeguard all staff and our students.  These guidelines should be read in association with our safeguarding policy adaptation in light of COVID 19.

### Communication with pupils

Communication with pupils should usually be via Show My Homework / Teams / the school email system.

Direct telephone communication with a pupil should be avoided.  If it is deemed necessary to telephone a pupil to clarify aspects of their work, the following guidelines should be followed:

- Do this through parents' phones only (unless this itself poses a safeguarding risk).  In all cases make sure parents are aware and agree that you can speak to the pupil
- Call only in school hours
- Make sure someone else at school is aware, and keep a record of the date and time of each call on the Microsoft teams log and, if phoning from school, the communication log on SIMS.
- Ask the parent to remain present at the student's end, and have the phone on speaker phone
- If it is necessary to use your own phone, remember to block your number (dial 141+ the recipient's number) so parents or pupils cannot see it.
- If you have any concerns as to the nature of the call then ask the parent if it is acceptable to record the conversation for our school records.  If concerned and permission is not granted then do not proceed with the conversation unless you have another member of staff present.

Please note staff should not have direct one-to-one video calls with pupils at any time.

### Attending virtual meetings:

All staff must:

- Record against a neutral background
- If recording form home do so in a public / de-personalised area.  Staff should never record videos in their bedroom.
- If recording form home ensure that no personal information or photographs can be seen in the background.
- All staff should dress as they would for school.
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**Recording lessons using Microsoft Teams or using live lessons**

All staff must:

- Follow the same guidelines as above in relation to code of dress, neutral background, communal space (not bedrooms) professional language and checking that no other tabs are visible.
- All live lessons must also be recorded so a record can be kept in school for the protection of all staff. They may also be of value to the departments to share with other classes. Heads of Department should keep a log of who's doing live streams and when.
- Decide whether you wish to let pupils use chat in Microsoft Teams. If you do, for the purposes of teaching and learning, remember that like any chat function, it could be misused so please monitor in line with all other school expectations such as the behavior for learning and antibullying policies.