The Blue Tangerine Federation

SPECIAL EDUCATIONAL NEEDS SCHOOLS

POLICIES, GUIDANCE AND PROCEDURES

St Luke's School Remote Learning Curriculum

Date Implemented: January 2021
Last Reviewed: August 2024
Review Period: Two-yearly
Staff Responsibility: Stephen Hoult-Allen
Next Review: August 2026

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

Attending virtual meetings with staff, parents and pupils:

- Class teachers are expected to undertake a variety of virtual meetings each day (e.g. Zoom calls with pupils, department meetings, meetings with other professionals).
- Staff are reminded to carefully consider their location when conducting a virtual meeting (e.g. avoid areas with background noise, nothing inappropriate in the background e.g. not a bedroom).
- Teachers and TAs are expected to be dressed appropriately online.
- Teachers and TAs are expected to behaviour professionally online; do not use inappropriate language, gestures or facial expressions – even in jest as they could be misinterpreted by the children and their families taking part/ observing off screen.
- Be aware that some people's use of technology is extremely high and copying/ screenshotting/ use of Artificial Intelligence (AI) can be misused by people – be vigilant for any mis-use of your imagery in the following days on social media and report any such copying of your image or voice immediately to the Head/ Exec Head/ DSL in order to support you.

Teachers and TAs are reminded that children accessing online learning will have other adults/ children in their vicinity. As such, school staff are reminded to:

- Manage children's verbal behaviours online with clear parameters about inappropriate language including swearing, name-calling, turn-taking
- Be vigilant for safeguarding concerns about the environment/ adult-child interaction in the home
- Be aware that we have in the past had parents with an ongoing quarrel with another child's parents and used the opportunity to see into their home and make abusive comments. If you are aware in advance of parental disagreements, then consider having different pupil online groups.

Know how to:

- Set up Zoom/ Teams meetings and how to invite participants; what email address of parents/school emails of pupils
- Mute participants
- Hide the video of participants
- End an online meeting
- Share documents and videos to participants

If holding a Zoom meeting with pupils, there must be two members of staff able to hear/see the conversation. This can be two separate members of staff logging into the call, or 2 members of staff using the same laptop. For further guidance see COVID-19 Contingency Planning Safeguarding Emergency Guidance.

Roles and responsibilities
Teachers

When providing remote learning, teachers must be available between 8.30-3.30. 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 by calling the school office before 7.30.

When providing remote learning, teachers are responsible for:

- Setting work for those children who are not being taught on site
- Create a timetable for the week similar to that taught in school. As much as possible this should reflect the class Medium/ Long term learning planning
- Setting adapted learning activities using one or more of our usually accessible online platforms (e.g Reading Eggs, Mathseeds, IXL)
- Creating resources to support children throughout the week. These will range from pre- recorded lessons and activities, live lessons, resources sent to children via ClassDojo and physical resources posted home.
- Ensure that children and parents know how to complete and return assigned work. This could be via ClassDojo or an online learning platform.
- Following the school Safeguarding Policy and Keeping Children Safe in Education to ensure that children are kept safe.

Providing feedback on work

Children's work should be marked and feedback given to children as usual. The School Marking and Feedback Policy should be followed as much as possible. Some online platforms have their own in built systems for giving feedback.

Keeping in touch with pupils who aren't in school and their parents

- Via ClassDojo
- Daily online activities via Zoom (e.g. circle time, Newsround)
- Via phone

Teachers are expected to attempt to contact pupils daily, and complete daily registers on paper, that can subsequently be used for safeguarding purposes to evidence that a child has been seen online. It is preferable that teachers contact via Zoom as this means the children can be physically seen. In the event of no contact with a child or their family for 2 consecutive days teachers are responsible for notifying the Head of School and DSL via email.

Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.45am and 3.30pm

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 by calling the school office before 7.30. If possible they should inform their class teacher by email and/or phone call.

When assisting with remote learning and working from home, teaching assistants are responsible for:

- Producing resources to support online learning under the direction of the class teacher
- Delivering teaching/ producing videos that support teaching. Where necessary, in the absence of a class teacher, they may be required to introduce new learning and should seek guidance in these instances, of what and how to teach new learning.
- Producing resources to support children who are still coming into school under the direction of the class teacher.
- Attending virtual meetings with staff, parents and pupils

Designated safeguarding lead

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns. See also COVID-19 Contingency Planning Safeguarding Emergency Guidance.
- Ensuring safeguarding measures and procedures remain tight and effective
- Sustaining exploratory challenge where necessary and continuing proactive work with teachers and staff – not being reliant on information coming up from staff even though circumstances of online learning can be challenging to monitor
- Informing colleagues of the safeguarding picture and ensuring any training required is delivered

IT

School staff are responsible for:

- Raising online safety issues with the DSL and Head of School
- Reporting to get fixed issues with school hardware and software
- Working with our IT providers to set up laptops to be sent home so that children can access remote learning
- Helping other staff with any technical issues they're experiencing/ supporting them to access SITTS where needed/required
- Following any security of remote learning systems information and flagging any data protection breaches to the data protection officer

Pupils and parents

Staff can expect parents and pupils learning remotely to:

- Be contactable during the school day – although they may not always be in front of a device the entire time as a result of pressures in the families from siblings and parents/carers needing to use shared devices whilst they work from home.
- Alert teachers if children are not able to complete work. While work is being set by class teachers, it is understood that completing work at home may be extremely difficult for a lot of our pupils due to their complex physical, social and educational needs.
- Make the school aware if the child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

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

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 HoD/SLT
- Issues with behaviour – talk to the relevant HoD/SLT
- Issues with IT – inform our provider, Interm IT
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer (Stephen Houltt-Allen)
- Concerns about safeguarding – talk to the DSL (dsl@bluetangerine.herts.sch.uk) the DSL is unavailable the contact the deputy DSLs or a member of SLT. If unable to contact any of the above members of staff, contact Hertfordshire Children's Services (**0300 123 4043**). If a child is at immediate risk of danger contact the police on **999**)

Data protection

Accessing personal data

When accessing personal data for remote learning purposes:

- All staff have access to CPOMS to record concerns about children. This is accessed via a secure password. Staff must ensure they log out after use. Do not allow access to the site to any third party,

- Teachers are able to access parent contact details via ARBOR using a secure password. Do not share any details with third parties and ensure ARBOR is logged off after use.
- Teachers are able to remotely access the school server via the cloud. Do not share any details with third parties and ensure you are logged off after use.
- Teachers are able to log into class dojo via the internet using a secure password. Do not share any details with third parties and ensure Dojo is logged off after use. While staff can use the ClassDojo app in their personal phones, they are to follow the school's policy and rules when doing so.

Staff may need to contact parents whilst they themselves are at home, using their own personal devices. Staff should ensure they have hidden their own phone number before making calls, and delete parent numbers from the call history immediately after completing the call. It may be necessary to contact parents via other means such as ClassDojo to make them aware that a withheld number will be contacting them.

Processing personal data

Staff members may need to collect and/or share personal data such as such as email addresses and phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions. However, staff are reminded to collect and/or share as little personal data as possible online.

Keeping devices secure

If using school equipment 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

Safeguarding

Please see Safeguarding and remote education - GOV.UK (www.gov.uk) for updates regarding safeguarding in relation to remote learning. Please see section 2.5 above.

Monitoring arrangements

This policy will be reviewed as and when updates to remote learning are provided by the Government or other regulatory bodies by the Deputy Head. At every review, it will be approved by the Executive Headteacher, Stephen Hoult-Allen

Links with other policies

This policy is linked to our:

- Behaviour policy
- GDPR Data protection policy and privacy notices
- Child protection policy. See also COVID-19 Contingency Planning Safeguarding Emergency Guidance.
- Teaching and Learning policy
- Feedback policy
- Staff Code of Conduct
- Risk assessments of the school
- IT policy
- Communication guidance