Reviewed and approved by:	*FGB*
Date approved:	15.10.2020
Date of next review:	October 2021

Updates
When a policy has been reviewed and updates please record what these updates are at the top of the policy.

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices		Date	24.09.2020
EIA CARRIED OUT BY:	Sian Randall	EIA APPROVED BY:	

Groups that may be affected:

Are there any concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for positive impact
Age (young people, the elderly: issues surrounding protection and welfare, recruitment, training, pay, promotion)		X
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication).		X
Gender Reassignment (transsexual)		X
Marriage and civil partnership		X

Pregnancy and maternity		X
Racial Groups (consider: language, culture, ethnicity including gypsy/traveler groups and asylum seekers		X
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		X
Gender (male, female)		X
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		x
Families who do not have access to IT and adequate data	x	

Any adverse impacts are explored in a Full Impact Assessment.

Contents

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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 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 and safeguarding

2. Roles and responsibilities

2.1 Teachers

When providing remote learning for children who are isolating or awaiting tests teachers are to ensure that parents are sign posted to the schools website 'Home Learning All' page where they can access a standard pack of home learning suitable for their age and ability.

When providing remote learning in the event of a class or whole school lockdown, teachers must be available between 8.45am and 3.15pm.

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.

When providing remote learning, teachers are responsible for:

›Setting work:

- Differentiated learning provided for all children in their year group

- At 10am* everyday a 'live' lesson via google classroom. This could be either English or Maths on alternating days or a combination of both. Equalling 5 days' worth of learning for each English and Maths per week. *If more than one class is on lock down and there are siblings in both classes the timings of the live lessons will need to be adjusted between class teachers so that they do not over lap

- Set daily activities for reading, handwriting, times tables/number bonds and enquiry curriculum set by 10am Monday – Friday on google classroom

- On the first notification of a classroom closure/lockdown the classroom teacher will email parents via School Comms notifying them on how to access the remote learning via google classroom – See remote learning plan appendices

❯ Providing feedback on work

- Activities can be submitted on google classrooms via 'Assignments' or by an uploaded photograph by parents

- Daily feedback is to be given to pupils who submit work in line with the schools marking and feedback policy

❯ Keeping in touch with pupils who aren't accessing online learning

- Teachers are responsible for tracking who has not accessed the online learning by recording attendees on a daily class register. Contact is to be made with the families via school comms. If no reply is received within 24hrs the schools DSL is to be notified (Sian Randall, Andrew Kinnear, Kat Billingham, Nicky Phillips)

- Teachers are expected to respond to emails within working hours

- Any complaints received should be passed onto the Head Teacher or Deputy Head. Parents should be sign posted to the complaints procedure.

❯ Attending virtual meetings with staff, parents and pupils

- Dress code – teachers should be smartly dressed and children should be advised to be suitably but casually dressed e.g. no pyjamas

- Locations - avoid areas with background noise, nothing inappropriate in the background e.g. pictures of children/family members, slogans that are not child friendly, ideally a plain blank background should be used. Should not be in a bedroom or bathroom.

- Pupils should be supervised by an appropriate adult at home

- Signed and agreed the acceptable use agreement

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.45am 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 assisting with remote learning, teaching assistants are responsible for:

❯ Supporting pupils who aren't in school with learning remotely:

- Attend daily live lessons

- Aid the class teacher by uploading work, supporting marking and feedback

> Attending virtual meetings with staff, parents and pupils

- Dress code – teachers should be smartly dressed and children should be advised to be suitably but casually dressed e.g. no pyjamas
- Locations - avoid areas with background noise, nothing inappropriate in the background ideally a plain blank background

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

> Monitoring the remote work set by teachers in their subject

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

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Co-ordinating the remote learning approach across the school

> Monitoring the effectiveness of remote learning

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

> Ensure adequate differentiation, progression of skills and learning

2.5 Designated safeguarding lead

See Safeguarding Policy and addendum

2.6 Pupils and parents

Staff can expect pupils 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

> Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here

> 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 Nick Johnston

> Issues with behaviour – talk to Key Stage Leaders, DHT, HT

> Issues with IT – talk to ITEC

> Issues with their own workload or wellbeing – talk to their line manager, HT

> Concerns about data protection – talk to the data protection officer/ Jenny Dormer

> Concerns about safeguarding – talk to the DSLs (SR,AK,KB,NP)

4. Data protection

4.1 Accessing personal data

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

> Keep these details confidential and not share log in details with any other users

> All google classrooms must have a unique code which is only shared with that year group

> Only school devices and laptops are to be used by staff and no personal devices should be used

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and passwords as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not 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

4.4 GDPR

Staff are to report any data breaches to the DPO (Jenny Dormer) in line with our Data protection Policy

5. Safeguarding

See updated Safeguarding Policy and addendum. The addendum has been created to mitigate the increased risks to staff and students e.g. online safety, attendance, risk of allegations against staff etc

6. Monitoring arrangements

This policy will be reviewed at least annually. At every review, it will be approved by [the Standards Committee.

7. Links with other policies

This policy is linked to our:

> Behaviour policy

> Child protection policy/ Safeguarding and coronavirus addendum

> Data protection policy and privacy notices

> Home-school agreement

> ICT and internet acceptable use policy

> E-safety policy