



# THE ARUN VILLAGES FEDERATION

*Enabling every child to thrive and succeed*

St. James' C of E Primary School, Coldwaltham

## Remote Learning Policy

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***Please note that, within this policy, 'headteacher' can refer to heads of school and/or the executive head teacher unless specified.***

### **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, for example, if pupils need to self-isolate or if there is a local lockdown requiring pupils to remain at home;
- Set out expectations for all members of the school community with regards to remote learning;
- Provide appropriate guidelines for data protection and online safety.

### **2. Roles and responsibilities**

- The Headteacher is responsible for the overall quality of online learning in the school.
- Class Teachers – will be responsible for their own class learning.
- SENCO – will liaise with Class Teachers regarding work for those children with an EHCP or on School Support.

### **2.1 Teachers**

When providing remote learning, teachers must be available between their usual contact hours i.e. 8:30am to 3:30pm. If a teacher is unable to work for any reason during this time, for example due to sickness or caring for a dependant, this should be reported using the normal absence procedure.

- When providing remote learning, teachers are responsible for setting work for their own class.
- The work provided should (as far as is practicable) be the equivalent to what is expected of the children in school, i.e. the equivalent number of lessons and quality of resources.
- Work will be set weekly and uploaded by Monday morning via Google Classroom and the class pages on the school website, so that in the event of short-term quarantine or isolation for individuals, parents can access the work their child would have been completing in school.

- For longer term lockdowns or where groups of children are isolating (6+ children), teachers will include short video instructions to enhance or enrich the activities or when introducing new content. Teachers may also direct parents to external websites and video lessons such as the Oak National Academy and the BBC.
- Printed resources will be made available where possible for pupils who do not have suitable online access.
- Teachers should include regular reminders about online safety and ensure that children know what to do if they inadvertently access material that makes them uncomfortable.

### **Providing feedback on work :**

- Feedback on the work, where appropriate, will be given via Google Classroom or class email.

### **Keeping in touch with pupils and parents who aren't in school:**

- In the event of a longer term lockdown, staff will maintain contact through Google Classroom, via class email and Zoom pupil conferencing.
- Parents can email at any time but should be aware that teachers may not be able to respond immediately outside the normal working day.
- Any complaints shared by parents regarding the learning that are not resolved should be shared with the Headteacher.
- Any persistent or unexplained concerns regarding lack of engagement by families (e.g. not logging in or completing work) should be referred promptly to the Headteacher as this may necessitate a referral to the MASH.

### **Virtual Meetings:**

- When teachers are using Zoom, they will adhere to the protocol set out in the Zoom Pupil Conferencing Guidance (see Appendix 1).
- Where practical, teachers should ensure that when attending a virtual meeting there are no other persons within earshot and be mindful of confidentiality.
- Children should only attend a virtual meeting with teachers if a responsible adult is present.
- Teachers should politely close a meeting if they are uncomfortable about any aspect of it and should immediately report their concerns to the DSL
- Teachers will not be expected to deliver "live" lessons but instead prepare short instructional presentations to support, for example the introduction of a new topic or to enhance the experience

### **2.2 Teaching Assistants**

- When assisting with remote learning, Teaching Assistants must be available for their usual contracted hours and may be directed to complete work by the Class Teacher.
- If a Teaching Assistant is unable to work for any reason during this time, for example due to sickness or caring for a dependant, this should be reported using the normal absence procedure.

### **2.4 Senior Leaders**

#### **Senior Leaders are responsible for:**

- Co-ordinating the remote learning approach across the school;

- Monitoring the effectiveness of remote learning - such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents;
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

### **2.5 Designated Safeguarding Lead**

- The DSL and Deputy DSLs continue to be responsible for safeguarding within the school. Please refer to the Child Protection and Safeguarding policy for further information.
- Any disclosures made on Google Classroom publicly will be screenshot and the image given to the DSL; the comment should then be deleted from the public domain.

### **2.6 ENTRUST**

ENTRUST (West Sussex County Council IT Support Team) 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 School Business Manager.

### **2.7 Pupils and Parents/Carers**

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;
- Alert teachers if they're not able to complete work.

### **Staff can expect parents and carers 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; the first point of contact should be the class teacher who will refer to senior leadership for guidance and advice if needed.
- Be respectful when making any complaints or concerns known to staff in keeping with our communication guidelines and Parent Code of Conduct.

### **2.8 Governing Body**

#### **The governing body 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. Whom 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 IT Google Classroom – ENTRUST;

- Issues with their own workload or wellbeing – talk to your line manager;
- Concerns about data protection – talk to the School Business Manager;
- 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:

- Use SIMs where necessary to access information regarding individuals;
- Work in line with our Data Protection Policy and Staff Code of Conduct.

##### **4.2 Processing Personal Data**

Staff are reminded to collect and/or share only the personal data that is necessary and to store and retain it in line with our data protection policy and privacy notices.

##### **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);
- Making sure the device locks if left inactive for a period of time;
- Not sharing the device among family or friends;
- Keeping operating systems up to date – always install the latest updates.

#### **5. Safeguarding**

**Our Designated Safeguarding Lead (DSL) is Mrs Lizzie Martin**



**Our Deputy DSL is Mrs Nicky Kirby**



**If your concerns relate to the actions or behaviour of a member of staff (which could suggest that s/he is unsuitable to work with children) then you should report this to the Executive Headteacher, Mrs Stephanie Gibson.**



Please contact her, in confidence, via email at [office@amberley.w-sussex.sch.uk](mailto:office@amberley.w-sussex.sch.uk) marking your email 'Private and Confidential' or by telephone on 01798 831612.



If your concern relates to the Executive Headteacher, you must contact Mr Ray Jackson, Chair of Governors  
by email on: [rjackson2@amberley.w-sussex.sch.uk](mailto:rjackson2@amberley.w-sussex.sch.uk)  
or by telephone: 07836 549259

Local Authority Designated Officers (LADO): Claire Coles 01403 229900 [Claire.Coles@westsussex.gov.uk](mailto:Claire.Coles@westsussex.gov.uk)

Assistant LADO: Sally Arbuckle 01403 229900  
[sally.arbuckle@westsussex.gov.uk](mailto:sally.arbuckle@westsussex.gov.uk)

## **6. Monitoring Arrangements**

This policy will be reviewed by the SLT annually or as necessary.

## **7. Links with other Policies**

This policy is linked to our:

Behaviour policy

Child protection policy

Data protection policy and privacy notices

Home-school agreement

ICT and internet acceptable use policy

Online safety policy

January 2021



## **Guide to Zoom Pupil Conferencing**

We are very much looking forward to the Pupil Conferences that are going to happen during this lockdown period. To be able to see the children, their work and have the opportunity to talk to parents will be invaluable as we endeavour to create a strong home learning experience.

For the safeguarding of children, parents/carers and staff, we would like to give you this guide to using Zoom for the pupil conferences. These have been written using knowledge of safeguarding requirements, guidance from Zoom and applying general online safety principles.

- On entering the waiting room for the Zoom meeting, please ensure that your sound is muted and your video is off. Once the teacher invites you into the meeting, sound can be unmuted and the video switched on.
- Children must be supervised by an adult during the Zoom conference for its entirety. If a child enters the meeting alone or is left unsupervised, the teacher will politely end the call and contact the parent via email.
- Zoom meetings must take place in a suitable room within the house; please do not use bedrooms or bathrooms.
- Use a space within the house that is relatively quiet and will provide the least amount of distraction.
- Be presentable when attending the meeting. Please ensure that no participant is in pyjamas or unsuitable clothing.
- Backgrounds need to be neutral and enable the teacher to see you clearly. Please do not sit in front of bright light or use a background that would be distracting.
- Be on time for the scheduled meeting. Teachers will be running to an arranged schedule so, if you are late, it will impact other meetings. Bear in mind that teachers may be working around parents' working hours so this rule is also showing respect to other parents.
- Have everything ready for the Zoom meeting! Any learning that needs to be shown and any questions that you may have need to be ready to avoid unnecessary delays.
- If, for any reason, the meeting is missed entirely, the teacher will contact you via email to arrange another date and time.
- Meetings must not be recorded under any circumstances. Teachers will make notes (parents are welcome to as well) as a record of the meeting.
- All participants should be respectful of each other. The rules that apply when speaking to children and adults in school apply on Zoom. If any abusive or disrespectful behaviour or language is shown, the teacher reserves the right to end the call.
- If any safeguarding or child protection concerns become apparent during the meeting, the teacher is under a statutory obligation to report these to the DSL who will follow the usual safeguarding procedures.

These rules are implemented to ensure the safeguarding of all participants; please respect them. We look forward to using this extremely useful platform to be able to stay in contact and thank you, as always, for your support.

## **General Safeguarding Concerns**

If, at any point during this lockdown period, you have safeguarding concerns regarding your own or someone else's children, please refer to the Safeguarding Policy of the school which can be found at <https://www.st-james-coldwaltham.w-sussex.sch.uk/Parents/Policies/>

Alternatively, you can contact your school's DSL directly; for St. James', the DSL is Mrs Lizzie Martin and she can be contacted via email at [hos@coldwalthamschool.com](mailto:hos@coldwalthamschool.com) The email is checked daily so your concern will be addressed as soon as is able.

If you believe that there is an immediate danger to the children involved, please phone the police on 999. You can also make a direct referral to MASH at West Sussex by phone on 01403 229900 or <https://www.westsussex.gov.uk/education-children-and-families/keeping-children-safe/raise-a-concern-about-a-child/>