

Kempshott Junior School Remote Learning/Working Policy

Policy Ratified by Governing Body	14/11/2020	
Date of Review	19/11/2020	
Date of Next Review	Autumn Term 2023	3 yrly unless deemed necessary

Safeguarding Statement

At Kempshott Junior School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities, in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Kempshott Junior School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school.
- Set out expectations for all members of the school community with, regards to remote learning.
- Provide appropriate guidelines for data protection.

Safeguarding

Staff should not communicate with parents or pupils outside school channels i.e. they should not talk to parents using their personal Facebook accounts or contact pupils using their personal email addresses. It is appreciated that personal or home phones may have to be used when working from home, so it is necessary to dial 141 as a prefix before dialling the required number, which will prevent staff personal numbers being disclosed.

If using a communication tool, which involves a camera, staff should ensure they sit against a neutral background.

Dress as they would at school – no pyjamas!

Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they are sharing their screen.

Use professional language.

Ask pupils to also, be in a shared space in their house, rather than in their bedroom. No pyjamas for pupils either! Alternatively, staff could ask them to turn their cameras, off.

Ask parents/carers who will also be there, to be mindful that other children might see or hear them and anything in the background.

If teachers are phoning pupils:

- Do this through parents' phones only, unless this poses a safeguarding risk, particularly in a primary school and in all cases make sure parents are aware and agree.
- Call during school hours as much as possible.
- Make sure someone else at school is aware and keep a record of the date and time of call.

- Have a parent there at the child's end and have the phone on 'speaker phone'.
- If possible, have another member of staff on the call if possible.

Please see our HCC School Policy on Staff Acceptable Use of ICT, section 6, Safeguarding and Unacceptable Use.

Teachers

When providing remote learning, teachers must be available between the working hours of 08.30 – 17.00hrs.

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 providing remote learning, teachers are responsible for:

- Setting work.
- Marking & acknowledging work.
- Looking at all pieces of work before approving.
- Checking on vulnerable pupils and reporting to DSL's.
- Checking in with pupils who do not complete work and communicating with parents.
- Record concerns on CPOMS.

Learning Support Assistants & HLTA's

When assisting with remote learning, LSA's must be available between 08.30 – 15.30hrs

If they are unable to work for any reason during this time, for example due to sickness or caring for or dependent, they should report this using the normal absence procedure.

When assisting with remote learning, LSA's are responsible for -

- Completing tasks designated by class teacher/Year Leader/SENDCO.

Designated Safeguarding Lead/s

Co-ordinate communication between Teachers and Parents.

Provide emotional support for pupils.

Communicate with HCC and outside agencies.

Follow safeguarding reporting procedures.

Pupils & 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 Learning Support Assistants.
- Alert teachers if they are not able to complete work.
- School admin will co-ordinate free school meal arrangements.

Staff can expect parents/carers with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete the work.
- Seek help from the school if they need it or if their child is struggling emotionally.

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 question or concerns about remote learning, they should contact the following individuals: Year Leaders, Headteacher or Deputy and/or I.T. Lead.

Data Protection

Accessing personal data.

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

- How to access the data, such as on a secure cloud service or a server on the IT network
- Which devices should be used i.e. if devices have been provided such as laptops – staff must use these and not their own personal devices, unless using the remote server.

Processing personal data

Staff members need to use their school e-mail as part of the remote learning system.

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 long with a combination of upper and lower case letters, numbers and special characters (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.
- Installing antivirus and anti-spyware software.
- Keeping operating systems up to date – always install the latest updates.

This Policy should be read in conjunction with other relevant school and County Council policies, procedures and Codes of Conduct including:

*School Social Media Policy
E-Safety & Acceptable Use
Staff Code of Conduct*