



Remote Working Policy

POLICY CONTROL

Current Version	
Reference number	S-REMOTE
Title	Remote Working Policy
Version number	2.0
Document type	Policy
Original policy date	Unknown
Review & Approval responsibility	Headteacher
Approval Date	6/1/22
Next review date	January 2023
Statutory / Additional	Statutory
Document owner	Headteacher
Status	Approved

Amendment Control			
Version	Amendment	By	Date

Previous versions ¹		
Date Ratified	Version number	Status
Jan 2021	1.0	Archived

¹ Since current policy control method

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 where pupil absence is linked to coronavirus (national lockdown, partial closure or isolation) or where there is an operational situation that forces the school to close.
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- Ensure pupils unable to attend school remain fully included within the school community
- Continue to ensure that every child unable to attend school receives the best education the school can provide them
- Ensure that remote education is integrated in the curriculum, so it is an essential part of the school curriculum, alongside classroom teaching, or in the case of a local lockdown

2. Roles and responsibilities

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.

Designated safeguarding Lead

The DSL is responsible for: Safeguarding concerns, including those related to Remote Learning Please refer to Child Protection and Safeguarding Policy.

The Senior DSL in school is the Head teacher- Debbie Sweet

The Deputy DSLs are Sarah Nelson (Deputy Head) and Lauren Cook (teachers in charge of the Hub)

Teachers

****The following expectations are on the condition that staff are well and able to 'attend' work***

Teachers will be expected to support remote learning under the following circumstances

Scenario A) Child is at home because they have tested positive for coronavirus and need to remain absent from school for between seven and ten days. In this scenario the child would be well enough to access learning but has to remain off school for the isolation period.

Following LA advice, a child may be absent from school because they have been identified as a close contact of a positive case.

Scenario B) The school may need to partially or fully close.

When providing remote learning: Scenario A)

- Parents/carers will be directed to the learning material which is stored on the school communication system Weduc.
- Parents/carers will be provided with an over view of learning themes (medium term overview) which will include links to home learning ideas and activities.
- Parents/carers will have access to learning support from their child's teacher via email.
- Where a child is unwell and absent from school for a sustained period of time, the school can make a referral for support from the medical needs team.

When providing remote learning: Scenario B) **this guidance as it applies to local and national lockdown has remained in the policy in case there is a change to national guidance only. Other situations which may incur scenario B are based on an assessment of the ability of the school to operate safely. This decision will be made by the SLT in consultation with the chair of governors.*

- Teachers will be responsible for leading remote learning for their class which may include classes where teachers are absent.
- Teachers will direct support to tasks to support home learning; this may include delivering sessions, preparing resources or making pastoral calls.
- Parents and carers will receive a copy of their home learning timetable via email and this will include any zoom links needed or links to learning materials such as websites.
- Whilst teachers are not expected to upload planning for these sessions they should prepare a timetable for the week and send this to SLT. The timetable should include the zoom ID.
- SLT may join in with sessions to offer support and QA.
- All teachers should prepare a minimum of 4 sessions each day. The length of these sessions will depend upon the needs of children and the nature of the session. In addition, teachers may offer routine sessions such as; 'good morning', story time etc.
- Teachers should plan to deliver a broad curriculum that links to pupil's needs and abilities and should utilise pupil case studies to inform this. Whilst not prescribed in detail, it is expected that teachers will deliver teaching/guidance to support reading, language and communication, literacy and numeracy.

For children with profound and multiple learning difficulties (PMLD):

Following consultation with all families of children with PMLD, it is agreed that the offer for these children will be highly personalised and may include:

- Loan of equipment and support to set up and use
- Support to deliver postural management plans and physiotherapy plans
- Access to swimming sessions outside of school hours
- Facilitated access to health professionals
- Access to the butterflies blog which includes a series of lessons and activities that families can pick up at an appropriate time

- Offer of live zoom lessons daily

Keeping in touch with pupils who are not in school and their parents

- When a child is absent from school because they have tested positive for coronavirus the family will receive a well-being phone call from the school office between days 6-9. The purpose of the phone call is to check on that child's health and proposed return to school date.

Use of remote devices and other equipment

- Where a child uses specialist equipment in school, this will be available for home use. Teachers must ensure that SLT are aware and that an equipment loan agreement has been signed by parents/ carers.
- Where families do not have access to a remote device they are encouraged to contact the school who will make every effort to provide an appropriate device either via the DFE laptop scheme, purchase of additional equipment or re-allocation of school equipment.
- Teachers are encouraged to be proactive in assessing any barriers to home learning access and to work with their teams to provide low and high tech solutions.

Access to learning support materials

The school have produced a range of material to support learning at home. These are for the sole use of Highbury parents and carers and are available in a shared folder in the digital library on Weduc (see appendix 2 for instructions on how to access this).

The Blog and Facebook page

All teachers are expected to supply positive content for the school Facebook page to either the Head teacher or Assistant Head as part of the school's normal communication procedures. It is expected that teachers upload content to their class blog once a week.

Where children are absent from school, parents will be encouraged to access the Facebook page and class blog in order to ensure that their child 'keeps school in mind' during their absence.

Working on zoom

All staff delivering lessons/or holding meetings via zoom must adhere to the following:

- Staff must ensure that the room they are zooming from is appropriate. Full consideration will be given to images and objects in the background.
- Staff will conduct themselves in a professional manner at all times.

*please also refer to the school's safeguarding policy

Pupils and parents

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

- Make the school aware if their child is unwell or otherwise can't complete work

- Seek help from the school if they need it. This may include loan of any equipment from school, contact with health professionals etc.
- Be respectful when making any complaints or concerns known to staff and understanding that the remote learning material cannot be planned with the same precision and personalisation as lessons delivered in school.

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. Data protection

Accessing personal data:

- Staff are expected to ensure that all contact details are stored securely on work machines only.
- Ensure no personal details are shared with third parties.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

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.
- 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. Staying Safe Online

During the period of remote learning, the school will maintain regular contact with parents to:

- Reinforce the importance of children staying safe online.
- Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
- Direct parents to useful resources to help them keep their children safe online.

The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

Appendix 1: Staff code of conduct for remote learning

This section of the policy will be enacted in conjunction with the school's Online Safety Policy.

When completing remote working staff must:

- Wear suitable clothing – this includes others in their household (if working from home)
- Be situated in a suitable 'public' space with an appropriate background.
- Use appropriate language – this includes others in their household (if working from home).
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Ensure they have a stable connection to avoid disruption to lessons/meetings.
- Always remain aware that they are visible and can be heard.
- Use the necessary equipment and computer programs as intended.

The school will risk assess the technology used for remote learning/working prior to use and ensure that there are no privacy issues or scope for inappropriate use.

The school will ensure that all school-owned equipment and technology used for remote learning/working has suitable anti-virus software installed, can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.

For staff working from home, the school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

Appendix 2: How to access the learning support materials on Weduc

