Remote learning policy

Birchwood

Approved by:	Management Committee	Date: March 2025
Next review due by:	March 2026	

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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

The information below identifies in detail the procedures for these situations.

2. Roles and responsibilities

2.1 Teachers and Teaching Assistants

> Providing feedback on work:

o Pupils will complete work online. Feedback to pupils will be via email or telephone tutoring sessions.

o Feedback on work handed in on return to school will be returned within the first week back

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

o Staff will be expected to reply to email queries off pupils and parents between the working hours of 8.30-3.30

o Any parent concerns or complaints should be passed to the SLT team

o Behaviour issues need to be passed to the Headteacher

o Attending virtual meetings with staff, parents and pupils:

o Staff need to adhere to the normal dress code

o Staff need to find a quiet location with either an artificial blank background or a home background that doesn't include personal items including photographs

2.2 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> The Deputy Headteacher will ensure that all pupils have an email address that can be used by pupils to receive work from staff and send work back to staff. They will also ensure that all pupils have access to online learning platforms that Birchwood uses.

> As online safety lead Rob Westhire will be responsible for monitoring the security of remote learning systems, including data protection and safeguarding considerations, feeding back to the SLT with any concerns or issues immediately.

2.3 Designated safeguarding lead

The DSL is responsible for ensuring that all safeguarding concerns are acted upon with a reasonable timeframe.

All stakeholders are responsible for the following:

- All staff will continue to look out for any signs that indicate a child may be at risk, both on and off site, including online.
  - o If a member of staff/volunteer has any safeguarding concerns about a child, this will be reported to the DSL as soon as possible.
  - o If the concern is urgent, the member of staff/volunteer will speak to a DSL in person or via phone/video call if they are not on site, immediately.
  - o In the event a member of staff or volunteer cannot make contact with a DSL, this will not delay them taking immediate action to safeguard a child.
  - o Concerns will be recorded using existing Birchwood safeguarding processes as outlined in our Child Protection Policy.
- Learners are encouraged to report concerns via existing Birchwood systems, or to a trusted adult at home.
- Parents/carers are encouraged to report concerns via existing Birchwood systems.
- Where staff are concerned about an adult working with learners, they should report the concern to the Headteacher.
- If there are concerns about any member of staff or volunteer, the LADO service will be consulted with.
- Concerns around the head teacher should be directed to the Chair of the Management   Committee.

2.4 IT staff

Birchwood doesn't directly employ any IT staff. Rob Westhire will be responsible for:

> Helping parents with any technical issues they're experiencing as far as he is able to

> Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

> Assisting pupils and parents with accessing the internet or devices as far as he is able to

2.5 Pupils and parents

Staff can expect pupils learning remotely to:

> Be contactable during the school day between 9am and 2.30pm

> Complete work to the deadline set by teachers

> Alert teachers if they're not able to complete work via email

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

> Be respectful when making any complaints or concerns known to staff

2.6 Management Committee

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 Headteacher

> Issues with behaviour – talk to the Headteacher

> Issues with IT – raise a concern with EIS via the call line 03000 658888

> Issues with their own workload or wellbeing – talk to the Headteacher

> Concerns about data protection – talk to the data protection officer (Headteacher)

> Concerns about safeguarding – talk to the DSL (Jane Waters, Lee Palmer)

4. Data protection

4.1 Accessing personal data

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

> Access the data via the hosted server in our EIS IT network

> Access will only be via the school laptop which has been allocated to the member of staff

4.2 Processing personal data

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

5. Safeguarding

Birchwood has a Child Protection Policy. This can be found on the Birchwood website as well as on the school T Drive for staff.

6. Monitoring arrangements

This policy will be reviewed annually by the Headteacher. At every review, it will be approved by the Management Committee.

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