



TWO RIVERS  
HIGH SCHOOL



# Endeavour Schools Remote Learning Policy

## Two Rivers School



## **1. Aims**

1.1 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.

## **2. Roles and Responsibilities**

### **2.1 Teachers (Supported by Class Staff)**

When providing remote learning, teachers must be available between 8.45am and 3.25pm. 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 supporting pupils.

### **2.2 Safeguarding**

Daily contact made through class teacher/tutor/subject teachers through agreed channels e.g. WEDUC, Microsoft Teams, email, telephone call or home learning platform.

Weekly contact made by teacher or other designated member of staff to check on health and well-being of pupil.

Telephone calls made more frequently if deemed necessary following discussions with Designated Safeguarding Team.

Home visits arranged with SLT and DSL for families who are not responsive.

Other considerations:

Family Support Worker involved as required.

All social workers must be informed of longer pupil absences.

Social Care and Health involved to ensure well-being of pupil during long absence from school.

Alert families to the protocol for Staffordshire Safeguarding Children Board (or other Local Authority safeguarding reporting systems).

Outline of plan if school is closed:

- Class teacher makes initial contact with parents/carers to check on pupil welfare and record. Teacher completes class overview of which pupils are well and able to access remote learning and which pupils are not well enough to work. If pupil is feeling well and can work from home continue with the following:

- Teacher to email daily planning and differentiated learning activities for each day/a work pack is sent home to the family. A copy is also uploaded to the home learning platform of the class where appropriate. These are to replicate the learning experiences in school relevant to each pathway.
- Teacher sends/uploads visual timetable in the most appropriate communication forms for the pupils. This is individual to each school.
- Designated member of staff checks if pupils have access to the internet or require paper copies to be delivered by staff team.
- Home-school link maintained via home learning platform or telephone calls. Parents/carers/pupils can therefore inform the teacher about how they found the work regularly.
- Teacher signposts to appropriate on-line learning resources. Teachers signpost high-quality online resources in their planned home learning materials.
- Where appropriate teacher to arrange virtual sessions following guidance in **Appendix 1**.

### **2.3 Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – SLT/Middle Leaders should have oversight of their classes.
- Monitoring the effectiveness of remote learning – through regular meetings with teachers and class staff, 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.

### **2.4 Designated Safeguarding Lead (Including the Deputy Designated Safeguarding Leads)**

The DSL is responsible for:

- Ensuring all remote learning activities are carried out in line with the school's Safeguarding Policy.
- Following up on any safeguarding concerns reported by staff.

### **2.5 IT Staff**

IT staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff and parents with any technical issues they are experiencing.
- 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.

## **2.6 Pupils and Parents**

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work.
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.

## **2.7 Local Governing Board**

The Local 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.
- Monitoring the well-being and mental health of staff when working in ways outside of normal practice.

## **3. Who to Contact**

3.1 If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – talk to other teachers from the same pathway, line manager, SLT or the Headteacher/Executive Headteacher.
- Issues with IT – contact school IT Technician.
- Issues with their own workload or wellbeing – talk to the Phase Leader or the Headteacher/Executive Headteacher. Or directly contact ThinkWell for confidential support: 01785 276284.
- Concerns about data protection – Laura Slinn, Gail Brindley.
- Concerns about safeguarding – DSL at each site.
- Concerns about family welfare – DSL at each site or Family Support.
- Concerns about pupil health – School Nurse at each site.

## **4. Data protection**

### **4.1 Accessing Personal Data**

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

- Ensure they are not overlooked by unauthorised users such as family members.
- Ensure the device is locked with a secure password every time it is left unattended.
- Use school IT equipment where available.
- Password protect personal devices used to access school online systems or use the school desktop remotely.

### **4.2 Processing Personal Data**

Staff members may need to collect and/or share personal data such as pupil addresses, parent telephone numbers/email addresses as part of the remote learning

system. If this processing is necessary for the schools' 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. Staff must be mindful to BCC all recipients in group emails to parents/carers and other external email addresses, to avoid sharing private contact information.

### **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. Monitoring arrangements**

- 5.1 This policy will be reviewed in line with government guidelines updates by the Headteacher/Executive Headteacher. At every review, it will be approved by Chair of Local Governors.

## **Appendix 1**

### **Information and Expectations – Virtual Sessions**

We recognise that virtual sessions for some of our pupils are extremely beneficial, especially those who are reliant on structure and routine.

We are able to offer virtual sessions for identified families using Microsoft Teams. Sessions will be limited in length where required.

Here are some ground rules for these sessions in order to comply with our Safeguarding and Data Protection Policies and legislation.

#### **Staff**

At least two members of staff will be present during each session. Where two staff members are not available a pre recorded lesson will be offered.

Where possible –

- A waiting room should be opened.
- The meeting should be locked after all anticipated participants have signed in.
- Children should only be invited using their school email address.
- Staff should wear suitable clothing. Other members of their household should not be visible or audible. The background scene should be appropriate.
- Staff must use appropriate, professional language.
- Any safeguarding concerns should be raised with the Designated Lead. The session should be stopped if there are immediate concerns.

#### **Parents**

- Parents must agree not to make any recordings of the session.
- The content of each session is confidential as are the password and invitation codes.
- A parent or carer should be present with the child during the session if the pupil is at Primary School. Other members of the household should not be visible or audible. (Pupils may access sessions independently if previously discussed and agreed with school).
- Parents must dress in appropriate clothing and use appropriate language.
- Parents should be aware of the pupil expectations set out below.

#### **Pupils**

- Pupils should be dressed appropriately in front of a suitable background.

We are looking forward to working with the pupils and to work together with our families to make a success of it.