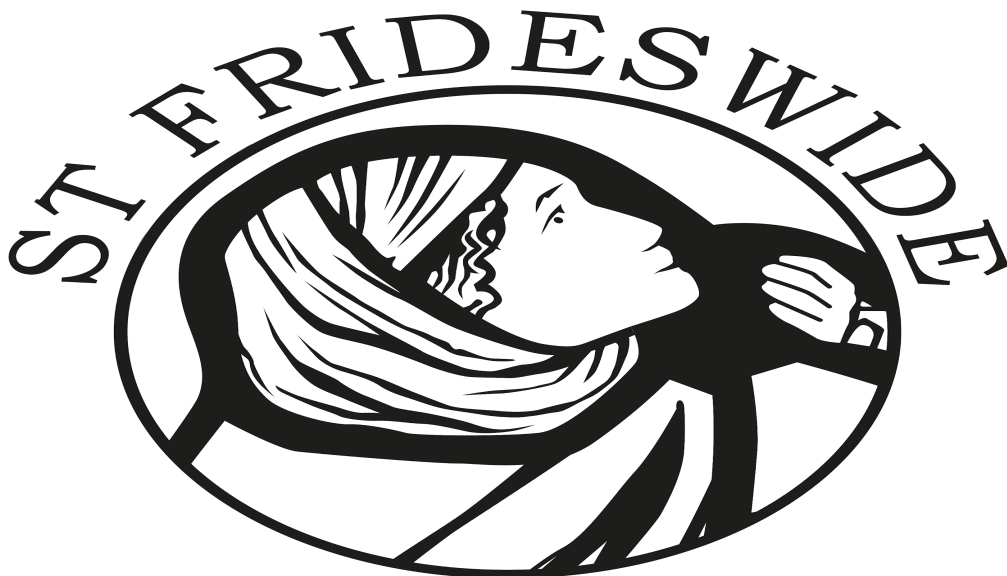
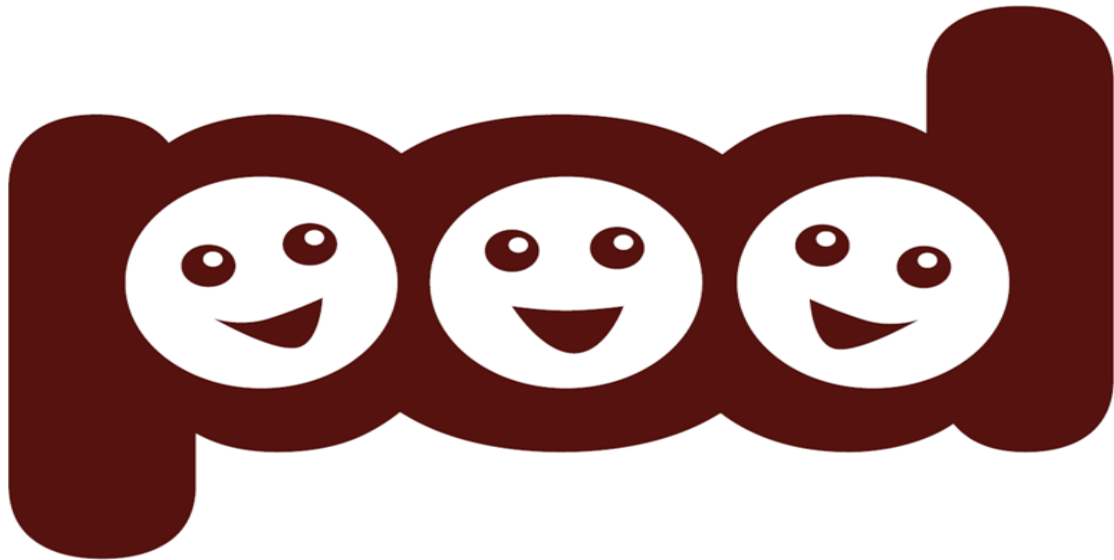


Remote learning contingency policy

The Pod at St Frideswide Church of England Primary



Oxford Diocesan Schools Trust (ODST)

Registered Office: Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF

Oxford Diocesan Schools Trust is a private company limited by guarantee, registered in England (No. 08143249), and is an exempt charity.

Approved by:	Hannah Forder-Ball	Date: 1st October 2020
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1. Aims

This remote learning contingency 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

SENCO

2.1 Teachers

When providing remote learning, teachers must be available between 8.30 and 2.45..

If they're 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. Adapt this if the procedure is different. If it's the same, you may still want to remind staff of the procedure here.

When providing remote learning, teachers are responsible for:

Setting work - where whole bubble is isolating:

- delivering a zoom lesson between 9-10 each morning
- Work needs to be uploaded on to our Learn Platform before the zoom lesson starts
- Work is in line with Long Term Plans for the term, planned in phase teams
- For those who don't have IT access, the teacher will ask a member of admin on-site to print off work and deliver it if applicable/ post it to the child

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

- Teachers should check they have made contact with every child in their class each day, if they don't they should call them to do a safeguarding check.
- Teachers should not respond to emails beyond 5pm or before 7pm
- Complaints and concerns should be handled using our complaints / concerns procedures
- Where the teacher has had no response in their communications, this is raise to the HT who will decide how to proceed

Attending virtual meetings with staff, parents and pupils:

- Dress code- dress as though in school
- Locations - avoid areas with background noise, nothing inappropriate in the background

2.2 Teaching assistants

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When assisting with remote learning, teaching assistants must be available between 8.30 and 2.45

If they're 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 assisting with remote learning, teaching assistants are responsible for:

Admin, as directed by phase lead

Attending virtual meetings with teachers, parents and pupils – cover details like:

- Dress code - as school
- Locations - avoid areas with background noise, nothing inappropriate in the background

Alerting teachers to resources they can use to teach their subject remotely

2.4 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 by liaising with teachers, reviewing work and asking for parental feedback.

Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 SENCo

Is responsible for additional pages and activities on Learn platform to support home learning for those with SEN needs.

Monitoring work set by teachers to ensure it is accessible to their pupils.

2.5 Designated safeguarding lead

As our Safeguarding and Child Protection Policy

2.6 IT staff

IT staff are responsible for:

Helping staff and parents with any technical issues they're experiencing

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

2.7 Pupils and 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

Seek help if they need it, via email or during zoom calls as applicable

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 – if you know of any resources staff should point parents towards if they're struggling, include those here

Be respectful when making any complaints or concerns known to staff

2.8 Local Governing Body

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:

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Issues in setting work – talk to the relevant subject lead or SENCO

Issues with behaviour – talk to the relevant head of phase or year

Issues with IT – talk to IT staff

Issues with their own workload or wellbeing – talk to their line manager

Concerns about data protection – talk to the data protection officer

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:

- Staff log in to our secure systems using passwords in order to access personal data about families.

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

Refer to the guidelines already have in place (eg. ODST guidelines). Add your own rules if you have additional security measures in place, or delete any that you've already put in place in the devices you've provided for staff.

Talk to your Mike Bingham (ODST) for more help, and your IT staff lead(s) if you want to include details on how to put these measures in place.

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

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Safeguarding information is as per whole school policy. Hannah Forder-Ball is our Designated Safeguarding Lead.

6. Monitoring arrangements

This policy will be reviewed every three years. . At every review, it will be approved by the governing body.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy

Online safety policy