The Forge Remote Learning and COVID Learning Policy 2021

1. Aims

The remote learning policy 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 Forge community with regards to remote learning
- Provide appropriate guidelines for data protection

2. Introduction

As a response to the national lockdown (March 2020) due to COVID-19, all schools were presented with the challenge of introducing Remote Learning very quickly.

It is evident that, over the course of the coming weeks and months, we are likely to need to use Remote Learning regularly for students who are having to work from home due to isolation. We have ensured that we have kept safeguarding and mental well-being at the forefront of what we are doing for our pupils whilst many of them are not in school with us, at the same time continuing their education.

3. Roles and Responsibilities

3.1 Senior Leaders

The Senior Leadership Team is responsible for setting and managing expectations regarding remote learning for students who are not able to attend school.

There are a number of challenges that SLT will need to consider and ensure contingency plans address:

- The possibility of different groups of students being out of school at different times
- Staff having to plan lessons for classes/students in school at the same time as students/classes who are required to work from home: ensuring appropriate provision is made for all students, whilst also being mindful of teacher workload
- Provision for students who may have limited/no access to ICT at home
- Ensuring appropriate additional support for students who have Special Educational Needs
- Monitoring the security of remote learning systems, including data protection and safeguarding consideration.
- Ensuring the demands of remote working to not place unnecessary stress or anxiety on students and families through sharing clear expectations of learning hours and managing deadlines for submitting work across the /subjects.
- SLT will monitor engagement with remote learning and Pastoral contact.

3.2 Subject Leaders and teachers (Forge teachers and some none teaching staff occupy both Subject Leader and Teacher Roles)

The term "Subject Leaders" refers to anyone in school who as responsibility for leading the provision of an area of remote learning. Alongside their own teaching responsibilities, Subject Leaders are responsible for:

- Considering whether any aspects of the subject curriculum need to be adapted to accommodate remote learning
- Ensuring they adhere to Forge guidance regarding, for example, deadlines placed upon students for returning work and expectation of timing regarding posting work out to students
- Monitoring the effectiveness of the remote working provision within their area to ensure a consistent approach which supports students to make good progress and maintain their pace of learning as far as possible
- Sharing high quality resources across their area to support remote learning
- Monitor and feedback to SLT weekly record of engagement and contact with students
- Setting high quality work for students which ensures that learning can continue as closely as possible to how it normally would, had they been in school
- Setting work of appropriate length and pitch to meet the needs of all learners and following the subject scheme, consistently across all classes and for all students in a year group.
- Taking account of students who may have no or limited access to ICT at home and accommodate their needs accordingly to ensure they are not at a disadvantage compared to their peers. This may mean sending work home via the post.
- Providing feedback to students on work that is completed to enable them to make good progress.
- Teachers will provide both feedback. Verbal feedback can be provided during 'daily safe and well' calls. Pupils will receive written feedback via email, or by post.

3.4 Pupils and parents

Staff can expect pupils learning remotely to:

• Complete work set as expected, to a good standard an on time

• Seek help if they need it

• Ensure their teacher is aware of any issue which may affect their ability to complete work in a specific subject

Staff can expect parents with children learning remotely to:

• Pay due regard to the expectations of work being set for students and support their child to achieve these

• Make the school aware if their child is sick or unable to complete work for a period of time

• Seek help if they need it to support their child in remote learning

4. **Keeping in touch with students and parents**

It is important for good communication to exist between school and home at all times, but never more so than when pupils are not able to attend school. Staff are expected to undertake activities related to their role during the school day, *they are not expected to contact parents during evenings or weekends*.

However, it is important that all queries sent to the school are responded to within a reasonable amount of time. Where staff have concerns regarding the behaviour, engagement or safety of students, normal school Policy and processes will apply.

5. **Data protection**

Protecting the personal data of staff, students and parents is a priority and measures should be in place to ensure usual high standards are maintained.

5.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will pay due regard to the Forge GDPR policy and only access and use this data as necessary to fulfil their professional role and for official Forge purposes.

5.2 Processing personal data

Staff members and Students must at all times use their school email address for the school's official functions, individuals do 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.

5.3 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)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Ensuring their school devices are kept safe and secure.
- Lourdes IT will ensure all School IT polices for safeguarding and data protections are applied

6. Safeguarding Guidance for Remote Learning

6.1

- Staff use Microsoft Teams
- Live online lessons must be delivered with at least two adults present. Or the Session is recorded for students to access from home.
- Staff should have received training for delivery of online lessons
- Parental agreement must be obtained for Pupils to engage in online lessons.
- If pupils are receiving live streaming within the school setting from a member of staff at home, then a member of school staff should be present with the pupil.
- The guidance here is based on best practice and government guidance where available but it is also recognised that people have had to adapt the way they work very quickly. It should be read in conjunction with DfE guidance, DfE Safeguarding and remote education during coronavirus. Further useful links are given at the end of this guidance document. The guidance in the document falls into our full safeguarding process and reporting concerns etc. are in line with our normal procedures unless stated

6.2 Preparing and delivering a live-streamed session to pupils at home

If you do plan to deliver a livestream lessons via Microsoft Teams, you need to assess any risks and take appropriate actions to minimise harm.

Staff Must be aware of the following:

- Permission must be gained by relevant parent/carers and pupils in case any images or identifying information about the pupil may be used.
- Parents should try ensure that an appropriate place is available for the pupil to access the online lesson, e.g. dining room.
- Full GDPR requirements must be adhered to.
- It is useful to establish with the online classes a procedure to ensure safeguarding. Points to, think about are: Background image, appropriate attire, appropriate language and the same policies we follow with in school lessons.
- Lessons must NOT be recorded by Students.
- Only Microsoft office 365 is to be used.
- staff should record and report who attends these lessons.

- Staff should be aware of the privacy settings and know how to report any offensive or abusive content.
- The stream should take place in school time and on school premises (unless agreed otherwise e.g. for Clinically Extremely Vulnerable staff working from home)
- Any incident or concern should be reported using current school policies and systems and any complaints made against staff should be reported to the HR Advisor accordingly
- Before embarking on a live session Staff should know how to disable the lesson promptly in case something occurs which puts the lesson or pupils/staff at risk, e.g. behaviour of a pupil, platform being entered by an unwanted guest, etc.
- Staff may record the session for checking work covered etc., and will inform pupils if that is occurring.

6.4 Further Guidance

NSPCC Undertaking remote teaching safely National Cyber Security Centre - guidance on choosing best video conferencing tool for your organisation National Cyber Security Centre - video conferencing: using them securely UK Safer Internet Centre on safe remote learning

- Monitoring arrangements

  This policy will be reviewed annually but adapted as required in the meantime should developments require it.

- Links with other policies

  This policy is linked to our:

  - Behaviour policy
  - Child protection policy and coronavirus addendum to child protection policy
  - Data protection policy and privacy notices
  - ICT and internet acceptable use policy
  - Linked to student induction procedures