# Working Remotely Policy

## The Bythams Primary School



**Reviewed and updated:**      July 2022
**Next review:**      July 2024

Signed: ........**Lmartin**.............

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Date: ......**21.7.22**.............

*Jmill*
Jeremy Millar
(Chair of Governors)
20/07/22

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# Aims

This remote learning policy aims to:

- o Ensure consistency in the school's approach to remote learning
- o Set out expectations for all members of the school community with regards to working remotely
- o Provide appropriate guidelines for data protection with regards to working remotely

# 1. School's approach in response to Covid-19

From Autumn Term 2020 onwards, homework tasks will be provided on our online learning platform. Correspondence will be sent out to all parents to inform them about how to access the learning platform.

SLT will assess the need for this learning platform throughout the year and will adapt it accordingly.

In the event of isolation as a result of Covid-19 this remotely learning, equivalent to the formal learning in school, will be in place to ensure all children have access to high quality learning at this difficult time.

These arrangements will help all pupils to learn alongside their peers and help to prevent them struggling with lesson content when regular school activity resumes.

Content on the school website will be regularly updated to provide on-going support to complement our remote learning platform.

# 2. Roles and responsibilities when working remotely

## 2.1 Teachers

Teachers working from home must be able to still work their contactable hours but the times may vary. 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 procedures.

### Home Learning

Teachers may be responsible for:

Setting work:

- o Teachers working remotely at home will need to provide online lessons or activities for the children (where appropriate) to ensure consistency across groups of children.
- o Teachers will need to provide Maths, English (including phonics, where appropriate) and Topic lessons for each day linked to the school's published curriculum

- o These lessons will be shared on our online learning platform (Google Classroom until end July 2022 and then Microsoft Teams from September 2022).
- o PPA will be available to all teachers. You will need to have this PPA in your teams and have a remote meeting via Microsoft Teams to ensure that all teachers in your group understand and know what is being taught.

Providing feedback on work:

- o Children working remotely can upload work to the online learning platform.
- o Where appropriate feedback will be provided on work submitted remotely.
- o Feedback between teacher and child will remain professional and in-line with school's feedback policy.

Keeping in touch with pupils and parents:

- o Regular contact is made with parents from both teachers and TAs through email, phone calls or Microsoft Teams – reminders will be given to share completed work remotely.
- o Responses from staff will only be made during school hours.
- o If a staff member has any concerns over something shared via remote learning they should first talk to the child's original teacher to gain more information. If it is a safeguarding concern then teachers should follow normal procedures.

Attending virtual meetings

- o Dress code – Staff should always be wearing acceptable clothing when attending virtual meetings, as if working in school.
- o Locations – Staff should select a suitable location. Avoid areas with background noise, nothing inappropriate in the background and limit the number of people in the background where possible.
- o Appropriate/professional language should always be used when attending virtual meetings or when recording virtual lessons.
- o If another 'school closure' were to be enforced due to national lockdowns, face to face meetings will only happen where absolutely necessary – meetings will be held by phone call where possible or email using the absences email or enquiries email where applicable.

## 2.2 Teaching assistants/Admin/Support Staff

If working remotely, Teaching assistants/Admin/Support Staff must be available for their normal contracted hours unless other hours have been arranged and agreed with SLT. If they're unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

### 1:1 Teaching assistants working remotely are responsible for:

Supporting pupils with learning remotely:

- o Teaching Assistants will liaise with this class teachers regarding children they are needing to support – for example they are providing quizzes as well as support to meet their individual targets
- o Supporting the teachers with making phone calls to pupils if they are absent or not been completing work.
- o If a TA is a 1:1 they will be expected to maintain support for that child through phone calls, setting work or conservations via Microsoft Teams.

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

- o Dress code – Teaching Assistants should always have acceptable clothing, as if working in school
- o Locations – Staff should select a suitable location. Avoid areas with background noise, nothing inappropriate in the background and limit the number of people in the background where possible.
- o Appropriate/professional language should always be used when attending virtual meetings or when recording virtual lessons.

> Any further resource making/preparation needed for their bubble or class

> Keep up to date with current guidance, including safeguarding and DfE updates or further CPD training.

**Admin Staff working remotely are responsible for:**

Attending virtual meetings with teachers, parents and pupils/outside agencies where necessary

- o Dress code – Admin staff should always wear acceptable clothing during virtual meetings, as if working in school
- o Locations – Staff should select a suitable location. Avoid areas with background noise, nothing inappropriate in the background and limit the number of people in the background where possible.
- o Appropriate/professional language should always be used when attending virtual meetings or when recording virtual lessons.

> Any further resource making/preparation needed for their role

> Keeping daily registers and completing the online government form to record attendance

> Checking and responding to emails on the absences email address where necessary

> Checking and responding to emails on the enquiries email address where necessary

> Liaising with the Ideal Meals company to ensure meals for appropriate children

> Sending and collating Parent Mails

> Keep up to date with current guidance, including safeguarding and DfE updates or further CPD training.

**Lunch and Site Team staff working remotely are responsible for:**

Attending virtual meetings with teachers, parents and pupils/outside agencies where necessary

- o Dress code – Lunch and Site staff should always wear acceptable clothing during virtual meetings, as if working in school
- o Locations – Staff should select a suitable location. Avoid areas with background noise, nothing inappropriate in the background and limit the number of people in the background where possible.
- o Appropriate/professional language should always be used when attending virtual meetings or when recording virtual lessons.

> Ensure that emails are monitored regularly

> Keep up to date with current guidance, including safeguarding and DfE updates or further CPD training.

## 2.4 Subject leads

- Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum needs to change to accommodate remote learning
- Working with teachers to make sure work related to their subject is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent
- Monitoring the work set by teachers in their subject – by reviewing the work set
- Alerting teachers to resources they can use to teach their subject

## 2.5 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school – ensuring all teaching staff have been made aware of the process of setting online work and which teacher will be responsible for this for each cohort
- Monitoring the effectiveness of remote learning – through regular meetings with staff and subject leaders, reviewing work set and gaining feedback from teaching staff and maybe children
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.6 Designated safeguarding lead

The DSL is responsible for:

- Monitoring any emails received with the subject FAO: Safeguarding Team
- Monitoring any safeguarding concerns within school – as per the safeguarding policy

## 2.7 IT staff (Ark)

IT staff where possible will support with:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer

## 2.8 Pupils and parents

Staff can expect pupils to:

- Be contactable during the required times – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by school
- Seek help if they need it, from school
- Alert school if they're not able to complete work

Staff can expect parents 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 concerns known to staff

## 2.9 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 systems are appropriately secure, for both data protection and safeguarding reasons
- Making weekly contact with SLT to discuss any reviews made and any changes we are expecting
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# 3. Who to contact

If staff have any questions or concerns, they should contact the following individuals:

- Issues in setting work – talk to the class teacher or SENDCO, then the Headteacher
- Issues with behaviour – talk to the relevant class teacher
- Issues with IT – talk to the class teacher or Headteacher
- Issues with their own workload or wellbeing – talk to the Headteacher
- Concerns about data protection – talk to the data protection officer (Ark)
- Concerns about safeguarding – talk to the DSL

# 4. Data protection

## 4.1 Accessing personal data

When accessing personal data, all staff members will:

- Use Microsoft Teams to ensure the data is secure or where needing to send emails with data always use a password protected email

## 4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as email addresses or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, 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. Monitoring arrangements

This policy will be reviewed every two years by the Headteacher and the Governing Body. Additional adjustment may be needed in special circumstances.