

## Remote Learning Policy



# Manor Hall Academy Trust

Responsibility for monitoring and reviewing this policy lies with the Headteacher and LAB. A review of this policy and recommendations for change should be presented to the Directors of the trust for verifications.

The Directors of the trust, in line with the Scheme of Delegation and Articles of Association have overall responsibility for the effective operation of MAT policies, but has delegated day to day responsibility to the Headteacher and LAB.

Directors will take account of recommendations from individual schools in review of this policy and seek HR advice as to such revisions.

Date	Version	Change	Origin of Change	Changed by
Spring 21	2	None	Accepted by Directors	Kstaples

## **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

## **2. Roles and responsibilities**

When providing remote learning, teaching staff must be available during normal school hours.

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.

The DSL is responsible for ensuring that remote learning delivery and issues that may arise out of it is dealt with in line with the school's child protection / safeguarding policy.

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
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

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

The Local Advisory 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 relevant subject lead or SENCO
- Issues with behaviour – talk to the relevant head of phase or year

- Issues with IT – talk to your IT staff or IT provider (Staffs Tech; support@manorhall.academy)
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer (see below)
- Concerns about safeguarding – talk to the DSL (see below)

	Data Protection	Safeguarding
Chaselea	Headteacher@chaseleapru.staffs.sch.uk	j.seymour@chaseleapru.staffs.sch.uk
Cicely Haughton	karen@icely.manorhall.academy	karen@cicely.manorhall.academy
Springfield	<a href="mailto:Melanie.rothwell@themedowns.manorhall.academy">Melanie.rothwell@themedowns.manorhall.academy</a>	Sarah.rubanski@themedowns.manorhall.academy
The Meadows		
Merryfields	G.Eld@merryfields.staffs.sch.uk	d.ellis@merryfields.staffs.sch.uk
Rocklands	bursar@rocklands.staffs.sch.uk	jane@rocklands.staffs.sch.uk
Loxley Hall	t.bullock@loxley.manorhall.academy	headarmitage@loxley.manorhall.academy
Shenstone Lodge	Neil.toplass.shenstonelodge.co.uk	<a href="mailto:Leigh.bridgewater@shenstonelodge.co.uk">Leigh.bridgewater@shenstonelodge.co.uk</a> / Allison.
Bailey Street	bursar@baileystreet.manorhall.academy	robertsj@baileystreet.manorhall.academy
Castlewood	d.williscroft@castlewoodschool.co.uk	<a href="mailto:m.farrell@castlewoodschool.co.uk">m.farrell@castlewoodschool.co.uk</a> / <a href="mailto:t.scott@castlewoodschool.co.uk">t.scott@castlewoodschool.co.uk</a>

## 4. Data protection

### 4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will must use a school device or log on through the school network.

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as phone numbers and personal 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. Guidance on appropriate conduct for remote working

- Staff should not communicate with pupils or parents outside of school channels.
- When uploading resources ensure that there is no personal data included on open areas.
- If using a facility with chat, please decide if you need to disable this function.
- If you do use chat, ensure that pupils are informed that they should only talk about school work in the 'Stream' and that you may 'mute' them, i.e. stop them from posting or commenting, if they post anything that's inappropriate or bullying in nature.
- Give parents the chance to opt out of their child posting in the chat too. If they opt their child out, mute them or disable the chat facility.
- Always sit against a neutral background and ensure there is no personal data in the background. Most platforms have a background facility if you have not got a suitable background at home.
- Never record in their bedroom where possible (if that's not possible, use a neutral background).
- Apply the same dress code to remote teaching as you would in the school environment.
- Ensure that all other tabs or files open on your computer are hidden if you are sharing your screen.
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen
- Use professional language
- Ensure pupils are in a shared space in their house and that they are dressed appropriately – if they are not than ask them to turn off their camera.
- Inform parents that other children might see or hear them and anything in the background.
- When phoning students do this through parents' phones only (unless this itself poses a safeguarding risk), particularly in primary school, and in all cases make sure parents are aware and agree
- Call in school hours as much as possible
- Make sure someone else at school is aware, and keep a record of the date and time of each call
- Have a parent there at the child's end, and have the phone on speaker phone

Reviewed in Spring 2021, next review Summer 2023

- If using your own phone always block your number so the recipient cannot see it.
- If possible, have another member of staff on the call. If this isn't possible, record the call, with parents' permission. Explain you're recording for school records only.