



Adventure together, learn forever

Remote Learning Policy

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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

2.1 Teachers

Teachers will provide live remote learning sessions only. Teams will be used solely to provide remote interaction between teachers and staff via the video conferencing facility (meetings) on Teams.

When providing remote learning, teachers must be available at the times specified on the meeting invites sent out via Teams. 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 remote teaching episode will be cancelled and parents will be informed via secure school email. Children will also be informed via their school Office email.

When providing remote learning, teachers are responsible for:

Maths Teaching:

- The teacher responsible will plan and prepare lessons and deliver these remotely. Children will be set a follow up task which will be completed independently by the children.

English Teaching

- The teacher responsible will plan and deliver reading or writing lessons remotely. Pre and post tasks may be set during the course of the remote lesson.

Children will be required to join timetabled remote teaching and learning sessions. Those who choose not to take up the offer will continue to have access to the established online home learning systems which have been established by the school. School will work with parents/carers to find ways to help support the child join lessons or make alternative provision.

- An email (detailing the session lesson and time will be sent to those invited to attend. Contact will be made via the children's Castle Primary provided email accounts in the form of a Teams generated invitation to join a meeting sent by the teacher running the remote lesson.
- Contact with parents/carers will be made via the Castle School secure email system. Parents/carers will be sent a timetable at the beginning of each week to indicate when their child will be invited to a remote lesson.
- Only Castle School teachers have the capability to organise meetings and send invites.
- Live 1 to 1 sessions will not take place.

Behaviour Expectations

Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.

All participants are expected to behave in line with existing Castle School behaviour and GDPR policies and expectations. This includes:

- Appropriate language will be used by all attendees.
- Staff will not take or record images for any reason
- Children and parents/carers are not allowed to take or record video or images from the remote learning session. This includes taking screen shots and still images or using other devices to photograph or record the session.

When attending remote lessons, participants are required to:

- wear appropriate clothing.
- ensure backgrounds of videos are neutral.
- ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.
- Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

2.2 Teaching assistants

Teaching Assistants will not be involved in the planning or delivery of remote lessons.

2.3 Subject leads

Planning for remote learning will be saved on the Castle SharePoint system. It will be available for subject leads.

2.4 Senior leaders

Leadership is responsible for oversight and approval. They will ensure that:

- Remote learning will only take place using Microsoft Teams.
- Microsoft Teams has been assessed and approved by the head teacher and the Senior Leadership Team(SLT).
- Staff will only use Castle Primary School approved professional accounts with learners and parents/carers. These accounts have been set up by our IT Technician.
- Use of any personal accounts to communicate with learners and/or parents/carers is not permitted.
- Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with Designated Safeguarding Lead (DSL) and School Business Manager with oversight of GDPR.
- Staff will only use work provided equipment – a Castle School laptop, PC or tablet.
- Online contact with learners and parents/carers will not take place outside of the operating times as defined by SLT - 9.00am and 3.00pm
- All remote lessons will be formally timetabled; a member of SLT or the DSL is able to join the meeting at any time.
- Live streamed remote learning sessions will only be held with approval and agreement from a member of SLT.

2.5 Safeguarding and the Designated safeguarding lead

Initial safeguarding concerns related to policy breaches and reporting concerns as outlined below will be recorded on CPOMs

Participants are encouraged to report concerns during remote live streamed sessions: This may include concerns related to:

- Language of any participants (staff, children or parents) used during the remote learning session.
- Behaviour of any of the participants (staff, children or parents) demonstrated during the remote learning session.
- If a child has any concerns, they should report them to the teacher running the session.
- If a child reports concerns to a parent/carer after the session has finished, the parent/carer must report these concerns to the teacher as soon as possible using school email.
- If inappropriate language or behaviour takes place, participants involved will be removed by staff, the session may be terminated, and concerns will be recorded on CPOMs.
- Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behaviour.

- Sanctions for deliberate misuse may include: restricting/removing use, contacting police if a criminal offence has been committed.
- Any safeguarding concerns will be reported to the Designated Safeguarding Lead, in line with our child protection policy.

2.6 IT staff

Our IT Technician has locked down access to the full functionality of pupils' Teams Account:

- Children can only send and receive emails from our internal organisation.
- Only staff can organize meetings,
- The 'record' facility has been blocked so that children cannot record remote learning sessions.
- Staff can disable the children's microphone and cameras during the session.

2.7 Pupils and parents

- Children will be expected to behave in line with normal Castle School behaviour policies.
- Children are expected to be available at the time indicated in their Teams invite. If children are unable to attend at this time, we cannot guarantee that we can offer an alternative time.
- Other expectations can be found in the Behaviour Expectations section and the Safeguarding section.

2.8 Governing board

The governing board is responsible for oversight and approval of the Remote Learning Policy.

3. Who to contact

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

- IT and technical issues should be addressed to the school IT Technician
- Teaching and Learning issues should be addressed to SLT
- Safeguarding concerns should be addressed to the DSL via CPOMs

4. Data protection

4.1 Accessing personal data

Personal data will only be accessed to communicate when remote teaching will be happening. When accessing personal data for remote learning purposes, all staff members will use the secure school email system to ensure personal email addresses are not available to other recipients.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as parents' personal emails and children's school emails 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.

Staff are reminded that personal data can only be used or shared for limited reasons. Those reasons are detailed in the Privacy Statements. Care must be taken not to share or divulge personal information unless necessary and appropriate. If in doubt, please speak to the Data Protection Officer in school.

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. The school IT Technician will ensure this is in place.
- Keeping operating systems up to date – always install the latest updates. The school IT Technician will ensure this is in place.
- Only members of Castle School community will be given access to Castle Teams Account.
- Access to Microsoft Teams will be managed in line with current IT security expectations as outlined in Online Safety Policy Acceptable Use Policy.

5. Safeguarding

All remote learning and any other online communication will take place in line with current Castle Primary confidentiality expectations as outlined in Child Protection and Safeguarding policy.

Staff and parents are responsible for ensuring that:

- No unauthorised person, who is not an employee of the school, should be in the same room as the teacher while sessions are in progress.
- Learners are encouraged to attend lessons in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/carer or another appropriate adult.
- Parents/carers are required to be present and visible on screen at the beginning of the session to reassure teachers that they continue to give consent for the child to participate in the remote learning session and that they will continue to be present to supervise and be accountable for their child's behaviour during the lesson. Parents/carers are not required to be visible after the initial greeting at the beginning of the lesson.
- Access links should not be made public or shared by participants.
- Learners and/or parents/carers should not forward or share access links.
- If learners/parents/carers believe a link should be shared with others, they will discuss this with the member of staff running the session first.

Alternative approaches or access will be provided to those who do not have access. Castle School will endeavour to ensure that every child who is invited to attend remote learning will have access to appropriate equipment.

6. Monitoring arrangements

This policy will be reviewed in September in line with social distancing and Covid – secure measures being removed, altered or remaining the same.

7. Links with other policies

This policy is linked to our:

Behaviour policy

Remote Education Provision Information for Parents

Expectations for Remote Learning.

Child protection policy and coronavirus addendum to our child protection policy

Data protection policy and privacy notices

Home-school agreement

ICT and internet acceptable use policy

Online safety policy