Remote Learning Policy

Manor Hall Academy Trust

Approved by: HAB			Date: 12/2/21		
Last reviewed on:		Spring 2021			
Next review due by:		Spring 2024			

Date	Version	Change	Origin of Change	Changed by
12/2/21	1	Addition of Appendix letters and live video call section (4.3)	HAB	CSBO

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 – 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

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	J.syemour@chaseleapru.staffs.sch.uk	headteacher@chaseleapru.staffs.sch.uk
Cicely Haughton	karen@cicely.manorhall.academy	karen@cicely.manorhall.academy
Springfield	Melanie.rothwell@themeadows.manorhall.academy	Sarah.rubanski@themeadows.manorhall.academy
The Meadows		
Merryfields	D.ellis@merryfields.staffs.sch.uk	G.eld@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	Leigh.bridgewater@shenstonelodge.co.uk / Allison.
Bailey Street	bursar@baileystreet.manorhall.academy	robertsj@baileystreet.manorhall.academy
Castlewood	d.williscroft@castlewoodschool.co.uk	m.farrell@castlewoodschool.co.uk / t.scott@castlewoodschool.co.uk

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

4.3 Recording of Live Lessons

The Trust does permit staff to record live lessons for the follow reasons and relies on the 'public task' lawful basis to do so;

- Help pupils catch up on missed learning
- Help deal with any concerns about inappropriate staff or pupil behaviour
- Monitor remote teaching practice to help our teachers improve and learn from others
- Before a school records a live lesson they must ensure that parents have been notified (see example letters at end of policy) and all systems and platforms used have been recorded on the Data Map (Sentry).
- Schools must store the recordings in line with the Data Protection Policy and the video should be correctly deleted after use and not stored for longer than necessary.
- If a school is recording live lessons, then they must update their privacy policy accordingly.

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
- 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.

Appendix 1 – Recording Live Lessons Letter to Parent

Dear parent/carer,

We are getting in touch to let you know that we may need to record certain online lessons that your child attends.

The recordings will help us to keep check on our school's practices, just like we would usually do by dropping into lessons or speaking to pupils around the school.

In every instance, we will carefully consider the need to record, and will only do this if we deem it necessary to help deliver education or to keep our pupils and staff safe.

For example, we may need to make recordings to:

- Help pupils catch up on missed learning

- Help us deal with any concerns about inappropriate staff or pupil behaviour

- Monitor remote teaching practice to help our teachers improve and learn from others

Please be assured that we will store recordings securely and delete them when they are no longer necessary.

Please get in touch if you have any concerns about the above. You can contact [insert role, e.g. headteacher, and contact details] to discuss this further.

Thank you for your continued support.

Yours faithfully,

Appendix 2 – Live Streaming of Lesson Letter to Parents 2 (Teams is the platform used here but please delete where appropriate).

<u>**Live Streaming of Lessons:**</u>

As a school setting our chosen platform is <mark>Teams</mark> to teach all live streamed lessons. <mark>Teams</mark> enables staff in school to set up a safe live lesson that can only be viewed by those who are invited to participate in the lesson.

<u>Ways a Live Streamed Lesson may be conducted:</u>

Your child may be invited to a 1-1 live streamed lesson with a member of staff

Your child may be invited to a live streamed lesson including other children who are learning from home

Your child may be invited to a live streamed lesson which may include some children who are learning from home and some children may be based in the classroom setting

Your child may partake in a lesson, in the school setting, where children learning from home are involved via a live stream.

<u>How to support your child at home during a live streamed lesson:</u>

Where possible sit your child in a quiet space in the home environment, free from distractions

Avoid having other family members visible during the live lesson, unless you, as a parent or carer, are required to sit with your child to support them with their work during the lesson

Ensure that your child is appropriately dressed

Ensure that all necessary equipment is ready for your child to use during the lesson

<u>How staff will support a live streamed lesson:</u>

If a staff member is teaching a live streamed lesson from home, they will ensure that no other family members are present whilst teaching your child

If a staff member is teaching a live streamed lesson from home they will ensure that the background is appropriate, free from distractions or pictures of family members

Staff will ensure that necessary equipment to teach the lesson is readily available to enable the lesson to run smoothly for your child

Staff will place the device in an appropriate position in the classroom for your child to be able to participate in the lesson effectively

Staff will ensure that all children visible on the Teams meeting have consent from parents/carers to be involved in a live streamed lesson.

Members of staff teaching live streamed lessons will, beforehand, provide you with the necessary details of how the lesson will be conducted, if the lesson will be 1-1, if your child will be in the lesson with other children learning from home or if they will be part of a lesson including children based in school. Parent's and carers of those children who are in school will also be provided with the necessary information about how their child's lessons will be taught and if they will partake in a lesson which includes children being taught via a live stream. After staff have informed you of the process of the lesson. Consent is being provided by yourselves for live streamed lessons when your child partakes in the lesson. If you have any concerns about live streaming of lesson's, please do not hesitate to get in contact with the member of staff teaching the lesson before the lesson is due to take place.