



# The Bridge School

## Remote Learning Policy

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*November 2020*

<b>Approved by:</b>	<b>Date:</b>
<b>Last reviewed on:</b>	November 2020
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## 1. Aims

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This remote learning policy for staff aims to:

- › Ensure consistency in the approach to remote learning for students 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

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### 2.1 Teachers, Tutors and HLTAs

When providing remote learning, teachers, tutors and HLTAs must be available between 8.45am and 3.15pm.

If a teacher, tutor or HLTA is 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.

When providing remote learning, teachers, tutors and HLTAs are responsible for:

- › Setting work:
  - For their class groups in school, at Centre 37 and Murdishaw.
  - All students should be provided with 3 – 4 hours work per day.
  - Teachers and tutors should ensure that work is set by the afternoon before.
  - Work should be uploaded on to Microsoft Teams for Education.
  - If the live lesson facility is used, staff must activate the record lesson function.
  - When setting up a class Team, staff should ensure that the member (student) permissions, within the Team settings, are updated for messages. Staff are required to remove member options for editing and deleting messages.
  - In the event of partial closure or the collapse of a 'bubble', teachers, tutors and HLTAs working from home should communicate with other colleagues. Teachers, tutors and HLTAs should consider the devices that students may be using at home. In the event of a student not accessing remote learning, teachers and tutors should inform the student's keyworker.
- › Providing feedback on work:
  - Teachers, tutors and HLTAs are required to access completed work through Teams and share feedback with individual learners.
  - Feedback must be given during the school day. Staff must not respond to student contact after 4.30pm.

➤ Keeping in touch with pupils who aren't in school and their parents / carers:

- Parental complaints or concerns shared by parents and pupils should be shared with the Head of Student Welfare, or in their absence, the Headteacher.
- Teachers, tutors and HLTAs will email keyworkers between 2.30pm and 3.30pm daily with a list of students who have not accessed the learning for their subject on that day.
- Professional conduct and communication is expected at all times as laid out in the school Code of Conduct and Teacher Standards.

➤ Attending virtual meetings with staff, parents and pupils:

- Staff need to be mindful of the school dress code.
- Staff should choose locations that avoid areas with background noise, with nothing inappropriate in the background.

In the event of a 'bubble' or individual student self-isolating, teachers and tutors may still be working in school. However, the expectation is that remote learning is offered to all students self-isolating and who are not ill. Teachers, tutors and HLTAs are required to set remote work for these students during the times that the learner would have accessed their lesson. For example, if a student has one afternoon of ICT or construction per week, the expectation is that work is set for that lesson. If a student has three lessons of maths per week, again the expectation is that the student has access to three lessons of work per week.

Teachers, tutors and HLTAs are required to report any defects on school-owned equipment used for remote learning to admin staff who will inform the HBC ICT Technician.

## 2.2 Keyworkers

➤ Keeping in touch with pupils who aren't in school and their parents / carers:

- Keyworkers will make regular home contact, by telephone, text, email and home visits.
- Keyworkers are expected to respond to parental contact during the working day.
- Direct parents to useful resources to help them keep their children safe online.
- Parental complaints or concerns shared by parents and pupils should be shared with the Head of Student Welfare, or in their absence, the Headteacher.

➤ Attending virtual meetings with staff, parents and pupils:

- Staff need to be mindful of the school dress code.
- Staff should choose locations that avoid areas with background noise, with nothing inappropriate in the background.

## 2.3 Teaching Assistants and Assistant Tutors

When assisting with remote learning, teaching assistants must be available between 8.45am and 3.15pm.

If a TA or assistant tutor is 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.

When assisting with remote learning, teaching assistants and assistant tutors are responsible for:

➤ Supporting pupils who aren't in school with learning remotely:

- Working with the teacher or tutor to prepare work for students. This may be providing resources in conjunction with the teacher, or may include the making up of work packs (hard copies) for learners without access to IT, if it is safe to travel to school.

➤ Attending virtual meetings with staff, teachers, parents and pupils:

- Staff need to be mindful of the school dress code.
- Staff should choose locations that avoid areas with background noise, with nothing inappropriate in the background.

## 2.4 Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Co-ordinating the remote learning approach across the school.
- › Monitoring the effectiveness of remote learning through regular meetings with teachers, reviewing work set and reaching out for feedback from students and parents, in line with the school T&L monitoring timetable.
- › Ensuring that staff, parents and students adhere to the relevant policies at all times.
- › Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- › Ensuring that there are arrangements in place for monitoring incidents associated with remote learning. Staff are required to log incidents on to CPOMS.
- › Overseeing that the school has the resources necessary to action the procedures in this policy.
- › Reviewing the effectiveness of this policy on an annual basis and communicating any changes to staff, parents, and students.
- › Alerting teachers to resources they can use to teach their subject remotely.
- › Monitoring the remote work set by teachers in their subject through reviewing work on Teams and through regular meetings with teachers and tutors.
- › Arranging any additional training staff may require to support students during the period of remote learning.
- › In the event of closure, partial or otherwise, conducting reviews on a weekly basis of the remote learning arrangements to ensure students' education does not suffer.

## 2.5 Designated Safeguarding Lead

The DSL is responsible for:

- › Monitoring the security of remote learning systems, including data protection and safeguarding consideration, along with the Headteacher and Deputy Headteachers.
- › Liaising with the HBC ICT technicians to ensure that all technology used for remote learning is suitable for its purpose and will protect students online.
- › Identifying vulnerable pupils who may be at risk if they are learning remotely.
- › Identifying the level of support or intervention required while students learn remotely and ensuring appropriate measures are in place.
- › Liaising with relevant individuals to ensure vulnerable students receive the support required during the period of remote working ensuring all safeguarding incidents are adequately recorded and reported.

## 2.6 IT staff and Senior Leaders

IT staff are responsible for:

- › 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 remote learning systems and flagging any data protection breaches to the data protection officer.
- › Assisting students and parents with accessing the internet or devices.

## 2.7 Students, Parents and Carers

Staff can expect students 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 from teachers if they need it.
- › Alert teachers if they're not able to complete work.

Staff can expect parents and carers with children learning remotely to:

- › Make the school or their child's keyworker aware if their child is sick or otherwise can't complete work
- › Seek help from the school if they need it by contacting their child's keyworker, or use the school social media accounts or website to access help sheets  
<https://www.thebridge.halton.sch.uk/microsoft-teams/>
- › Be respectful when making any complaints or concerns known to staff.
- › Report any technical issues to the school as soon as possible.

## 2.8 Management Committee

The Management Committee 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

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

- › Issues in setting work – talk to Louise Ambler or Wayne Alexander, Deputy Headteachers
- › Issues with behaviour – talk to the students keyworker (TAC Team) or Renata Squire
- › Issues with IT – talk to Nicola Gardener to contact HBC IT staff
- › Issues with their own workload or wellbeing – talk to their line manager
- › Concerns about data protection – talk to Nigel Hunt, Headteacher
- › Concerns about safeguarding – talk to Renata Squire, DSL
- › Complaint from parents – talk to Renata Squire, complaints officer or Nigel Hunt, Headteacher

## 3. Data Protection

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### 4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- › Access necessary data via the school server (HBC network).
- › Use school provided devices where provided, rather than their own personal devices.
- › Staff members will be responsible for adhering to GDPR principles when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.
- › Any breach of confidentiality will be dealt with in accordance with the school's GDPR Information.
- › Any intentional breach of confidentiality will be dealt with in accordance with the school's Data Protection Policy.

## 4.2 Processing personal data

Staff members should not collect and/or share personal data such as their own email addresses as part of the school remote learning system. All staff are provided with separate school Microsoft Teams for Education emails and logins. These profiles must be used when setting student assignments or contacting students and families.

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 (HBC).
- › 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 (HBC).
- › Keeping operating systems up to date – always install the latest updates.

## 3. Safeguarding

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The Bridge School Safeguarding policy can be found in the policy documents folder within teacher share, within the CPOMS library, on the school website, and in the main school office.

Staff are expected to record safeguarding concerns using CPOMS in the usual way, and are required to ensure that their CPOMS password and login details are up to date at all times. In the event of a serious safeguarding concern, please contact the DSL immediately.

Staff must activate the record function during all live lessons.

See Content 2 – Roles and Responsibilities. Teachers, tutors and HLTAs will ensure that member (student) message settings are removed in their class Teams. Members (students) will not have permission to edit or remove their messages between peers or staff members.

## 3. Monitoring Arrangements

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This policy will be reviewed yearly by Louise Ambler, Deputy Headteacher. At every review, it will be approved by the school management committee.

## 3. Links with other Policies

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This policy is linked to our:

- › Behaviour policy
- › 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