



Harnham C.E. Junior School

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Harnham C of E Junior School Remote Learning Policy 2020

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Signed by D Stone Acting Chair of Governors	Signed by L Coles Headteacher
Date:	Date:

Safeguarding Statement

At Harnham C of E Junior School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Harnham C of E Junior School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

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1. Aims

Harnham Junior School aims to share learning with children at home in line with the current Safeguarding Policy.

In the event of a National, Local or Bubble Lockdown or individual isolating, work will be shared via the School website and/or shared via email. Families without access to a printer will have the learning delivered to their homes by a member of staff, following social distancing guidelines. In the event of any type of Lockdown, children will be able to access online lessons via Zoom. Parents will be able to upload children's learning and Teachers provide feedback to children via the online platform, SeeSaw.

This remote learning policy for staff aims to:

Ensure consistency in the approach to remote learning for pupils who are unable to attend in school but who are well enough to work.

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

Specific Roles and Responsibilities:

- The Senior Leadership Team will make decisions linked to changes in methods of how online work should be shared and provided for the children based on the length of isolation and/or Lockdown.
- AHTs are responsible for collating planning and making resource packs to be sent home and/or work emailed and shared on the School website.
- SENDCO – will ensure children with SEN have work appropriate to their needs and abilities and will maintain regular contact with these families to support the child's needs. The SENDCO will work with the ELSA to provide support materials for the children's emotional wellbeing.
- Year Group teams, led by the Year Group Leader will ensure all planning and resources are ready in advance (following the national curriculum and School Long Term Plans).

2.1 Teachers

When providing remote learning, teachers must be available between 9:00am-12:00pm for feedback.

If a teacher 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. In such an event, a member of the SLT will ensure children have access to the relevant online learning.

When providing remote learning, teachers are responsible for:

Setting work:

- Setting work for their own class as well as providing, with support from the SENDCo, a tailored home learning package for any children in receipt of an EHCP
- Ensuring that there is a range of work set including reading, writing, maths as well as a range of foundation subjects that pupils can choose from to extend their learning.
- Ensuring that work is emailed to the SLT by 12:00pm Friday, so that it can be uploaded to the School website and emailed to parents, for the following week.
- Co-ordinating with other member of their Year Group and with their Year Group leaders to ensure that work going out across the classes is consistent and that no child is disadvantaged.
- Year Group Leaders will coordinate the creation of home learning for their Year Group, ensuring it is ready to send out to parents.
- Where whole School topics are planned, Year Group Leaders should liaise with one another and Subject Leaders to ensure progression across the Key Stage.

Providing feedback on work:

- Teachers will log in to SeeSaw to respond to the children's uploaded work. They will share feedback using both written and recorded (audio and/or video) methods. Teachers should respond to 2 pieces of work per child daily.
- Feedback should be completed by 4:00pm each day.

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

- Contact should be via SeeSaw, responding to children's work. The Class Teacher should keep a log of the children's interaction via SeeSaw and the log should be sent, weekly, their Year Group Leader and the AHTs. If a child is not uploading work, the Year Group Leader or a member of the SLT should make contact via telephone.
- Year Group Leaders are responsible for responding to Year Group specific Home Learning questions during a full Lockdown but only during working hours.
- All complaints and concerns should be passed on to the Headteacher and/or the SLT. With any safeguarding concerns, the usual safeguarding protocol should be followed and these should be reported to the DSL or a DDSL and all information logged onto CPOMs.
- Where parents express concerns regarding a struggle to complete work, staff should explain that the child's mental wellbeing is the priority.
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Attending virtual meetings with staff, parents and pupils:

- Dress code – teachers attending virtual meetings, such as Zoom or Teams should dress appropriately and comfortably. Staff are not expected to dress formally as they would for School, but should consider the audience and participants of the meetings and ensure professional standards are maintained at all times.
- When attending virtual meetings, staff should consider the location making sure the background is suitable, and be aware of their surroundings ensuring privacy where they cannot be overheard by members of the household or neighbours.

If some teachers are also required to work in school, such as teaching Key Worker Bubbles, the responsibilities above will be shared between different members of staff during this time.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9:00am-12:00pm.

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.

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

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

- TAs may be required to join in remote online learning or meetings with the Class Teacher to maintain contact, particularly 1:1 TAs.
- AHT and SENDCo will liaise with TAs and prepare them for online support and TAs will liaise with the Class Teachers.

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

- Dress code – teachers attending virtual meetings, such as Zoom or Teams should dress appropriately and comfortably. Staff are not expected to dress formally as they would for School, but should consider the audience and participants of the meetings and ensure professional standards are maintained at all times.
- When attending virtual meetings, staff should consider the location making sure the background is suitable, and be aware of their surroundings ensuring privacy where they cannot be overheard by members of the household or neighbours.

If some TAs are also required to work in school, such as working with Key Worker Bubbles, the responsibilities above will be shared between different members of staff during this time.

2.3 Subject Leaders

Alongside their teaching responsibilities, subject leads are responsible for:

Considering whether any aspects of the subject curriculum needs to change to accommodate remote learning.

Working with and supporting Year Group Leaders planning for their subject area and setting work remotely to make sure all work set is appropriate and consistent.

Working with other Subject Leaders and members of the SLT to make sure work set remotely across all subjects is appropriate and consistent, and, if relevant, deadlines are being set an appropriate distance away from each other.

Reviewing and amending Long Term Plans.

SENDCo - Supporting Class Teachers in adapting work for those children with an EHCP

Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders

Alongside any teaching responsibilities, the SLT are responsible for:

Co-ordinating the remote learning approach across the School.

Monitoring the effectiveness of remote learning – checking the work being sent out parents before it is published and emailed to ensure correct punctuation, grammar and spelling as well as the appropriateness of the work set.

Monitoring emails and parent feedback regarding Home Learning; responding as appropriate.

Ensuring all Home Learning tasks and links are on the School website and updated weekly, reflecting current guidance.

Ensuring that all pupils including PP and SEND pupils can access learning set and that arrangements are in place to oversee and monitor equality of opportunity. Fortnightly calls will be made to all pupils in receipt of Pupil Premium, and weekly calls will be made, by the SENDCo to all children on the SEND register. All queries regarding SEND pupils or pupils in receipt of Pupil Premium should be addressed to Mrs Cole at sendep@harnham-jun.wilts.sch.uk

Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Organise virtual meetings between Class Teachers and Parents in place of face to face Parent Consultation Meetings.

2.5 Designated safeguarding lead

The DSL is responsible for:

Ensuring the School Safeguarding Policy is followed by all members of staff within the School and communicating any changes or updates to this policy. Ensuring that all staff are aware of the implications of Home Learning

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

2.6 IT Support (Tech B/Empra website Design)

Tech B are responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff 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 pupils with accessing the internet or devices

Empra are responsible for:

- Fixing Fixing issues with the School website.
- Offering advice for parental ease of use of the School website to support Home Learning.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Seek help if they need it, from teachers, through their parents contacting the School either by emailing the relevant Year Group:

Y3HLS@harnham-jun.wilts.sch.uk

Y4HLS@harnham-jun.wilts.sch.uk

Y5HLS@harnham-jun.wilts.sch.uk

Y6HLS@harnham-jun.wilts.sch.uk

or via SeeSaw.

- Complete at least some of the work set by teachers.

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 (using the links above, or by contacting the School in the usual ways).
- Be respectful when making any complaints or concerns known to staff

2.8 Governing Body

The Governing Body 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 AHTs, the relevant Subject Lead or SENDCO
- Issues with behaviour – talk to the Headteacher or a member of the SLT
- Issues with IT – talk to IT Support (Tech B - Telephone: 01725 550949)
- Issues with their own workload or wellbeing – talk to the Headteacher
- Concerns about data protection – talk to the Headteacher
- Concerns about safeguarding – talk to the DSL or a DDSL

4. Data protection

4.1 Accessing personal data

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

- Ensure that they access data from known sources either SIMs or CPOMs. Where staff need access to personal data they must comply with GDPR and ensure that the data is being accessed in a safe environment and is not being left around to be viewed by people who are not permitted to look at such sensitive data.
- Where possible staff should only access personal data on their school laptop. Where this is not possible, staff must seek advice from the Headteacher.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as: names, DOB, email addresses and telephone numbers, 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. Safeguarding

All staff must follow the School's current Safeguarding Policy. The DSL and/or DDSLs will communicate any changes or updates to this policy to the School Community. It remains the responsibility of every staff member during this time to take responsibility to stay updated with the latest advice and guidance for safeguarding. The Safeguarding Policy has been emailed out to all staff and electronic copies can be found on the Server in the Policies folder and in the policies section of the School website.

6. Monitoring arrangements

This policy will be reviewed annually and as guidance changes. At every review, it will be approved by the Full Governing Body.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child Protection and Safeguarding policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- Staff Behaviour policy
- Code of conduct