



# The Leys Primary and Nursery School

## The Leys Remote Teaching and Learning policy & guidance 2020

### Contents

1. Aims
  2. Roles and responsibilities
  3. Who to contact
  4. Data protection
  5. Safeguarding
- 

### 1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection and safeguarding.

### 2. Roles and responsibilities

#### 2.1 Staff

Teachers must be available between [9am and 3pm]. 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.

Staff are responsible for:

- Setting work (detailed of subjects and quantity agreed by Team Leaders)
- Providing feedback on work.
- Keeping in touch with pupils and parents

#### 2.2 Subject leads

---

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

Insert details, such as:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with Staff teaching their subject to make sure work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the work set by Staff in their subject – explain how they'll do this, such as through regular meetings with Staff or by reviewing work set
- Alerting Staff to resources they can use to teach their subject

## **2.3 Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with Staff and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **2.4 Designated safeguarding lead**

The DSL is responsible for:

The roles and responsibilities of the DSL & the deputy DSL's are outlined in the school Child Protection policy.

The Leys Primary School Child Protection policy is available to all on the school website. There are addenda which are added as required during the current ongoing situation.

All staff should have access to the Child Protection policy, Keeping Children Safe in Education 2019 & other relevant safeguarding information via the Google shared drive.

Any updated safeguarding protocols & procedures are advised to staff through the regular staff updated and team meetings

## **2.5 IT staff**

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 systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

## **2.6 Pupils and parents**

Staff can expect pupils to:

- Be contactable during the required times – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by Staff

- Seek help if they need it, from Staff or teaching assistants
- Alert Staff if they're not able to complete work

Staff can expect parents 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 so they can signpost parents to the appropriate member of staff to advise on accessing help & support through Early help channels, the Families First portal or for support with Mental Health or SEND resources.
- Be respectful when making any complaints or concerns known to staff

## 2.7 Governing board

The governing 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 systems are appropriately secure, for both data protection and safeguarding reasons

## 3. Who to contact

If staff have any questions or concerns, 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 IT staff
- Issues with their own workload or wellbeing – talk to their Team Leader or a member of SLT
- Concerns about data protection – a member of SLT
- Concerns about safeguarding – talk to the DSL on duty

## 4. Data protection

### 4.1 Accessing personal data

When accessing personal data, all staff members will:

- Contact the admin team for information or use information within the google cloud using their google chrome book.

### 4.2 Keeping devices secure

All teaching 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

### 5.1 Use school channels to communicate

As always, staff shouldn't communicate with parents or pupils outside school channels (e.g., they shouldn't talk to parents using their personal Facebook accounts, or contact pupils using their personal email addresses or phone numbers).

Be aware that video conferencing platforms may not provide an audit trail or be deemed secure. When using Google Meet/Zoom/Microsoft Teams use accounts set up by school & log in using school email addresses not personal ones.

### 5.2 Using Google Classroom to set work and communicate

Pupils will be able to post and comment in the communication 'Stream', a disable function will be activated if commentary is inappropriate in any way.

Google advises:

(If you disable pupil comments in the 'Stream', pupils will still be able to respond to feedback from their teacher on work they've handed in – they just won't be able to post on the 'Stream' page.)

#### To disable pupil comments in the 'Stream':

1. Open your class in Google Classroom
2. Click 'Settings' (the cog icon)
3. Scroll down to 'General'
4. Click the drop-down option to the right of 'Stream' and select 'Only Staff can post or comment'
5. Click 'Save'

If staff allow their pupils to comment, they should only talk about school work in the 'Stream' and that you may 'mute' them, i.e. stop them from posting or commenting (see below), if they post anything that's inappropriate or bullying in nature.

Parents will be given the chance to opt out of their child posting in the 'Stream' too.

#### To 'mute' a pupil:

1. Click on a class in Google Classroom
2. Click 'People'

3. Next to the pupil you want to mute, check the box
4. Click 'Actions' > 'Mute'
5. Click 'Mute' again to confirm

To delete inappropriate or bullying posts or comments (you'll still be able to view them if you need to use them as evidence – see below):

1. Go to the class
2. Find the post or comment you want to delete
3. Click 'More' (the 3 dots) > 'Delete'
4. Click 'Delete' again to confirm

To view deleted posts and comments:

1. Go to the class
2. Click 'Settings' (the cog icon)
3. Next to 'Show deleted items', click 'Show' to toggle on
4. Hide the deleted items again by clicking 'Hide' to toggle off
5. Click 'Save' to save your changes and return to the 'Stream' page

### 5.3 Google Meet or live streams

Before starting any Google Meet with your class, all staff will need to consider the following

- Sit against a neutral background in their classroom preferably.
- Avoid recording in any other setting.
- Dress like they would for school – no pyjamas!
- 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

Before any meeting, parents will be informed that all Google Meets will be recorded to safeguard both pupils and staff. They will be instructed to ensure all pupils to also be in a shared space in their house, rather than in their bedroom. No pyjamas or inappropriate clothing for pupils.

**To record in Google Meet:**

1. In the meeting, click 'More' (the 3 dots) > 'Record meeting'
2. Wait for the recording to start
3. When you finish, click 'More' > 'Stop recording'

4. Click 'Stop recording' again to confirm
5. Wait for the recording file to be generated and saved to the Meet Recordings folder. The meeting organiser and the person who started the recording will also get an email with the recording link

## Google Meet for live streams

### All live streams should be recorded, to refer to later.

Staff should operate using 'view-only' Google live streams, pupils will be automatically muted and won't be visible

All google meets should be scheduled meetings in Google Calendar or Gmail, pupils won't be able to rejoin once the final attendee has left. This means pupils won't be able to rejoin for their own private calls.

## 5.3 Recording videos to share through YouTube

Staff should:

- Record against a neutral background
- Avoid recording in their bedroom if they can (if that's not possible, use a neutral background)
- Dress like they would for school
- 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
- Set their videos to 'Unlisted' so that only people who have the link (e.g. parents who you've emailed) will be able to see the video
- Set the audience as 'Made for kids', so that adverts won't appear at the start of the video, and comments will be disabled

When uploading videos to YouTube:

1. Under 'Audience', click 'Yes, it's made for kids'

**2. When they get to the 'Visibility' step, click 'Unlisted'**