



Lea Endowed CE Primary Remote Learning Policy

November 2020

'LET EVERYONE SHINE'

At Lea Endowed Church of England School we provide an excellent education for our children. We follow God's example, by loving Him, and each other, in all that we do.

Our whole school family is encouraged to achieve their full, God given potential and shine in their own special way.

"Let your light shine."

Matthew 5:16

Written by SLT - C Seagrave and R Bolton

Date 26.11.2020

Review Date: March 2021 or sooner if required

Approved by Full Governing Body 30.11.2020

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

Roles and Responsibilities

Teachers

When providing remote learning, teachers must be available between 8:30am – 4:00pm

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 – phoning the Headteacher directly by 7am on the first day of sickness.

E-Learning opportunities to be taken, as appropriate, to enhance CPD and further support School Improvement

When providing remote learning, we have a 3 Scenario system in place:

Scenario 1

Individual Child sent / isolating at home – ready prepared plan sent home with added “current learning” opportunities included if possible. If child is not in school, child/parents are directed to ready-made learning for a 48hour period to allow teacher to plan and send current learning.

Scenario 2

Whole Bubble Isolating – Teacher is Well – child/parents are directed to ready-made learning for a 24hour period to allow teacher to plan and send current learning.

Current Learning opportunities are provided remotely for the remainder of the isolation period. Teachers planning will include the use of White Rose Hub/ Oak Academy Remote Learning (Input Videos) – a focus on English and Maths Skills, Science and RE (core subjects) and the Deep and Wide curriculum balanced with opportunities for physical activity. Work to have built in challenge for the More Able learners and be accessible to children who have SEN, as far as is achievable.

Scenario 3

Whole Bubble Isolating – Teacher is Unwell – send Ready to Go Remote Home Learning Plans which are prepared in advance and on the office server.

If parents/carers are unable to access online learning plans - hard copies are provided to collect or are delivered to home address, if feasible.

Teachers will contact home 2-3 times a week (minimum) via email / Teachers 2 Parents / school website

Children are encouraged to submit samples of work via email and appropriate feedback will be provided within school hours.

Parents are invited to update/share or discuss any issues or concerns with the class teacher or the Headteacher via email. Teachers are expected to respond within 24hours.

Parents must make the school aware if their child is sick or otherwise can't complete work

Parents must be respectful when making any complaints or concerns known to staff

Teaching Assistants

Teaching Assistants who are isolating but are well, are expected to be available between 9:00am-3:15pm. They are expected to:

- check school emails daily and respond to them as appropriate,
- check the LCC portal for updates and any Portal Post items.
- Those TA's with teaching responsibilities should use this time to plan for their subjects plus forward planning.
- 1 to 1 Teaching Assistant to be responsible for providing remote learning for SEN child
- E-Learning opportunities to be taken, as appropriate, to enhance CPD and further support School Improvement
- Maintain contact with link class teacher and complete any appropriate tasks as directed

Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set

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

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

Co-ordinating the remote learning approach across the school

Governing Body

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 remote learning systems are appropriately secure, for both data protection and safeguarding reasons

Data protection

Accessing personal data

When accessing personal data for remote learning purposes, all staff members will be mindful of GDPR implications and expectations

Processing personal data

Staff members may need to collect and/or share personal data such as such as 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.

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)
- 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

Safeguarding

Background

On 27th March the DfE published guidance to schools in fulfilling their safeguarding responsibilities during the pandemic restrictions. This is available at –

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

This briefing is intended to assist schools translate the government advice into the context of their school using the template and guidance below. This should form an addendum to your established Safeguarding Policy and be reviewed as necessary.

Lea Endowed CE Primary – Covid-19 Addendum to School Safeguarding Policy

KEY AREA	CONTENT
Maintaining links with safeguarding partners	<ul style="list-style-type: none"> The school will check briefings from the DfE, Lancashire County Council, Blackburn diocese and local Safeguarding Advisers in LCC and MASH
Referrals to CSC and LADO	<ul style="list-style-type: none"> LADO Services are operating during the pandemic, using Skype as necessary and so any concerns about harm to children are subject to consultation with LADO as in normal operating. CSC can be contacted on 0300 123 6720 (no hot-line services) and cyreferrals@lancashire.gov.uk The Schools Safeguarding Advice Line and MASH Education Officers are still available and will be used for advice about threshold and wider safeguarding concerns.
Designated Safeguarding Lead	<ul style="list-style-type: none"> If a trained DSL is not available on site then detail here what alternative arrangements have been made in line with the DfE guidance – see link in title. If no DSL is available to school – staff can seek further guidance from the County Safeguarding advice line 01772 531196 Children in our setting – we will ensure that if children from another school are being cared for on our site or vice versa then links will be in place between the respective DSL functions to share information. We will ensure arrangements to ensure that all staff, including volunteers and any adults who are not familiar with the setting know who to speak to if they have concerns about a child. We will have arrangements to ensure that all adults on school site understand the schools commitment to acting immediately in response to any safeguarding concerns
Supporting Vulnerable Children (allocated to a social worker)	<p>Ensure that there are arrangements in place to maintain the schools contribution to multi agency safeguarding and support for looked after children (CLA), Children In Need and children subject to Child Protection plans.</p> <ul style="list-style-type: none"> Ensure that school can identify by name which children are vulnerable or should be in school - including how to contact them. School should request up-to-date contact details. Ensure that there are arrangements to identify which children have SWs and how to contact the SW – school will agree interim safeguarding plans with the SW. Ensure that school can identify which children are looked after and becoming looked after and the contact arrangements for the VHT.
Supporting potentially Vulnerable Children (not allocated to a social worker)	<ul style="list-style-type: none"> Children identified as vulnerable and in need of regular contact during school closure: if they have been at Level 3 or 4 previously; have had multi-agency support previously/ongoing; children for whom we have received reports via Encompass school is maintaining contact / support and identifying any concerns in such families via email or phone calls by DSLs (RB and CS)

Peer on peer abuse	<ul style="list-style-type: none"> • Cluster contact • Professional information sharing • Normal safeguarding procedures shared with all adults
Online Safeguarding	<ul style="list-style-type: none"> • parents are being supported to help keep their children safe online at this time through the website links, texts and reminders
Children with specific health needs	<ul style="list-style-type: none"> • All staff are aware of ongoing health issues of children being cared for at this time
Safer Recruitment & use of Volunteers	<ul style="list-style-type: none"> • <i>Ensure that new staff, staff relocated to the school, and volunteers understand the staff code of conduct</i> • <i>Ensure that any volunteers have been individually risk-assessed</i>
Operation Encompass	<ul style="list-style-type: none"> • If school receives an Operation Encompass notification in respect of a child who is not attending school, a DSL would consider what further actions are required as they would in normal working, including speaking to parents and seeking advice from MASH / Schools Safeguarding Officer.

Named person responsible for ensuring staff are aware of the above.

DSLs NAMES: Catherine Seagrave and Rosie Bolton

DATE: 3.4.20

Named governor aware of the school's interim arrangements

GOVERNOR NAME: Dave Seddon

DATE: 3.4.20

Monitoring arrangements

This policy will be reviewed in line with DfE guidance

Links with other policies

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