Remote Learning Policy

Updated: January 2022

1. Aims

This remote learning policy for staff aims to:

> Ensure consistency in the approach to remote learning for student who aren't in college
>
> Set out expectations for all members of the college community with regards to remote learning
>
> Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between their normal contracted working 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. They should call the college absence line on 07804 657248 and also inform their Head of Department and SLT Line Manager. All COVID related absences must be communicated with the Principal.

When providing remote learning, teachers are responsible for:

> Preparing and delivering lessons and material for online teaching and learning:
>
> For all classes as per their usual college timetable; including form time on a Wednesday afternoon between 3.00 and 3.30 pm, PSHE lessons as directed. **Please note: Periods 1 and 2 may be delayed depending on when the college is able to establish the absence of a student(s) having checked registers, read info@inbox and listened to answerphone messages.**
>
> To ensure that there are opportunities for students to work independently on set tasks which can form parts of the lesson on the online timetable
>
> Dependent on which stage of our remote learning plan the college is operating in, teachers must either use virtual classrooms, set live streams for student self-isolating or upload work on to Teams for student to complete
>
> Where students do not have access to devices, teachers are responsible for preparing work for work packs that aligns with curriculum plans under the direction of Heads of Department
>
> Where there are technical issues meaning a lesson has been disrupted, inform the Head of Department and SLT link so that correspondence can be made home. Ensure that replacement work is set on Teams so that students can still access learning.
>
> Ensure that for a known absence, work has been set on Teams for the group. The cover office should alert a member of SLT to ensure a text message is sent home so parents are aware the online lesson will not be taking place and where work is to be found.
>
> If the staff member is self-isolating and is able to teach from home, they should inform the cover office, their Head of Department and SLT link if they will be teaching their lessons from home and streaming them into the classroom
>
> If the staff member is self-isolating and is not able to teach from home, they should inform the cover office, their Head of Department and SLT link by 8.00am at the latest on the morning of the absence so that work can be organised. Heads of Department will need to co-ordinate work in this eventuality.
>
> Providing feedback on work
>
> Ensure that a range of feedback strategies that support the teaching and learning of their subject are used for online teaching. This includes, but is not limited to: use of the chat function, 1:1 tools, whole-class feedback etc.
>
> Ensure students are provided feedback on any submitted work within a three-week period
>
> Use ClassCharts to praise/sanction student where necessary

- Keeping in touch with student who aren't in college and their parents
- Complete welfare calls for tutor groups as and when directed
- Respond to subject specific student/parent queries within working hours and ensure the Head of Department is included in any correspondence.
- Refer any complaints to Head of Department/Head of Year and SLT link
- Attending virtual meetings with staff, parents and student
- Ensure a professional dress code is followed
- Participate from an appropriate location (e.g. avoid areas with background noise, nothing inappropriate in the background)
- Follow the staff code of conduct

2.2 Teaching Assistants/Student Welfare Officers/Behaviour and Attitude Intervention Leads

When assisting with remote learning, teaching assistants and student welfare officers must be available between their normal contracted working 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. They should call the college absence line on 07804 657248 and also inform their direct line manager and SLT Line Manager. All COVID related absences must be communicated with the Principal.

When assisting with remote learning, teaching assistants and student welfare officers are responsible for:

- Supporting student who aren't in college with learning remotely
- Ensure they are supporting student as directed by the SENCO (TAs)
- Assist with differentiation of lessons (TAs)
- Conduct welfare phone calls of vulnerable students (TAs/student welfare officers)
- Conduct attendance phone calls for remote lessons as directed (TAs/student welfare officers)
- Attending virtual meetings with teachers, parents and student
- Ensure a professional dress code is followed
- Participate from an appropriate location (e.g. avoid areas with background noise, nothing inappropriate in the background)
- Follow the staff code of conduct

2.3 Heads of Department

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Ensure curriculum plans are up to date and available for access to assist with planning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other ❯ Monitoring the remote work set by teachers in their subject –such as through regular meetings with teachers or by reviewing work set/conducting quality assurance
- Alerting teachers to resources and CPD they can use to teach their subject remotely
- Ensuring that in the event of an absence of a member of their team, the relevant classes have appropriate work set

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Co-ordinating the remote learning approach across the college. The overall strategic planning and responsibility for this is currently designated to Mr R May (Executive Principal) and Mrs S Foster (Interim Head of School)

> Monitoring the effectiveness of remote learning – e.g. through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from student and parents

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

2.5 Designated safeguarding lead

The DSL is responsible for:

> Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.

> Liaising with the ICT technicians and senior leaders to ensure that all college-based technology and learning platform used for remote learning is suitable for its purpose and will protect student online.

> Identifying vulnerable student who may be at risk if they are learning remotely, and supporting to provide suitable alternative work if necessary.

> Remain as single point of contact to support parents with any E-safety concerns, and provide signposting to support parents with keeping their children safe online.

> Identifying vulnerable students who will require in college provision during college closure period, liaising with external agencies and parents and overseeing in college provisions.

> Ensuring that child protection plans are enforced while the student is learning remotely, liaising with safeguarding team and external agencies to make alternate contact arrangements for student who are at a high risk, where required.

> Identifying the level of support or intervention required while student learn remotely, and ensure all student are aware of how to contact relevant college staff for additional support if required.

> Ensure that any safeguarding concerns are logged by all staff using the CPOMS platform with a clear follow up and action.

> Monitoring remote learning attendance ensuring procedures are in place with telephone calls and home visits (where required) if a student is not engaging. BMCC will continue to follow local arrangements for referring a student at risk if required.

2.6 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 remote learning systems and flagging any data protection breaches to the data protection officer

> Assisting student and parents with accessing the internet or devices

2.7 Student and parents

Staff can expect students learning remotely to:

> Follow the student code of conduct and behaviour policy (available on college website)

> Attend all lessons/activities on the virtual college timetable punctually

- Be contactable during the college 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 college aware if their child is sick or otherwise can't complete work via the School Gateway or contact the college attendance office 01384 889422.
- Seek help from the college if they need it by contacting info@bmilner.dudley.sch.uk so their query can be redirected and answered by the appropriate team
- Be respectful when making any complaints or concerns known to staff

2.8 Governing board

The governing board is responsible for:

- Monitoring the college'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 Year/welfare officer:

Year 7: Mr S Biddle

Year 8: Mr J Cutler

Year 9: Mrs N Johnson

Year 10: Mr S Bromell

Year 11: Miss H Sims

Year 12 and 13: Mrs K Tolley or Mrs S Wilkins

Issues with IT – talk to IT staff:

Mr J Heaton (BMCC)

Mr I Garfield (SJBCA Lead)

Issues with their own workload or wellbeing – talk to their line manager

Concerns about data protection – talk to the data protection officer:

Miss F Sumner (SJBCA) or Mrs G Roden (BMCC)

Concerns about safeguarding – talk to the DSL:

Mrs S Hand

4. Data protection

4.1 Accessing personal data

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

Explain:

> How students can access the data, such as on a secure cloud service or a server on the college's IT network

> Which devices they should use to access the data – if staff have been provided with devices, such as laptops, ensure staff use these rather than their own personal devices

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses, attainment information, as part of the remote learning system. As long as this processing is necessary for the college'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

This section of the policy will be enacted in conjunction with the college's Safeguarding Policy, which has been updated to include safeguarding procedures in relation to remote working.

6. Monitoring arrangements

This policy will be reviewed termly by Mr R May (Principal) and Mrs S Foster (Associate Principal). At every review, it will be approved by the board of directors.

7. Links with other policies

This policy is linked to our:

> Behaviour policy

> Safeguarding Policy and coronavirus addendum

> Data protection policy and privacy notices

> Home-college agreement

> ICT and internet acceptable use policy