



Remote and Home Learning Policy

This policy is applicable to all regardless of gender, sexuality, religious belief or none, culture, ethnicity, ability or disability, individuals with protected characteristics and those with none; it does not determine to discriminate against any individual whilst ensuring the smooth operation of our school.

Approved by the Headteacher:	Nikki Elsmore-Cary
Date:	Spring 2021
Review Date:	Summer 2021

Rationale:

At Lea Nursery School, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual child or many children. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all children have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection and safeguarding.

Aims:

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for children who aren't in school as a result of government guidance, individual children who may be self-isolating or groups of children who may be self-isolating after the closure of a bubble
- Set out expectations for all members of the school community with regards to remote learning

EYFS Specific Aims:

Within EYFS provision, the staff know that children learn best through actively engaging with the world around them, through exploring and participating in challenging experiences and when their levels of wellbeing and involvement are high.

Home learning will provide opportunities to learn through play using everyday resources, mirroring the practice within the continuous provision in school. Play is the best way for children to learn during their time at home. As your child's first educator, your communication and interactions with them will help them thrive and feel secure during these uncertain times.

Teaching and learning

- All children will have access to daily YouTube videos, which are led by Teachers and Early Years Practitioners. This allows the children to see staff and teachers that they are familiar with. A link will be sent out each morning to all parents via text.
- The activities are opened ended and we ensure that throughout the week, children have had activities which will support their development across the seven areas of the curriculum.
- Staff will use a range of teaching styles to meet the needs of all of the children.
- The activities will be used to develop skills for the different ages and stages of development.
- Children with special educational needs will have specific activities that are designed to meet their needs.

Keeping in touch with children and parents:

- Telephone calls will be made weekly/ fortnightly to families of the children who are not attending Nursery. This phone call provides an opportunity to discuss wellbeing, next steps in learning and progress.
- If telephone calls are made on personal devices, then own numbers must be withheld.
- All telephone calls must be professional, polite and encouraging and recorded on CPOMS (COVID-19 contact.)
- Safeguarding concerns following telephone calls or no answer to calls **MUST** be recorded on CPOMS.

Roles and Responsibilities:

The Headteacher is responsible for:

- Ensuring that staff, parents and children adhere to the relevant policies at all times.
- Ensuring that staff adhere to the security of remote learning systems, including data protection and safeguarding considerations.
- Ensuring that there are arrangements in place for identifying, evaluation and managing the risks associated with remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Ensuring 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 children.
- Arranging any additional training staff may require to support children during the period of remote learning.
- Conducting reviews of the remote learning arrangements to ensure children's education does not suffer.

The Designated Safeguarding Lead (DSL) and Deputy DSL are responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Ensuring that staff/key workers are having regular check-ins with identified families.
- Overseeing concerns raised on CPOMS.
- Liaising with the Headteacher and Office Manager to ensure that all technology used for remote learning is suitable for its purpose and will protect children online.
- Identify vulnerable children who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the child is learning remotely and liaising with the Headteacher and other organisations to make alternative arrangements for children who are at high risk, where required.
- Identifying the level of support or intervention required while children learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable children receive the support required during the period of remote working, ensuring all safeguarding incidents are adequately recorded and reported.

The Special Educational Needs Coordinator (SENCO) is responsible for:

- Ensuring that children with EHC plans continue to have their needs met while learning remotely, and liaising with other organisations to make any alternative arrangements for children with EHC plans.
- Identify the level of support or intervention that is required while children with SEND learn remotely.
- Ensuring that the provision put in place for children with SEND is monitored for effectiveness throughout the duration of the remote learning period.

The Office Manager and Admin Officer are responsible for:

- Arranging (via the agreed ICT purchase process) the procurement of any equipment or technology required for staff to teach remotely and for children to learn from home.
- Ensure value for money when arranging the procurement of equipment, technology or software.
- Alongside the Headteacher, ensuring that the school has adequate insurance to cover all remote working arrangements.
- Support the teachers/teaching assistants with contacting parents where necessary.
- Uploading home learning activities/videos onto the school website/social media as required.
- Helping staff and parents with any technical issues they are experiencing.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the Headteacher.

All Staff are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring that they are available to work as agreed by local agreement with the Headteacher during periods of prolonged closure. This may include working rotas or other more flexible approaches to ensure the health and wellbeing of staff and pupils.
- Reporting any health and safety incidents to the Headteacher and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the Designated Safeguarding Lead and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any defects in school-owned equipment used for remote learning to the Headteacher.
- Adhering to the Staff Code of Conduct at all times.

When providing remote learning, Teachers are responsible for:

- Ensuring that they have completed their YouTube video and sent them into the Admin team.
- Ensuring that the key workers who they have an oversight of, are also clear about the expectations for home learning.
- Ensuring that there is an overview of the activities that are being delivered.
- Ensuring that the quality of teaching and learning is of a high quality.
- Being mindful of children needing parental support and what this support will look like.
- Identifying children requiring additional support and making these a priority.
- Scheduling weekly activities and/or uploading pre-recorded videos.
- Keep a record of non-engagement and following up with these families.

When providing remote learning, Key Worker/Teaching Assistants are responsible for:

- Checking their work emails daily.
- Doing the work that has been assigned by the Deputy Head and Headteacher. This includes ensuring that Record of Achievement folders are updated and YouTube videos are created.
- Contacting Keyworker group children to check on their welfare and recording this contact on CPOMS.

When working remotely children and parents please:

- Be contactable during the school day.
- Engage in activities.
- Seek help if you need it.
- Be respectful when making any complaints or concerns known to staff.
- Make the school aware if your child is sick or otherwise cannot complete the activities.

The Governing Body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality.
- Ensuring that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

Responsibilities When Working From Home**Online Safety:**

This section of the policy will be enacted in conjunction with the school's Online Safety Policy. Where possible, all interactions will be textual and public.

Video Communication:

All staff and children using video communication (either live or pre-recorded) must:

- Communicate in group – 1:1 sessions are not permitted.
- Wear suitable clothing – this includes others in their household.
- Be situated in a suitable 'public' living area within the home with a blurred background if necessary.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store or distribute video material without permission.
- Ensure they have a stable connection to avoid disruption to sessions.
- Always remain aware that they are visible.

Audio Communication:

All staff and children using audio communication must:

- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store or distribute audio material without permission.

- Ensure they have a stable connection to avoid disruption to sessions.
- Always remain aware that they can be heard.

During the period of remote learning, the Nursery School will:

- Direct parents to useful resources to help them keep their children safe online
- Not be responsible for providing access to the internet off its premises and will not be responsible for providing online safety software (E.g. anti-virus software), on devices not owned by the school.

Safeguarding:

- This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy, which has been updated to include safeguarding procedures in relation to remote learning.
- The DSL will arrange regular contact to be made with vulnerable children, prior to the period of remote learning and these children will be contacted daily or weekly as required.
- Telephone calls made to children will be made using school phones where possible or staff phones with withheld numbers.
- The DSL will arrange for regular contact with vulnerable children once per week at minimum, with additional contact, including home visits, arranged where required.
- All contact with children will be recorded on CPOMS (COVID-19 Contact.)
- The DSL will keep in contact with vulnerable children's social workers or other care professionals during the period of remote working, as required.
- The DSL will meet (in person or remotely) as appropriate with the relevant members of staff to discuss new and current safeguarding arrangements for vulnerable children learning remotely.
- All members of staff will report any safeguarding concerns to the DSL immediately by telephone and record via CPOMS.
- Children/parents will be encouraged to contact the DSL if they wish to report safeguarding concerns.

Data Protection:

This section of the policy will be enacted in conjunction with the school Data Protection Policy.

- Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of devices at all times.
- Sensitive data will only be transferred between devices if it is suitably encrypted or other data protection measures are in place, so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.
- Parent and children up-to-date contact details will be collected prior to the period of remote learning.
- All contact details will be stored in line with the Data Protection Policy and retained in line with the Records Management Policy.
- The school will not permit paper copies of contact details to be taken off the premises.
- Any breach of confidentiality will be dealt with in accordance with the school's policy. Intentional breaches of confidentiality will be dealt with in accordance with the school's Behaviour Policy or Disciplinary Policy

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 class teacher or Deputy Head/ Headteacher.
- Issues with behaviour – talk to the class teacher, Deputy Head /Headteacher.
- Issues with IT – talk to the Office Manager or Admin Officer.
- Issues with own workload or wellbeing – talk to the Headteacher.
- Concerns about data protection – talk to the Headteacher.
- Concerns about Safeguarding – talk to the DSL/Deputy DSL/Headteacher

Monitoring Arrangements:

This policy will be reviewed termly by the Headteacher. At every review, it will be shared with the governing body if changes are made.

Links with other policies:

This policy is linked to our:

- Behaviour Policy
- Safeguarding and Child Protection Policy and Coronavirus addendum to our Child Protection Policy
- ICT and Acceptable Use Policy