

# Remote Learning and Teaching Policy

**This policy is reviewed on an annual basis**

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Annual Review date: **July 2021**

Next date of Annual Review: **July 2022**

**Signed:**



## Aims

All staff read and apply the guidelines outlined in this document. It is an addendum to the existing policies in place for E-Safety, ICT Usage, Mobile Phones and Devices, Photos and Images, Safeguarding and Staff Conduct. This document outlines the School's expectations of staff during this period of online remote learning.

## Online Learning Platforms

- **Microsoft Teams:** this platform is used for teams meetings with staff members.
- **Zoom:** this should be used for delivering remote teaching sessions, whole class, small group and 1 to 1 sessions. All the sessions need to be recorded, stored on OneDrive and shared with the Headmistress for Safeguarding reasons.
- **Confident usage of Teams and Zoom:** staff should have familiarised themselves with the Teams and Zoom functions and filled in the relevant competencies in the skills matrix. If teachers feel unconfident using any element of Teams or Zoom, they should contact the Headmistress, Deputy Head or Head of ICT for further training as soon as possible.

## Staff Conduct

- **Working hours:** staff will need to be contactable via Teams, e-mail or phone for their normal contracted hours (8:15am–3:40pm) regardless of whether or not they have a lesson timetabled.
- **Punctuality and timing:** it is expected that teachers should be punctual for all lessons, as they would be in school. If the lesson contains only set work, this should be set in time for the beginning of the timetabled lesson. All lessons must take place during timetabled hours and no video conferencing should take place outside of normal school hours (8:15am–3:40pm).
- **Dress:** staff should always be dressed appropriately.
- **Eating and drinking:** there should be no eating during video conferences. Drinking a glass of water or a hot drink is fine, considering one's own health and safety. Any such consumption should be non-alcoholic, whilst working from home and drinking any liquid should not deter the overall quality or flow of the session.
- **Lesson supervision:** staff are expected to give their full attention to the children during lessons. Most importantly, you must not use any other devices during lessons unless absolutely necessary. It is essential that staff supervise their lessons and video conferences at all times.
- **Social media:** as already stated in our staff code of conduct, staff should never engage with children or parents using their personal social media account.

## Conducting a session

- **Scheduling session:** all sessions should be scheduled in advance and links emailed to parents
- **Location:** staff should try as much as they can to conduct all video conferences from an environment that is free from distractions, quiet and is as neutral as possible.
- **Recording:** all videos including children must be recorded and safely saved on OneDrive.
- **Muting:** staff should ensure all children have muted their microphones; the teacher will mute and unmute the children. This is to avoid sound distortion.

## Safeguarding and Support for Staff

- **All the Zoom sessions with the children have to be recorded and stored in a safe place.** The DSL needs to have access to the recorded videos. The parents and children have to be aware they are being recorded and they have the option to turn off their webcam and/or microphone.
- **Staff support:** should anything upsetting or concerning emerge during an online learning lesson, staff should seek support from a member of the Senior Management Team via phone soon as possible.

## GDPR Guidance

- **Guidance on working from home:** staff must continue to follow Alpha Plus Group's [data protection policies](#). In particular, staff must continue to keep personal information secure and must report breaches and subject access requests to the Assistant Head Compliance and/or [dpo@alphaplusgroup.co.uk](mailto:dpo@alphaplusgroup.co.uk). Staff should avoid storing files on personal workstations and should continue to save them within their school systems. Strong passwords should be in place and data encrypted if a USB stick is used. Staff are reminded to not leave a device unattended when logged in and to not download or open any suspicious content.
- **Recording videos calls:** where safeguarding is the sole purpose for recording, parents and children should be kept informed about the practice, but our Data Protection Officer has advised that consent is not required. Alpha Plus Group recommends where possible, it would be preferable for the teacher to create pre-recorded videos for distribution so that there is no need for children to be a part of a distributed recording.

It is recommended that any safeguarding recordings are saved to OneDrive or Microsoft Stream and kept for a year to allow time for any safeguarding concerns to be raised. The recordings should then be deleted. If calls are recorded in Teams then they will automatically be uploaded to Microsoft Stream and will be made available to those who were in the call as default. Permissions can be added or removed by the staff member as needed. For recordings captured outside of Teams (e.g. in Zoom) the video should be recorded to the local device and then uploaded to Stream or OneDrive. Staff must ensure that permissions are set correctly when uploading to ensure the video isn't shared with the entire organisation (see guidance on setting permissions [here](#)). Local copies should be deleted once uploaded. Additional guidance on using Microsoft Stream can be found [here](#); please speak to our IT engineer for further support.

Please note that Stream videos cannot be shared externally, where this is required you might consider hosting videos on platforms such as Private YouTube Channels or E-stream. Please check that the platforms you choose are GDPR compliant (you can contact the Assistant Head Compliance and/or [dpo@alphaplusgroup.co.uk](mailto:dpo@alphaplusgroup.co.uk) for guidance).