



The Carlton & Faceby and Bilsdale Church of England Federation

Remote and Home Learning Policy



Acknowledgement: PG:SF alongside Alan Earl Consultancy have produced the following policy and practice guidelines for schools to adapt and use for their own school/setting's individual circumstances.

Author /Signed	K. McDonald
Adopted by	Governing Body Signed _____ Date _____ Chair of Governors
Date	November 2020
Review Date	November 2021

Introduction

The Carlton & Faceby and Bilsdale CE Federation (Carlton & Faceby CE VA and Bilsdale Midcable Chop Gate CE VC Primary Schools) have produced the following policy guidance in continuing to provide education via remote learning for our children due to the current COVID-19 Pandemic.

Our expectations of children, staff and parents are clearly described in the detail below in order to ensure that, everyone understands that the safeguarding and well-being of our children in receiving a full and thorough education remains paramount.

Please ensure that you have read the Policy in full and the subsequent consent forms are signed and returned to school.

Aim

The aim of this policy is to describe the use of live streaming applications by schools. Live streaming is being used in the event of an adult or child becoming unwell with Covid-19 meaning a 'bubble' at school must self-isolate and work must be undertaken remotely at home or in the case of a school or national lockdown. This policy will explain the application we as a school have chosen, how it will be used safely and the expectations of all those who use the application will also be made clear.

Application

At Carlton & Faceby CE VA and Bilsdale Midcable Chop Gate CE VC Primary Schools we have decided to use the Microsoft TEAMS. We have chosen this application because it best meets the needs of our school and in conjunction with our network provider. It combines the text and video services recognised from Skype; the online storage drive of SharePoint; OneNote notebooks for the class and the MS Forms survey and quiz creation tool. As Teams is an Office 365 product, anyone with access to a schools' Teams will also have full access to the online versions of Word, PowerPoint, Excel and Outlook; which they can use to teach, or learn, from home with. The benefit of Teams is that it brings all these Office 365 tools into a single area, and schools can setup a different Team for each subject, year group, class and more.

Microsoft TEAMS:

<https://bit.ly/30MNI9X> - Full guidance and joining instructions for Microsoft Teams

How do we keep children safe in Microsoft Teams?

Though there are settings which can be applied by the administrator which can be used to 'lock down' the platform for users, school rules will be discussed and put in place to ensure a safe and sensible working environment for all. With children and young people accessing Teams at home with their parents or carers nearby, it is as much about people management as platform management. Staff are clear on their expectations and no-one should feel pressured into using any of the tools in Teams, for example online video, if it is not absolutely necessary. Useful safeguarding advice has been prepared by the London Grid for Learning, including delivering lessons via livestream or video meetings. The guidance can be found here:

<https://coronavirus.lgfl.net/safeguarding>

Our pupils know to contact a named member of staff if they are being affected by bullying online aligned to safeguarding arrangements for home learning. Staff follow the school's agreed policy for recording and responding to the reported incident. Support for pupils can be accessed at

<https://www.childline.org.uk/info-advice/bullying-abuse-safety/types-bullying/bullying-cyberbullying/>

and anti-bullying alliance has information to support schools, pupils and parents

<https://www.anti-bullyingalliance.org.uk>

For more general online safety information, resources, activities and guidance you should visit the CEOP (Child

Exploitation and Online Protection) website. They have an #OnlineSafetyAtHome pack, which is now available for you to share with parents and carers. All of their home activity packs will remain available on their parents and carers website for you to download at any time you choose.

This is to ensure the full safeguarding of both children and teachers and prevent information or images or inappropriate content being used through the application on these functions.

It is our expectation that as users of the application both children and staff should report any additional problems directly to the Headteacher or Designated Safeguarding Lead around the functionality of this application.

Live Streaming

Live Streaming will always be carried out by the School's ICT system and any other access will not be authorised.

Filtering and Monitoring

As part of our ongoing commitment to the safeguarding of both of our children and staff, the use of the application will be heavily monitored by our ICT lead/department to ensure that any inappropriate use or problems are reported and rectified as soon as possible.

Please ensure that you report any identified issues immediately.

Equipment

The functionality of the application will be disabled or enabled by the school/controller/administrator at the source irrespective of using the school's equipment or your own laptop/computer. Whether you are using your own equipment or the school's equipment we will still seek your agreement to follow and adhere to our schools, 'acceptable use' Policy which highlights clear expectations of the use of equipment.

Please ensure that you sign appropriate consent forms.

If you may have difficulty accessing remote learning i.e equipment or internet service, please contact us.

Expectations of Children

At Carlton & Faceby CE VA and Bilsdale Midacble Chop Gate CE VC Primary Schools the following expectations are in place and should be signed and agreed by you or your parent/carer on your behalf before any remote learning is provided.

- I will use the equipment and application safely and appropriately at all times.
- I will report any issues of concerns directly to my parent/teacher/school.
- I will be available for my log in and lesson between the hours of 9.00am and 3.00pm
- I will be dressed appropriately.
- I will turn my web camera on and my microphone on to mute. (As per school decision)
- I will not record the session or cause it to be recorded.
- I will seek help from the teacher through my school email account
- I will not have any other person present during the session, except for a parent/carer who is responsible for my supervision in the family home.

Expectations of Parents/Carer

At Carlton & Faceby CE VA and Bilsdale Midacble Chop Gate CE VC Primary Schools the following expectations are in place and should be signed and agreed by you as a parent/carer before any remote learning is provided.

- I will support my child in using the equipment and application safely and appropriately at all times.
- I will be available for the supervision of my child and not for observation of the lesson.
- I will not record the session or cause it to be recorded.
- I will not distract, sabotage or detract from my child's learning during the session.
- I will not use the school equipment for any other purpose other than specified lesson time between 9.00am and 3.00pm
- I understand that the school will take action if they have any concerns regarding mine or my child's behaviour or inappropriate use of the equipment.
- I agree to comply with the school's acceptable use policy as well as this remote and home learning policy.

Expectations of Staff

At Carlton & Faceby CE VA and Bilsdale Midacble Chop Gate CE VC Primary Schools the following expectations are in place for staff and are adhered to in conjunction with the school's staff behaviour policy/code of conduct:

- I will use the equipment and application safely and appropriately at all times.
- I will follow the expectations of our school's staff behaviour policy at all times.
- I will be appropriately dressed and in a non-identifiable teaching space throughout the session.
- Where possible two members of staff will be on the live streaming at all times.
- I will provide online learning between 9.00am and 3.00pm
- I will not record the session or if there is a reason too I will notify all parents and pupils of this, the purpose and where the recording or any data will be stored.
- I will adhere to GDPR guidelines to maintain the data protection of all information regarding the children I am educating.
- I will report any concerns directly to the Head Teacher/Designated Safeguarding Lead.
- I agree to comply with the school's acceptable use policy as well as this remote and home learning policy.

This policy should be read in conjunction with the School's:

Child Protection Policy

Staff Behaviour Policy

Acceptable Use Policy

Keeping Children Safe In Education 2020

Useful links and publications:

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

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Remote and Home Learning Policy

Consent Form Parents/Pupils

I agree to comply with the school's acceptable use policy.

I agree to comply with the school's remote and home learning policy.

I agree to use the application and equipment (either school's or my own) appropriately and safely at all times.

Name of child..... Signature of child.....

Name of parent..... Signature of parent.....

Date.....

Consent Form Staff

I agree to comply with the school's acceptable use policy.

I agree to comply with the school's remote and home learning policy.

I agree to use the application and equipment appropriately and safely at all times.

Name of Staff..... Signature of Staff.....

Date.....