Bishop Chadwick Catholic Education Trust

Remote / Online Teaching and Learning Policy

Updated January 2021

Agreed by Directors: 16 July 2020

Review Date: January 2021

General statement of Policy

The purpose of this policy is to provide a framework for the safe and effective use of ICT for remote teaching and learning during the period of this school closure *and any local lockdowns that may be implemented in the future*. It also addresses the ongoing education of pupils who cannot be in school but are able to continue with their education when the school remains fully open.

This policy has been drawn up to protect all parties: pupils, parents and staff, and applies to all teaching and support staff within individual academies , Trust central services staff, Directors, Governors, volunteers and supply staff across Trust schools.

All staff at Bishop Chadwick Catholic Education Trust are committed to safeguarding children and young people and we expect everyone who works in our Trust to share this commitment and join us in creating a culture of vigilance. Adults in our Trust take all welfare concerns seriously and encourage pupils to talk to us about anything that worries them and be confident that they will be listened to and taken seriously. We will always act in the best interests of the child and we recognise the importance of maintaining an attitude of 'it could happen here' in respect of our understanding and response to safeguarding issues. We are committed to adopting a 'whole school approach' to safeguarding and child protection, so that awareness is raised within the entire school community.

We teach pupils about safeguarding, including online, through various teaching and learning opportunities, as part of a broad and balanced curriculum.

This policy has been created to ensure that all our pupils are effectively safeguarded whilst they access online learning opportunities from their homes for the duration of their long distance and remote learning period.

This policy is informed by the following guidance and advice:

- Keeping Children Safe in Education (September 2020)
- Working Together to Safeguard Children (July 2018)
- DfE Guidance; Safeguarding and Remote Education during Coronavirus (COVID-19) May 2020, updated 5 January 2021
- Academy Safeguarding and Child Protection Policy (2020-21)
- Bishop Chadwick Catholic Education Trust Code of Conduct for Staff (December 2019)
- Bishop Chadwick Catholic Education Trust Whistleblowing Policy (Updated June 2020)

Responsible staff

All members of staff are responsible for the implementation of this policy with monitoring undertaken by the Senior Leadership Team in individual schools. Bishop Chadwick Catholic Education Trust understands and reinforces to all those who work in our schools that **'safeguarding is everyone's responsibility'.**

It is the responsibility of all members of staff to ensure that they are familiar with and adhere to this policy and to make pupils aware of their responsibilities (see also individual academy linked policy documents including ICT / Acceptable Use policy).

Staff responsibilities for remote teaching

The only permissible platforms for teaching online video-based lessons/ live streaming of lessons across Bishop Chadwick Catholic Education Trust schools are:

- Microsoft Teams
- Google Classroom
- Planet e-stream

These programmes have been evaluated for functionality and safe use.

From time to time, other platforms may be used to ensure the most accessible and effective way to deliver lessons is achieved. Where the platform stores personal data outside of the UK or EEA, specific controls and agreements are in place to protect data both during transit and also at rest.

Should schools wish to introduce any new platforms on a more permanent basis a data protection impact assessment should be completed and approval given by the Trust Headteacher Board. All staff must adhere to this policy.

Schools are required by law to provide remote education to pupils of a high quality standard and to ensure the safeguarding of pupils and staff at all times. There are different methods of approaching remote learning such as pre recorded lessons or live lessons where the pupil's microphones and videos are engaged or disabled.

In making the decision whether lessons are live (and recorded) or pre recorded you must only do so if it addresses a safeguarding need or enables you to improve the quality of the teaching and learning experience.

Schools should consider appendix one to confirm their basis for processing the data and determine whether consent is required. All pupils should be considered before making a decision, such as SEND pupils. Individual schools will record their rationale of their approach.

Online Lessons

When planning the delivery of online sessions staff must follow the process set out below.

This policy is intended to reinforce secure and effective safeguarding practice, to protect pupils and to ensure that staff are protected in the delivery of remote education sessions.

• If lessons are to be recorded parents are made aware of this through the privacy notice and via communication from the school..

 • When staff are hosting an online lesson, it must be set up with a BCCET / official school email address.

• Online classroom sizes must consist of a group of more than one pupil. If there is just one pupil in attendance the lesson must not go ahead.

• Once a Teacher has scheduled an online classroom, the Teacher must only send the link to the pupils school email account.

• If the pupil has forgotten their password the Teacher must request the pupils password to be reset.

• When teaching in an online classroom (where possible within school linked to the school risk assessment), staff need to be business-like when giving lessons: presenting themselves as professionally as they would if they were giving a face-to-face lesson, in dress and in manner. Staff should remember that while social media applications can encourage informality, they need to observe their usual high professional standards at all times.

• Online / Remote Learning sessions will be recorded, streamed and presented from an appropriate communal area.

Where this is not possible then permission to deliver a session from school the staff member must deliver from home. Any broadcast should only take place from an appropriate communal area of their house or area of work. E.g. living rooms, kitchens, home offices and gardens.

 • If delivering lessons from home, staff should be aware of material that may be visible in the background, and ensure the background is 'blurred' as an added precaution if possible. Avoid revealing any personal Teacher information or other sensitive data. No family or partners should be in the online classroom.

• The Teacher of the hosted classroom must remove any pupils from the online classroom who have not followed the school dress code or are deemed to be wearing inappropriate clothing.

Pupils will be given clear guidance regarding the use of appropriate language and the expectation of staff regarding appropriate and acceptable behaviour by all pupils accessing remote learning delivery. It is not appropriate for pupils or any other third party to make their own recordings, take photos of the screen or share a recorded lesson with any other

pupil or third party. Where a pupil disregards these expectations, the member of staff will warn the pupils regarding expectations, and if this does not resolve the issue then the member of staff will remove the pupils from the session.

Should parents have any queries or concerns regarding the lesson these should follow the usual school reporting procedures. The chat functionality during the live lessons should not be used.

Where this is necessary the issue shall be recorded and reported to senior staff, and the pupils parents informed. Senior staff will confirm the appropriate sanction if required.

The pupils may join the classroom again once the issues have been resolved as agreed by the Senior leader in school.

• Recordings will be securely stored in a specified location on the Trust/school's online platform/server, accessible to the Senior Leaders /DSL and safeguarding personnel only. For safeguarding and high quality education purposes the data will be held for up to 12 months.

• Staff are required to delete the recordings from their devices as soon as they have been uploaded onto the school online platform/server, a school device should be used.

• Recordings will be retained on the school online platform/server.

• At the end of the retention period, the recordings will be deleted.

Reporting Concerns

Whilst appreciating the challenges faced in planning and delivering remote learning all Trust staff must continue to follow the guidance and advice set out with the School Safeguarding Policy in cases where there are concerns regarding pupils conduct, behaviour, comment or disclosures which indicate the pupils may be at risk of harm.

If in doubt staff must seek the advice of their identified DSL, and follow established reporting and recording procedures.

Communicating with parents, carers and pupils

Where education is now taking place remotely, it is important that all staff across Trust schools maintain high standards of professional conduct and behaviour. It is also important that staff continue to have appropriate expectations of pupils and address any behaviour or conduct concerns appropriately, share that with the DSL and record it following existing school procedures.

When communicating online with parents and pupils, Trust staff should:

- communicate within school hours as much as possible (or hours agreed with the school to suit the needs of staff)

- communicate through the school channels approved by the senior leadership team
- use school email accounts (not personal ones)
- use school devices over personal devices wherever possible
- advise Teachers not to share personal information
- Ensure all required written permissions have been received

Personal data and GDPR

All staff are expected to follow school policy when managing personal data and staff must consider the issues described below.

The principles and approaches set out within School data protection, privacy and GDPR policy document must continue to guide our practice during the delivery of remote teaching.

Staff are reminded to:

- Take care not to share staff or pupil data whilst screen sharing
- Take care not to share contact details when emailing multiple people
- Be careful when sharing usernames and other personal data for access to online resources
- Ensure that they provide access to school data systems safely