



ST DUNSTAN'S, CHEAM, C of E PRIMARY SCHOOL

'St Dunstan's – a thriving Christian School, guided by the Good Shepherd, founded on faith, inspiring the best in everyone.'

Appendix 5

Safe Remote Learning & Working

Policy approved by Chair's Action and will be ratified at the next FGB.

Date: April 2020

Review Date: July 2020

Covid-19 has forced schools to close to most pupils and with this; the need for schools to facilitate remote learning and undertake remote working practices is a necessity. With all tasks that school staff undertake we will continue to adhere to the school's Child Protection & Safeguarding Policy and the Online Safety Policy.

At St Dunstan's, Cheam, C of E Primary School, we have decided that we will be providing home learning opportunities via our school website and email. At present we are not intending to record videos to support our children's learning, for technological reasons. However, should this change we will provide access to these videos via the website but these will not be live video streams.

Organisation:

During this time of school closure, we will continue to adhere to our 'Adult Acceptable Use Policy' (Appendix 2, Online Safety Policy) and all other guidelines within our E-Safety Policy.

Parents and carers have been informed via a letter of how to keep their children safe online and have been reminded of the 'Acceptable Use Agreements for Children' that we ask the children to adhere to in order to keep them safe when online.

All personal data will be stored on an encrypted memory stick and if this data is to be taken off site or transmitted externally, we must first encrypt the information to the AES 256 standard or higher and we will NOT use a personal USB or device to store this information. (With remote access now in place, this should not be necessary, other than in an emergency).

Staff have been set up with web-based remote access, (Freedom to Roam, LGFL) and teaching staff have access to our assessment tool (Target Tracker) which can only be accessed using a password. These platforms are GDPR compliant.

Members of the Senior Leadership team will be required to remain in contact with each other and other agencies using various forms of social media, email and live video streaming such as Zoom. Members of SLT must remain professional while using these methods of communication to safeguard themselves and protect their reputation. The agreed live method for SLT and Governors to communicate is email, telephone, in person and Zoom. Other members of the SLT such as the DSL will be required during this time to communicate with other agencies using a range of email and/or telephone calls. These will all take place with workplace accounts or telephone numbers.

For day-to-day communication between staff, key members of school staff have set up WhatsApp groups. These groups are for general information and not for discussing private matters about children or school as WhatsApp is not a secure network. Staff members have opted to be included in these groups but have the right to withdraw from this at any point. Staff who choose not to be members of the WhatsApp groups will be communicated with on a private basis. We will continue to email staff using the LGFL Staff Mail system for key messages and communication.

The DSLs will telephone families of children who are open to children's social services each week, where possible, (when on duty) and teachers have been asked to telephone the pupils in their classes regularly. These telephone calls will be made by teachers while they are on the school site using a school telephone



ST DUNSTAN'S, CHEAM, C of E PRIMARY SCHOOL

'St Dunstan's – a thriving Christian School, guided by the Good Shepherd, founded on faith, inspiring the best in everyone.'

line. Any teacher self-isolating will be unable to make these telephone calls themselves and this duty will therefore delegate this duty to another teacher. Professionalism should be upheld at all times.



ST DUNSTAN'S, CHEAM, C of E PRIMARY SCHOOL

'St Dunstan's – a thriving Christian School, guided by the Good Shepherd, founded on faith, inspiring the best in everyone.'

Safeguarding:

It is *not* intended that videos will be used to communicate with our pupils; we must ensure that all staff members safeguard themselves.

If this changes and we decide to use videos, training will be given on how to upload videos to the platform selected as the safest for our pupils to use, in the form of a 'How to Guide'. Staff must be aware that these videos could be accessed outside of our school community and therefore staffs posting these are giving their permission for this. This will not be searchable on internet search engines but can be viewed by anyone. There will be no expectation for a member of staff to create a video and they may wish to make a video that has only their voice or hands in (such as reading a story or demonstrating a strategy).

Remote learning video rules:

- Google Drive and the School Website are the platforms we will use for sharing videos with our pupils, should this decision be made.
- Think about the location of the filmed videos and what can be seen (including the background) and heard during filming - protect your privacy if these are filmed at home (only if in full lockdown.)
- Dress in appropriate clothing (be mindful of slogans on clothing).
- Remain professional at all times.
- Use age appropriate language and vocabulary.
- Ensure the footage is of good quality through the use of appropriate lighting and sound.
- Video links will be shared with groups of children and not for individuals unless agreed by a member of the Senior Leadership Team prior to posting.
- No live video streaming will be used at any time with our pupils.

When telephoning families, staff are reminded that we must remain professional at all times and not give access to our personal telephone numbers. Protecting our privacy is a must. Video telephone calling should *not* be used at any point for communication with families of children who attend our school.

Live video calling rules (for use of SLT only, for example, with governors – including staff governor-diocese, local authority and other agencies):

- Think about the location of the video call; think about what can be seen (including the background) and heard during filming - protect your privacy if these are filmed at home.
- Dress in appropriate clothing (be mindful of slogans on clothing).
- Remain professional at all time.
- Keep personal details private including email addresses and telephone numbers.

WhatsApp Group rules:

These groups are for general information and not for discussing private matters about children or school as WhatsApp is not a secure network.

- Remain professional at all times
- Do not use inappropriate language
- Ensure children's names and other details are not used
- Be mindful of the number of messages posted - think about if the message is for the group or an individual and could therefore be sent privately.



ST DUNSTAN'S, CHEAM, C of E PRIMARY SCHOOL

'St Dunstan's – a thriving Christian School, guided by the Good Shepherd, founded on faith, inspiring the best in everyone.'

Participation:

We have decided as a school that we will not be timetabling lessons for the children to complete but will be setting manageable tasks that pupils can undertake if they so wish. A list of accessible websites has been shared with our families which they are free to use to keep their children engaged during school closure. Children can also continue to access the learning apps that the school subscribe to such as Mathletics, Times Table Rockstars, online subscriptions such as J2E and access to such programs as 'Busy Things'.

There is no expectation for children to complete these tasks and for these tasks to be completed in a specific time frame. Our children and their families' mental health and wellbeing are the most important factor during school closure, and we are not aiming to put added pressure on our families during these already stressful times. Tasks are viewable from the school website which could include PDF files/Power Points. These can also be downloaded for ease of use for pupils. The website is accessible using any electronic device (including a mobile telephone) or computer.

We will be ensuring that we produce tasks that are differentiated for specific pupils if this is appropriate to the activities being set and SLT will ensure that these are sent to those pupils. Children will not need supervising while completing the tasks set but depending on age and ability may need an adult to download, set up (on a device) and explain the tasks.

Technology:

All staff have the necessary technology and access to undertake their work duties and CPD opportunities during school closure. Most children will have the necessary technology and access to complete tasks set if their parents or carers so wish. Tasks have been set with minimal access to technology to reduce the number of children who will not have access. The school will endeavour to support families, as best we can, who do not have access to technology and arrangements will be made with these families separately. However, these options will be severely reduced if we are forced into a full shutdown. The Senior Leadership team are equipped to support staff and families at a basic level and Cygnet will support the school and its staff at a more complex level. We will strive to support as many families as we can with basic technical issues.

Staff have been asked to make Microsoft Word or Power Point documents that can be converted easily into PDF files for ease of access for families.

As a school we have ensured that we have adhered to copyrights of all materials shared and ensured that all technology service terms, and privacy statements have been considered.