



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

Appendix 5 agreed by Chair's Action and is to be ratified at the next FGB.

Date: January 2021

Review Date: July 2021

Covid-19 forced schools to close to most pupils for the Summer Term. Following the full return to school in September there continues to be a need to facilitate remote learning and undertake remote working when necessary due to the self-isolation rules, or other Covid related operational decisions. In January 2021, the government announced that all schools will need to deliver remote learning for the first half term at least. 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 are providing home learning opportunities through a combination of, Evidence Me, J2e and the Google Education Suite. Pre-recorded videos to support our children's learning can be shared via Evidence Me, J2e and on the Google Education Suite; live video streams will be delivered through Google Meets and Google Classrooms.

Organisation:

We will continue to adhere to our 'Adult Acceptable Use Policy' (Appendix 2, Online Safety Policy) and all other guidelines within our Online 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 remain in contact with each other and other agencies using various forms of social media, email and live video streaming such as Zoom or Google Meets. 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, Zoom and Google Meets. Other staff members such as the DSL may 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.



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When children are self-isolating, or learning at home due to other Covid related operational decisions, the DSLs will telephone families of children who are open to children's social services each week, where possible, and teachers telephone the pupils in their classes regularly if no live streaming is taking place.

'These telephone calls will be made by teachers while they are on the school site using a school telephone line. Any teacher authorised to work from home (usually if self-isolating or shielding) 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. In exceptional circumstances, and only when authorised by the Headteacher or Deputy Headteacher, a class teacher will use their own telephone to make a call. They will preface the call with 141 and remove the number from their phone immediately after the call has finished.'

Safeguarding:

Where appropriate videos and live streams will be used to communicate with our pupils; we must ensure that all staff members safeguard themselves.

Where videos through Evidence Me, Google Meets or Google Classrooms are used, training has been 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 are aware that these videos could be accessed outside of our school community and therefore staff 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 Education Suite, Evidence Me and J2e are the platforms we will use for sharing videos/recorded lessons with our pupils.*
- *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 or in exceptional circumstances approved by the Headteacher.)*
- *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.*

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, other than in the following circumstances:

Video calling rules

If the meeting is set up by the school, Google Meets is the service to be used.

SLT may use video calling for remote meetings for example with governors, external agencies and as necessary for communication with parents.

All staff may use video calling for approved parent consultation evenings at the school as well as for training purposes, for example from Sutton LA/Cognus/SDBE/Cornerstones.



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Where a video call is thought to be the most effective way to obtain the best outcome for the child, staff can seek approval from the Headteacher to use a video call.

- 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.

In no circumstances should video calling take place with children outside of the school other than when staff are authorised to work from home (under a full lockdown, or if self-isolating or shielding). In this instance another member of school staff will be present within the Google Meet for safeguarding purposes. There may be occasions where video calling is appropriate within school e.g. school council during Covid-19 restrictions. In this instance, the class teacher would remain with the pupil throughout the meeting. This means there would always be several members of staff present.

Digital Safety Rules for Parents and Children:

- Your child must be in a safe and appropriate place with no bedrooms or inappropriate objects/information visible; a neutral background where possible.
- An adult must be present with your child during the meeting and remain in the same room as them during this time.
- Your child must wear suitable clothing, as should anyone else in the household who is visible.

Your child must use language that is appropriate and in line with that used in the classroom, including any family members in the background

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.



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Participation:

At present we are setting meaningful and ambitious work each day in an appropriate range of subjects. We provide teaching that is equivalent in length to the core teaching pupils would receive in school. This will include both recorded or live direct teaching time (through Google Meets) and time for pupils to complete tasks and assignments independently, and this will be as a minimum:

Key Stage 1: 3 hours a day, on average, with less for younger children

Key Stage 2: 4 hours a day

A list of accessible websites has been shared with our families which they are free to use to keep their children engaged during any period of remote learning. With the adoption of Google Suite, staff may choose to stream a live lesson at a specified time. On these occasions timetabling may be necessary and notification of this will be sent by ParentMail/ Evidence Me within a reasonable timeframe. Live lessons will be recorded for children to access at a later date if they are unable to do so at the time. 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'.

Children are expected to complete tasks set each day.. Our children and their families' mental health and wellbeing are the most important factor, and we are not aiming to put added pressure on our families during these already stressful times. These can also be downloaded for ease of use for pupils. The sites are 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 should 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 any period of self-isolation or shielding when they are well enough to work.

Most children have the necessary technology and access to complete tasks set but paper copies are provided where requested

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 severally reduced if we are forced into a full shutdown.

The Senior Leadership team are equipped to support staff and families 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.

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.