



Guildford Nursery School Remote Learning Policy

Document Review:	HT/AHT
Responsibility for Policy:	Children & Learning Committee
Approved:	September 2020
Review due:	According to government guidance

For the purpose of this document Guildford Nursery School and Family Centre will be referred to as GNSFC.

1. Aims

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for children who aren't in school due to a local lockdown or a bubble of children having to isolate due to a confirmed case of corona virus;
- Set out expectations for all members of the school community with regards to remote learning;
- Provide appropriate guidelines for data protection.

2. Roles and responsibilities

Each key person will be responsible for remote learning for their key children. This will be overseen by line managers and will have input from the SENCo where necessary.

Key People

When providing remote learning, key people must be available during their normal working hours. If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning key people are responsible for:

- Providing learning opportunities for children in their group on a daily basis. This should be via a live daily session to set challenges and learning opportunities for children, via Zoom;
- Post a weekly learning video or activity to Facebook;
- Collating examples of learning from children and using this to provide evidence of their learning in children's learning journeys;
- Sharing examples of learning via website and social media to help inspire families and promote what we do as a setting;
- Keeping in touch with children who aren't attending Nursery and their parents:
- Phoning or emailing families on a fortnightly basis (weekly for more vulnerable families or those who need extra support;

- Responding to emails from families (during regular Nursery hours only);
- Logging any safeguarding concerns via CPOMS and alerting DSL team if appropriate.
- Discussing ways of helping families to engage with online learning if they are not taking up live offer.
- Attending virtual meetings with staff, parents and outside agencies:
- Dress code remains as usual for Nursery when appearing online or in meetings;
- Location for remote learning should have a neutral and appropriate background.
- Managing online learning systems safely and responsibly, including:
 - Taking reasonable steps to solve IT problems independently seeking the advice of their line manager or the Assistant Head for their site.
 - Helping parents with issues around getting connected before referring to their line manager or the Assistant Head for their site.

If key people are required to be in school to support vulnerable children or children of key workers, class buddies will provide cover for remote learning.

SLT

Alongside any teaching responsibilities, the Assistant Heads are responsible for:

- Co-ordinating the remote learning approach on their individual sites
- Ensuring that every child, whatever their key group, has the same access to remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated Safeguarding Leads

The DSL team is responsible for:

- Ensuring that key people record any concerns via CPOMS;
- Make referrals to C-SPA if necessary for any children for whom we have serious concerns;
- Monitoring the progress and engagement of vulnerable families during a local lockdown and liaising with the appropriate staff from the Family Centre team where appropriate (including via virtual DSL meetings if necessary);
- Ensuring that all staff are aware of the revised Safeguarding Policy in the light of Covid-19.

Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

IT staff

IT staff are responsible for:

- Fixing issues with systems used to deliver remote learning but only after member of staff has followed trouble shooting guidelines;
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

Parents and Children

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in supporting children learning remotely – talking to the relevant Assistant Head or SENCo.
- Issues with IT – talk to line manager or Assistant Head, then contact HR Manager.
- Issues with their own workload or wellbeing – talk to their line manager.
- Concerns about data protection – talk to the data protection officer.
- Concerns about safeguarding – talk to the DSL.

4. Data protection

4.1. Accessing personal data

When accessing personal data for remote learning purposes, all staff members will know:

- how they can access the data, e.g. via Family or CPOMS which are secure and password protected.
- which devices they should use to access the data – work provided devices rather than personal ones.

4.2. Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and phone numbers, as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

4.3. Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Sending meeting invitations with a unique code.
- Record sessions and notify parents that you will be keeping a record of the session for a week afterwards.
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

The safeguarding policy has been updated to reflect the current situation including Covid-19 and can be accessed at \\GCCDC2\General\Centre\Policies & Procedures\Current Policies and Procedures\Safeguarding and on the GNSFC website.

6. Monitoring arrangements

This policy will be reviewed every six months or in response to government guidance by the SLT. At every review, it will be approved by the full governing board.

7. Links with other policies

This policy is linked to our:

- Safeguarding policy and coronavirus addendum to our safeguarding policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- E-safety policy (for staff)