

# Viking Academy Trust




## Remote Learning Policy

**Approved by the Trust: Term 3 2021**

**Reviewed annually: Term 3**

**Last review date: 4/1/21**

**Signed**



**Chair of Trust**

# Remote Learning Policy

## The Viking Academy Trust

Empowering Children Through Education: One Childhood One Chance

### Schools in the Viking Academy Trust (VAT)

Chilton Primary School  
Ramsgate Arts Primary School  
Upton Junior School

This **Remote Learning Policy** is specific to Upton Junior School.

#### Information and guidance regarding remote learning during Covid-19:

- DfE '[Safeguarding and remote education during coronavirus \(COVID-19\)](#)'
- The Education People: '[Safer remote learning during Covid-19: Information for School Leaders and DSLs](#)'
- SWGfL: [Safer Remote Learning](#)
- LGfL: [Coronavirus Safeguarding Guidance](#)
- NSPCC: [Undertaking remote teaching safely](#)
- Safer Recruitment Consortium: '[Guidance for safer working practice for those working with children and young people in education settings Addendum](#)' April 2020

This policy specifically addresses safer practice when running formal remote learning, including live streaming, but could also apply to other online communication, such as remote parent meetings or pastoral activities.

#### Leadership Oversight and Approval

1. Remote learning will only take place using Microsoft Teams and via videos shared via links to Vimeo
  - Microsoft Teams and Vimeo have been assessed and approved by The Trust Leadership Team
2. Staff will only use school managed accounts with learners and parents/carers.
  - Use of any personal accounts to communicate with learners and/or parents/carers is not permitted.
    - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with Nick Budge, Designated Safeguarding Lead (DSL).
  - Staff will only use school provided equipment apart from when they use their own devices (e.g. phone or tablet) to make teaching video content of themselves when working from home.



3. Online contact with learners and parents/carers should only take place within agreed communication hours (7:00-5:00). Staff are encouraged to use directed time for the vast majority of their communications.
4. All remote lessons will be formally timetabled; a member of SLT is able to drop in at any time.

### **Data Protection and Security**

5. All remote learning and any other online communication will take place in line with current school confidentiality expectations as outlined in VAT Confidentiality policy.
6. All participants will be made aware that teachers will use Microsoft Teams to record teaching input. These recordings will be uploaded to class Teams page for viewing by children at home.
7. Only members of Viking Academy Trust community will be given access to Microsoft Teams
8. Access to Microsoft Teams will be managed in line with current IT security expectations as outlined in AUP and use of mobile technology and social media policy.

### **Session Management**

- Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
  - Teacher in control of functions - sharing screens, muting, use of 'lobby' to admit children
- 9. When live streaming with learners:
  - contact will be made via learners' provided Teams email and logins.
- 10. Access links should not be made public or shared by participants.
  - Learners and parents/carers should not forward or share access links.
  - Learners are encouraged to attend lessons in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/carer or another appropriate adult.
- 11. Alternative approaches and access will be provided to those who do not have access (device loans and additional data packages and routers where available)

### **Behaviour Expectations**

12. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
13. All participants are expected to behave in line with existing school policies and expectations. This includes:
  - Appropriate language will be used by all attendees.
  - Staff will not take or record images for their own personal use.
  - Only staff will make recordings of live teaching



- Children should follow the three school rules in live lessons: be ready, be respectful, be safe
  - Children should not behave in a way that is detrimental to the learning of others (e.g changing functions, backgrounds etc.)
14. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
  15. When live teaching online, participants should:
    - wear appropriate dress.
    - ensure backgrounds of videos are neutral
    - ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.
  16. Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

### **Policy Breaches and Reporting Concerns**

17. Participants are encouraged to report concerns during remote or live streamed sessions: to teachers or parents / carers
18. If inappropriate language or behaviour takes place, participants involved will be removed by staff, the session may be terminated, and concerns will be reported to a member of SLT
19. Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behaviour. Appropriate sanctions will be put in place after discussion with parents
20. Any safeguarding concerns will be reported to Kate Law, Designated Safeguarding Lead, in line with our safeguarding policies.

### **Appendix 1:**

### **Home-School Agreement – COVID19: Home Learning**

Schools are most successful where a genuine partnership exists between children, teachers and partners. Our Viking Academy Trust vision is-

**Empower children through education: 'One Childhood One Chance'**

#### **Viking schools will:**

- Provide a continuous connection with your child, via our websites, Microsoft Teams & online learning platforms, to offer them routine, care and support.
- Continue to nurture your child through regular contact to ensure that they are happy, safe and well during these unsettling times.
- Endeavour to support you with any technical difficulties that you may be experiencing.
- Respond to any concerns you may have in a timely manner, within school hours.

#### **I, as a parent/carers will:**

- Encourage my child to engage with their Home Learning daily in order to scaffold their routine, care and support.
- Encourage my child to maintain the two-way communication (verbal or other) with school staff



- When online, keep my microphone muted and encourage my child to do the same during a 'live' class.
- Support the whole class live experience by responding to teachers only when I have been asked a question.
- Use the 'chat function' to ask the teacher a question if my query is urgent, and allow the teacher time to respond.
- Monitor my child's use of the 'chat function' to ensure chat is constructive, kind and appropriate and understand that if my child creates private chats that teachers will not be able to monitor these.
- Encourage my child to use the 'chat' function for academic questions only, in order to enhance the support the teacher can offer them.
- Ensure that any document uploaded by the teacher does not get moved to another location or edited.
- Ensure that any queries I have regarding my child's academic tasks are directed to the teacher within school hours.
- Ensure that any queries I may have regarding online learning (eg Microsoft Teams, the school website and other web-based learning platforms) are directed to the email address [ict@vikingacademytrust.com](mailto:ict@vikingacademytrust.com) or shared via the class teacher or school office.
- Offer understanding and support to teachers who, as key workers, are continuing to provide care and routine for my child in these difficult circumstances.
- Not utilise parent WhatsApp groups (or other forms of social media) to provide a negative commentary of the school. Instead we ask for open communication directly with the school leadership team.

#### **I, as a pupil of Viking Academy Trust will:**

- Follow the school positive behaviour policy and uphold school values whilst participating in Home Learning online, including my conversations in school-based 'chat' sites
- Keep my microphone muted during a live class unless asked otherwise.
- Use the 'chat' function to ask my teacher a question that is related to my work
- Ensure written communication posted online reflects the behaviours expected of me
- Engage with my teacher's communication (verbal and other) so that they know I am happy, safe and well during COVID-19.
- Use the school support networks shared with me to ask for help if I need it and to share worries I may be experiencing at this time

#### **Possible sanction for failure to comply with this agreement:**

- Removal of access to online learning platforms (eg Microsoft TEAMS, Spelling Shed, Bug Club, TTRS etc) for your child/children

**A signature is not required for this document, the terms herein are confirmed by all parties upon receipt.**

The VAT Home School Agreement is specifically for Home Learning during the Covid-19 pandemic.

It forms part of the Viking Academy Trust Parent & Carer Code of Conduct.

(updated January 2021)

