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Anti-Bullying Policy

Westmorland Primary School

Autumn 2024

Review date: Autumn 2026

Ratified by:



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Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

Use of remote learning

All pupils should attend school, in line with our attendance policy. Remote education is not viewed as an equal alternative to attendance in school.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

- Occasions when we decide that opening our school is either:
 - Not possible to do safely
 - Contradictory to guidance from local or central government

The school will consider providing pupils with remote education on a case-by-case basis.

Roles and responsibilities

Teachers

When providing remote learning, teachers must be available between 8.30am and 3.30pm.

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, teachers should:

- Provide pupils with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners
- Make reasonable adjustments for pupils with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that pupils can access remotely

They are also responsible for:

- Setting work for their class/year group (expectations are Maths, English, Reading and another subject daily) using Purple Mash as the main provider.
- Differentiating work so that all children can access it,
- Marking online work using the functions available on Purple Mash.



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- Contacting families as needed (via phone calls). The frequency and expectations of contact will be given by SLT when needed,
- Attending virtual staff meetings.

Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30-3.15

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 assisting with remote learning, teaching assistants are responsible for:

- Marking work
- Contacting families as needed (via phone calls). The frequency and expectations of contact will be given by SLT when needed.

Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Deciding whether any aspects of the subject curriculum need to be adapted.
- Monitoring the work set and checking it is appropriate and consistent

Senior leaders

The SLT has overarching responsibility for the quality and delivery of remote education.

Alongside any teaching responsibilities, senior leaders should continue to use the school's digital platform for remote education provision and make sure staff continue to be trained and are confident in its use.

They should continue to overcome barriers to digital access where possible for pupils by, for example:

- Distributing school-owned laptops accompanied by a user agreement or contract (if possible)
- Securing appropriate internet connectivity solutions where possible
- Having systems for checking, ideally on a daily basis, whether pupils learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern

SLT are also responsible for

- monitoring the effectiveness of remote learning using data provided by staff as well as the views of parents, carers and children.
- Ensuring staff have access to relevant training
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Providing information to parents/carers and pupils about remote education via the website, Facebook group or text as needed.
- Working with the catering team to ensure FSM families are provided for as needed.

Sarah Beckingham is responsible for co-ordinating the remote learning approach across school – facilitating the use of Purple Mash and Seesaw.

Designated safeguarding lead (DSL)

The DSLs are responsible for:

- Ensuring children are as safe as possible,



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- Checking in with highlighted families

Pupils and parents/carers

Staff can expect pupils learning remotely to:

- Complete some work daily
- Ask for help if needed
- Behave safely online as in school

Staff can expect parents/carers with children learning remotely to:

- Engage with school
- Support learning
- Keep school informed if their child is ill or can't complete work
- Ask for help if needed
- Be respectful to staff

Governing board

The governing board is responsible for:

- Monitoring the school approach to providing online learning
- Checking that the school has everything it needs to deliver a high quality remote learning experience

Who to contact

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

General Issues – Sarah Beckingham

Safeguarding concerns – DSLs

IT issues – AVA

Workload or wellbeing issues – Line Manager

Data protection

Accessing personal data

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

Use remote server access to access SIMS

Use school devices where possible

Processing personal data

Staff members may need to collect and/or share personal data 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. The school will follow its data protection policy / privacy notice in terms of handling data.

However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school's policies and procedures.



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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)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- 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

Monitoring arrangements

This policy will be reviewed yearly by Sarah Beckingham. At every review, it will be approved by SLT and shared with the Teaching and Learning Committee..