

# REMOTE LEARNING POLICY

**Approved by:** Lisa Campbell-Squires **Date:** 1<sup>st</sup> June 2020

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## 1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in Team Domenica’s approach to remote learning.
- Set out expectations for all members of the Charity’s community with regards to remote learning.
- Provide appropriate guidelines for data protection.

## 2. Roles and responsibilities

### 2.1 Staff

Staff must be available between 9am – 5pm on their days of work. If you are unable to work for any reason during this time, for example due to sickness or caring for a dependent, you should report this using the normal absence procedure.

#### Email your line manager

Email [admin@teamdomenica.com](mailto:admin@teamdomenica.com)

### 2.2 Staff are responsible for:

#### Online sessions

- Planning sessions and resources.
- Delivering sessions via Zoom.
- Co-ordinate with other staff members to ensure that a consistent approach is maintained.
- Arranging and delivering 1-1 sessions with mentees.
- Delivering group mentor sessions.
- Reporting candidate absences to your line manager.
- Complete session registers.
- If teachers/mentors will also be working in the training centre part-time, such as on a rota system, cover may need to be arranged for the responsibilities above during this time.

### Keeping in touch with parents/carers:

- Maintaining regular contact with parents/carers via Zoom, email or phone during working hours only.
- Use company email accounts and not personal ones.
- Always BCC when emailing parent/ carer groups.
- Use company devices over personal devices where possible.
- Completing contact log when receiving or making contact with candidates/parents.
- Complete contact log after each 1-1 session.
- Any complaints from parents/carers or candidates should be passed on to your line manager.
- Do not share any personal information when communicating with parents/ carers
- Remind parents to frequently update software in particular Zoom updates. Admin to email staff and parents when new updates are available for Zoom.

### Safeguarding:

- All safeguarding concerns must be logged on My Concern.
- If staff feel that a candidate is in immediate danger, please call a DSL as soon as possible.

### Attending virtual meetings:

- Dress code – no pyjamas, neat and tidy.
- Background – nothing inappropriate, if possible avoid areas with family pictures in the background. Avoid having any personal documents in view.
- Noise – where possible avoid areas with background noise.
- When sending out invites/links for candidate sessions always BCC and ensure meeting passwords/invites are only sent out via email not via calendars.

## 2.3 Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.
- Working with teachers teaching their subject to make sure work set is appropriate and consistent.
- Monitoring the work set by teachers in their subject – this will be through regular meetings with teaching staff or by reviewing work set.
- Alerting teaching staff to resources they can use to teach their subject.

## 2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the Charity.
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

## 2.5 Designated safeguarding leads

The DSL is responsible for:

- Ensuring all staff are suitably trained and know the Charity's safeguarding procedures.
- Ensure the current Team Domenica Safeguarding Policy is still in effect.
- Code of conduct to be reviewed in light of Covid-19.

## 2.7 Candidates and parents

Staff can expect candidates to:

- Be contactable during the required times – although consider they may not always be in front of a device the entire time.
- Seek help if they need it, from teachers or mentors
- Alert teachers if they're not able to complete work.

Staff can expect parents/carers to:

- Make staff aware if the candidate is sick or otherwise can't attend any sessions or complete work.
- Support candidates in ensuring they have all correct work packs and equipment for each timetabled session.
- Before the session starts, ensure candidates are fully clothed; no pyjamas; and ready to learn.
- Seek help from the charity if they need it.
- Be respectful when making any complaints or concerns known to staff.

## 2.8 Governing board of Trustees

The governing board is responsible for:

- Ensuring that staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons.
- Monitoring the approach to providing remote learning to ensure the Charity is delivering to the required standards expected by DofE.

### 3. Who to contact

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

Issues with setting work – Deborah Rayner-Gray

Issues with behavior – Deborah Rayner-Gray

Issues with IT – Justin Ianotti / Danielle Dodd

Issues with their own workload or wellbeing – Line manager firstly, then escalate to HR / Danielle Dodd

Concerns about Data Protection – Justin Ianotti / Danielle Dodd

Concerns about Safeguarding – Lisa Campbell Squires / Deborah Raynor Grey

### 4. Data protection

#### 4.1 Accessing personal data

When accessing personal data, all staff members will:

- Store and access all data on Sharepoint.
- Use charity devices over personal devices where possible.

#### 4.2 Sharing personal data

Staff members may need to collect and/or share personal data (such as email addresses, phone numbers) as part of the remote learning system. Such collection of personal data applies to our functions as a charity and doesn't require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online and only when agreed by all parties.

#### 4.3 Keeping devices secure

- Remind staff to frequently update software and system updates for all devices and Zoom.
- Ensure staff have password protection on all their devices used for work and change these passwords every 3 months. 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).
- **<https://www.ncsc.gov.uk/cyberaware/home> This site gives you links to change passwords and safely store passwords.**
- All Team Domenica devices are installed with Antivirus software. Staff using their own devices must ensure they have anti-virus software installed.
- During Zoom sessions disable any prompts that encourage users to download an app when they join a session. This can make you more susceptible to phishing.
- Ensure all Zoom hosts are aware of how to enable/ disable security settings e.g. verifying the identity of all participants on the call; approve participants in waiting room on zoom; removing participants not successfully identified.

- Ensure all staff store documents securely on Sharepoint and use a backup feature such as iCloud. Instructions for this are found on the above Cyber Aware at Home link at number 7.
- Ensure the device locks if left inactive for a period of time.
- Do not share the device among family or friends.

## 5. Safeguarding

Refer to the Team Domenica Safeguarding Policy.

## 6. Monitoring arrangements

This policy will be reviewed before start of term in September 2020, it will be approved by the Strategy and Programme Director.

## 7. Links with other policies

This policy is linked to our:

- Dignity at Work Policy
- Data Protection Policy
- Code of Conduct Policy
- Safeguarding Policy
- Dress Code policy
- GDPR Compliant Policy

## 8: Other Guides

- <https://www.ncsc.gov.uk/cyberaware/home> This is a good guide to working safely at home from National Cyber Security Centre. Also gives links to change passwords and safely store passwords.