

Remote Learning Policy
March 2020
In response to the Covid 19 Outbreak



“Treasure Each Individual”

Staff will use only school registered email accounts to correspond with parents and carers. Staff will not make contact with any pupil directly.

Staff will set activities to children only through their school email accounts and other appropriate platforms (for example Seesaw, Google Classroom). Personal data will be managed in accordance with our Safeguarding policy, Acceptable Use Policy and Online e-safety Policy. No personal data of staff or pupils will be stored on personal devices, other than an encrypted stick.

Any email should be in line with all policies of Mordiford C E Primary School. Staff will not refer to any parent or carer, or accept to be referred to by any parent or carer on a first name basis, and at all times will not be over familiar. Staff will use professional language.

No staff member should respond to conversations with parents directly by text message/ Whatsapp App / Messenger, Facebook, Instagram etc. If this is absolutely necessary this should be agreed by the Headteacher. Staff members who are in another role (parent, friend etc) will not reply to comments or answer questions on any other platform other than a school email address.

Any platform used needs to be approved by the DSL or Deputy DSL. Parents will be contacted via email from registered school email addresses of staff members to inform expectations and the participation necessary.

Technical support should be directed to Computing Curriculum Leader via school email address boakley@mordiford.hereford.sch.uk or Headteacher or Deputy Headteacher.

Computing Curriculum Leader will have access to all Year Group Email correspondence to assist with the speediness of parent/ career questions and help needed.

Any platforms being used will have had the approval of the Computing Curriculum Leader who has looked at service terms and privacy statements. Advice has been, and will continue to be sought by the Computing Leader from our SLA partner.

When using online platforms any pre-designed activities, will be checked thoroughly before posting.

At present (April 2020) staff are not to engage with video streaming or calling without the prior consent of the SLT / DSL.

Staff will contact vulnerable children and Carers by telephone regularly and will record the conversation in written form, and log with DSL/Headteacher. The conversation will include any barriers to accessing the work set, internet, devices etc.

Staff will confirm with the DSL or Deputy DSL or Computing Curriculum Leader that they fully understand the platform they are using, the privacy settings and if unclear will not use it until conversations have been had remotely. Any website indicated for pupils to use should be checked before publication. For example, a You Tube Clip – which often has unsuitable adverts before the clip. School software should be used to avoid this, and again if unsure advice will be taken from the Computing Curriculum Leader.

Staff will at all times refer to Mordiford C E Primary School Safeguarding Policy at all points before any communication.