



Remote Learning Protocol – Covid 19

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1. Introduction

In July 2020 the DfE issued guidance for the full reopening of schools following the Covid 19 closure period. The guidance can be found [here](#). As part of the guidance, every school has to have in place contingency plans for outbreaks. The guidance sets out principles and states:

In developing these contingency plans, we expect schools to:

- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations
- give access to high quality remote education resources
- select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use
- provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
- recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools should work with families to deliver a broad and ambitious curriculum.

School Closure may be a result of

- a need for class or cluster isolation as a result of confirmed Covid 19 cases
- whole school closure as a result of confirmed Covid 19 cases
- local area lockdown
- national lockdown

It is likely that a local/national lockdown would still require schools to be open for keyworker/vulnerable pupils.

Pupils' access to learning

- Please see [EEF Remote Learning Summary](#)
- Home learning packs: a register will be kept in each class of pupils who don't have access to PCs/other devices so that packs can be sent home.
- G Suite: all teaching staff should ensure that they are fully conversant with GSuite procedures in accordance with the school's Remote Learning policy.
- Parents must sign the acceptable use agreement relating to remote learning so that pupils can access the platform. The class teacher will ensure that pupils have their login details to access GSuite through Single Sign-On. Pupils will be shown how to log into GSuite. Logins for each class will be provided by the admin team and details kept in pupils home/school books for easy access.
- Website: A link to single-sign-on (GSuite) will be available on the school website in the pupils area. Other resources for home learning including links to educational websites will also be available on the school website.
- Video stories: will be posted on the school website and parents informed by school comms.
- Oak Academy: Oak National Academy, with the backing of the DfE, provides a collection of on-line lessons and resources. It is available throughout 2020/21 as a free, optional, resource to support contingency planning. <https://www.thenational.academy/#>
- [EEF SEND: \(Education Endowment foundation – SEND resources\)](#)
- [EEF Support Resources](#)

2. Staff Expectations

Schools and local authorities are expected to work together during lockdown to ensure that different settings are supported to open to eligible pupils wherever possible, taking into account their circumstances and cohort. Some pupils will inevitably be reliant on learning from home. Within the school setting, each member has a role to play in delivering the best quality teaching and learning opportunities they can, whether this is onsite or as remote access. Teachers may deliver two timetables (see appendix table)

1. Whole class lockdown, (Appendix 4).
2. Individual pupils who are isolating due to others in their home setting being symptomatic (Appendix 5).
3. Alongside the timetable teachers will keep a record of work sent home weekly and information on the learning that took place.
4. Work packs will be prepared by the teacher and sent home once information regarding the pupil's self-isolation is confirmed.
5. Work completed at home will be returned to school when the pupil returns.
6. Parents may send video recordings or photos to highlight work completed at home.
7. If a teacher is self-isolating and their pupils are in school, they will follow the regular class timetable with the teacher leading at least 3 lesson introductions within the day. The teacher will attend all briefings and liaise with class staff daily. Planning

will be provided by the class teacher. Resourcing and organisational set up in the classroom will be carried out by the Teaching Assistants.

3. Teachers

- Teacher Responsibilities for Learning –online /home packs. Teachers will produce learning activities for pupils either on site or at home. These activities will be in relation to the curriculum map planning for the specific term affected. Learning activities will also reflect IEP targets.
- An element of the learning planned by the teacher will be interactive and delivered across a virtual platform.
- Teachers will maintain communication for those not attending school at this time via email, Google Meet, telephone. Teachers should be available for pupils and parents during pupil contact time (8:30-11:30 AM & 1:00-3 PM).
- Teachers to highlight pupils requiring individual risk assessments.
- Teachers will continue to meet with their line managers (Cluster leaders) according to prearranged meetings. This will be either virtual or face to face. Middle Leaders will continue to meet with their Curriculum Line manager and attend SLT meetings according to prearranged schedules.
- Teachers on rota will be available for work and ready for calls from 7.30 am.
- Teachers will set tasks for their TAs in relation to resources, supporting on line delivery of short sessions to pupils at home and attending any set training opportunities.

4. Teaching Assistants

- TAs will continue to support pupils in their care- producing resources, supporting on line and face to face learning as appropriate.
- TAs will attend weekly meetings with their line Manager in order to discuss pupil's progress in work tasks & discuss next steps of learning.
- If TAs are working on site on a rota basis, they will produce a diary of work activities planned for the week. They will be available for work and ready for calls from 7.30 am.
- TAs will be prepared to deal with any disruption to sessions, e.g. if teacher's internet connection is knocked off, TA is there to pick up or explain.

5. Leadership Team

- The SLT will take a strategic view , continually monitoring the Government updates and guidance to support the regular business of the school
- They will monitor the learning provided for pupils in order to ensure all pupils receive their entitlement through adapted teaching & learning experiences both at home and at school.
- They will attend SLT meetings and lead meetings with teachers/MDT/outside Agencies, to conduct the regular business of the school in relation to teaching and learning, progress of pupils.
- Support SW with vulnerable pupils (CP, CIN cases)
- DHT will work with the MDT monitoring their support to parents & pupils during this critical stage.
- Monitor, review school risk assessments including individual risk assessments for pupils.

6. Administration

- Maintain registers /attendance records for staff and pupils.
- Maintain/support communication with families

7. Premises Staff

- Follow guidance for cleaning routines (COVID related)
- Follow school risk assessment for COVID

8. Well Being

Pupils/Families

Any school closures can increase the daily pressures already faced by our families and a range of other factors may directly affect our pupils and their families during this time.

- Class teachers will make weekly wellbeing calls to the families of any pupils not in school and will either seek additional support from leadership or signpost families to various support services where appropriate.
- Teachers will liaise with the Multi-disciplinary team to offer parents telephone support with a range of behaviour and learning needs – resources or video examples will be sent home to support parents to carry out the advice.
- The school will aim to support families when appropriate by arranging access to food banks or food delivery services and seek additional advice and support for families that are facing financial hardship.

- Pupils will be encouraged to join online calls with their class teachers and peers to build and maintain the relationships and the sense of belonging for the pupils.

Many families will be seeking guidance and reassurance from school about sending pupils back to school after closures. Staff will be encouraged to follow the key messages in the supporting document.

<T:\COVID 19\PH key messages for professionals to support CYP back to school.pptx>

Staff

The school aim to provide the necessary working conditions and support to staff to reduce stress in school and when working from home.

- The school will work alongside the multidisciplinary team to ensure they support staff to optimise their own wellbeing through evidence based approaches whilst adapting to the different circumstances.
- School will encourage open and honest communication with staff and ensure they are all aware of the services available to support them – this includes training classroom leaders and middle leaders to be able to support their class teams effectively.
- Government guidance will be closely monitored to ensure staff are safeguarded effectively and that the working environment is clearly organised and well led.
- Staff training will be identified and delivered to ensure staff have the learning opportunities and resilience to develop their understanding of any new roles or responsibilities they may face.

School leaders will ensure they are clear about the areas of focus to ensure staff wellbeing is maintained and supported:

<https://www.egfl.org.uk/sites/default/files/Wellbeing%20guide%20for%20staff%20working%20in%20schools%20and%20trusts%20LGA.pdf>

9. Communication Strategy

The school will use the following methods of communication to alert all stakeholders in the event of a school closure

1. **School Website** – the school website ‘heads up bar’ will be updated to include prominent school closure announcement. Philippa/Katie will be responsible for this.
2. **Letter** – in the event of a further lockdown or school closure the LA are likely to issue a letter to be sent to all parents. This letter will be adapted as necessary and will be emailed using school coms and a copy will be sent to Governors/staff if deemed appropriate. This can be carried out remotely and will be the responsibility of the administrator/SBM
3. **Email** – see above. Letters the school wished to be send can be emailed via school coms. The school administrator will ensure that school coms is up to date and includes all email addresses for pupils on roll from Sept 2020.
4. **Texts** – parents and staff will be sent a short text advising of any planned closure. This will direct them to further sources of information. This can be carried out remotely and will be the responsibility of the administrator/SBM
5. **Governors** – the Head/SBM will notify the Governing Board
6. **Telephone Contact:** –
 - With Pupils and Parents -teachers will be required to keep in regular contact with their class pupils and parents and they should ensure that they have the means to do this from home should the school be unable to open in September. Action: AHs to liaise with Staff on this requirement. Emergency Plan to be updated and circulated by SBM by end of August.
 - With Staff – AHs/line managers will remain in regular contact with staff on their team.
 - With Local authority – The Head will remain in regular contact with LA advisers
 - With Governors – The Head will remain in regular contact with the Chair. The clerk will email the wider GB with updates. Point out that parents/ staff should avoid using 'chat'

10. Organisation

Organisation

Vulnerable pupils

- The most vulnerable pupils will be highlighted and where possible will be encouraged to attend school on a full or part-time basis, as possible in accordance, with national guidance.
- Weekly monitoring calls will take place by teachers to all pupils who are learning from home and in addition a member of SLT/School Social Worker will call all pupils weekly who are not in school who are identified as being CIN or CP.
- A monitoring log will be completed by teachers following calls home and will be shared with members of the Senior Leadership Team and the School Social Worker. Any issues of concern that arise during these telephone calls must be shared with a member of SLT/School Social Worker directly to ensure that the necessary support can be put in place. If necessary, further advice or support may be requested from the wider multi-disciplinary team and members of MDT team may also contact parents at the request of the teacher/SLT team.
- The School nursing service will also be responsible for calling parents of pupils who have a Healthcare Plan and ensuring that their medical needs are continuing to be met.

Rotas

- In the event of a further lockdown, the school will remain open for children of keyworkers and the most vulnerable pupils, as possible,
- Staff in school may work on a rota basis if the number of pupils attending school is low and will be supporting pupils with their learning at home when not in school.
- If staff are working on a rota basis, they will all be available to work from 7.30 am each day.
- Teachers will be responsible for providing a timetable of contact with their pupils who are learning remotely – this will include online activities

11. Acceptable Use

Staff and Pupils are required to sign the acceptable use policy before accessing the platform and live streaming lessons (Live Streaming must be approved in advance by a member of the SLT).

The objectives of this policy for remote access by staff are:

- To provide secure and resilient remote access to the School's information systems.
- To preserve the integrity, availability and confidentiality of the School's information and information systems.
- To manage the risk of serious financial loss, loss of stakeholder confidence or other serious business impact which may result from a failure in security.
- To comply with all relevant regulatory and legislative requirements (including data protection laws) and to ensure that the School is adequately protected under computer misuse legislation.

12. User Responsibilities, Awareness & Training

The School will ensure that all users of information systems, networks, teaching platforms and applications are provided with the necessary security guidance, awareness and where appropriate training to discharge their security responsibilities. Irresponsible or improper actions may result in disciplinary action(s).

All users are required to:

- Read this policy and sign the acceptable use agreement form.
- Record all live streaming sessions and to save this in the 'Live Recordings' folder which is accessible by all members of the SLT.
- Staff will follow the guidelines around live streaming:

Within google Meet teachers access a link in the bottom left

The teacher sends the link to join the classroom to pupils

At the end of the session teachers must ensure that they are the last person to leave the meet so that the link will no longer work

Care: The link can be forwarded to anyone but will only work for users in the same school, so can be shared with others in Castlebar.

It is also possible for a child to send that link to another child-though they would only be able to go into the meeting if the teacher has started it. The link could also be shared externally, but any external person would need to be allowed into the meeting by the teacher/host. The teacher would get an alert that only they would see to allow or deny admitting them to the meeting.

- Ensure they regularly change their network and school laptop passwords; ensure this is a strong password and that this is not shared with others.
- Agree to only access the School network via a school owned device e.g. laptop.
- Follow good practice in regards to software updates, including anti-virus and ensure the school's designated technician inspects the device at least annually or when a virus or malware is suspected. The device must not be used until this has been removed.
- Only access the School network in a secure, private location i.e. never in a public place.
- Mobile devices are not left unattended, or that data that is deemed confidential is not left visible on the screen.
- Not respond to unsolicited emails or click any link within unsolicited emails, pop-ups and other means of communication or access information that is not relevant to their role.
- In order to avoid confusing official company business with personal communications, employees with remote access privileges must never use non-school e-mail accounts (e.g. Hotmail, Yahoo, etc.) to conduct school business.

-
- The remote access user also agrees to report immediately, to their manager and to the Business Manager any incident or suspected incidents of unauthorised access and/or disclosure of school resources, databases, networks, etc.
 - The remote access user also agrees to and accepts that his or her access and/or connection to Castlebar School's networks may be monitored to record dates, times, duration of access, etc., in order to identify unusual usage patterns or other suspicious activity.

13. Removal of Remote Learning Rights

The school reserves the right to withdraw this facility from users at any time if they are in breach of the conditions of use, or where their actions have compromised the safety of others or have led to a breach of confidentiality, integrity/or availability of the School's systems or services.

The remote access rights of all employees and third party users shall be removed upon termination of employment, contract, or agreement and all School owned systems and other devices and information/data must be returned to Castlebar upon termination of employment or contract.

14. Next Steps

1. Please complete, sign and return the acceptable use agreement and remote access checklist.
2. Ensure that your school laptop/device has received an annual health-check and is fully updated.
3. Collect your remote access user guide and log in instructions from the School Business Manager.

This policy is to be read alongside the:

- Computing Policy
- Online Learning Policy
- Safeguarding Policy
- Data Protection Policy
- Remote Access Policy

This policy was ratified by the Curriculum Pupil and Parents Committee on: TBC

Date of next Review: Spring 2021

Appendix 1a: Acceptable use Agreement (Staff)



Staff, Governor and Visitor Acceptable Use Agreement / Code of Conduct

This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT.

All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Alan Guy, school e.Safety coordinator.

- I will only use the school's email / Internet / Intranet / MLE and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal email address, to pupils.
- I will only use the approved, secure email system(s) and MLE tools for communications with pupils / students / parents. (Applies to both Staff and to Governors)
- I am aware that communicating with students / pupils via private email / SMS and social networking sites may be considered a disciplinary matter in this school.
- I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body.
- I will not install any hardware or software without permission of the network manager.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory and **understand that to do so may constitute a disciplinary offence and in some cases a criminal offence.**
- Images of pupils and / or staff will only be taken, stored and used for professional purposes in-line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent / carer, member of staff or Headteacher.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.

User Signature

I agree to follow this code of conduct and to support the safe use of ICT throughout the school

Signature Date:

Full Name (Printed)

Appendix 1b: Remote Access Check List

Please sign below

I have read and am aware of my duties under the data protection policy	
I have read, signed and returned the acceptable use agreement form	
I have received training and advice on how to safely access the school network and agree to abide by all good practice guidance. To keep information secure and confidential and to safeguard the integrity of school data	
I have ensured that my school laptop is fully updated and has had an annual health check	
I have ensured that software updates are automatic	
I have created a strong password and that passwords are not automatically saved on my device	
I am aware of the requirements of the staff code of conduct and will abide by this	

Completed by:

Print name:

Date:

For office use: (initial and date when completed)

Acceptable use policy and remote access agreement signed and to be filed in staff file

Training session on remote access safety protocols attended

Remote access guidance and login details supplied

Appendix 2: Acceptable use Agreement (Pupils and Parents)



Castlebar School - Acceptable use Agreement for Pupils

  I will.....

    Use technology for school work only.

    Not tell other people my passwords.

    Not use other people's passwords.

       Will tell my teacher if I find/see bad things.

       Will not give out my details to people I meet online.

Dear Parents/Carers,

ICT including the internet, email and mobile technologies, etc. has become an important part of learning in school. We will work with the school to keep children safe and help them to learn responsible and respectful use of technology. Please read and discuss the online safety rules above, with your child and sign and return this form to the school. If you have any concerns or would like some explanation please contact the class teacher.

Where appropriate we have discussed this with our child and _____ (child name) agrees to/we are confident will follow the online safety rules and support the safe use of technology both at Castlebar School and outside school.

Parent/Carer Signature _____

Class _____

Date _____



Remote Learning

I understand that Castlebar School may on occasions use technology to support home learning. These sessions will always be pre-planned and I will ensure that a responsible adult is within the vicinity.

I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials, including behaviour policies and agreements, physical and technical monitoring, education and support and web filtering. However, the school cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies.

I will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including on social media.

I will follow the school’s acceptable use policy and on-line safety policy, which outlines when I can capture and/or share images/videos. I will not share images of other people’s children on social media and understand that there may be cultural or legal reasons why this would be inappropriate or even dangerous. The school sometimes uses images/video of my child for internal purposes such as recording attainment, but it will only do so publicly if I have given my consent on the relevant form. I will not record any activities/lessons/photographs delivered through the Remote Learning platform.

I understand that whilst home networks are much less secure than school ones, I can apply child safety settings to my home internet. Internet Matters provides guides to help parents do this easily for all the main internet service providers in the UK.

I understand that it can be hard to stop using technology sometimes, and I will talk about this to my children, and refer to the principles of the Digital 5 A Day: childrenscommissioner.gov.uk/our-work/digital/5-a-day/

I understand and support the commitments made by my child in the Acceptable Use Policy (AUP) which can be seen above.

I can find out more about online safety at Castlebar School by reading the full Online Safety Policy here <http://www.castlebar.ealing.sch.uk/wp-content/uploads/2018/06/Curriculum-Online-Safety-Policy.pdf> and can talk to my child’s class teacher if I have any concerns about my child/ren’s use of technology.

We have discussed the Acceptable Use Agreement / e-Safety Rules with our child and they agree to follow the e-Safety rules and to support the safe use of ICT at Castlebar School and at home.

I/we have read, understood and agreed to this policy.

Signature/s: _____

Name/s of parent / guardian: _____

Parent / guardian of: _____

Date: _____

Appendix 3: Example – Castlebar School Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 - 9:30 am					
9:30 - 10:30 am	Whole School Zoom Meeting Families encouraged to carry out online Exercise	Numeracy Intro and Work Activities sent	KW Intro and Work Activities sent	Consolidation Literacy Intro and Work sent	PPA Families encouraged to carry out online Exercise
10.30 - 10.45 am	Break – Yellow/Red/Blue				
10.45 - 11.00 am	Break – Green/Orange/Purple				
11:00 am - 12:00 pm	Literacy Intro and Work Activities sent	PPA Families encouraged to carry out online Exercise	PPA Families encouraged to carry out online Exercise	Cluster Zoom Meeting Families encouraged to carry out online Exercise	Consolidation Numeracy Intro and Work sent
12:00 - 1:00 pm	LUNCH				
1:00 - 2:00 pm	Monitoring Calls and Individual Pupil Zoom Calls – Individual Targets/Progress made	PSED/RE Intro and Work sent	Monitoring Calls and Individual Pupil Zoom Calls – Individual Targets/Progress made	Creative Intro and Work sent	Monitoring Calls and Individual Pupil Zoom Calls – Individual Targets/Progress made
2:00 - 2:15 pm	Assembly	Break	Assembly	Break	Assembly
2:15 - 3:15 pm	Monitoring Calls and Individual Pupil Zoom Calls – Individual Targets/Progress made	Follow on to PSED/RE	Monitoring Calls and Individual Pupil Zoom Calls – Individual Targets/Progress made	Follow on to Creative	Monitoring Calls and Individual Pupil Zoom Calls – Individual Targets/Progress made

Appendix 4: Castlebar School Weekly Timetable (Pupils self-isolating due to others being symptomatic)

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 - 9:30 am	Online movement activity (Joe Wickes on YouTube, Cosmic kids)	Online movement activity (Joe Wickes on YouTube, Cosmic kids)	Online movement activity (Joe Wickes on YouTube, Cosmic kids)	Online movement activity (Joe Wickes on YouTube, Cosmic kids)	Online movement activity (Joe Wickes on YouTube, Cosmic kids)
9:30 - 10:30 am	Maths Activity-supplied by teacher	Writing Activity-supplied by teacher	Maths Activity-supplied by teacher	Writing Activity-supplied by teacher	Maths Activity-supplied by teacher
10.30 - 10.45 am	Break – Yellow/Red/Blue				
10.45 - 11.00 am	Break – Green/Orange/Purple				
11:00 am - 12:00 pm	Reading activity linked to class story/own reading text (Tasks supplied by teacher) Video link to class to share reading (11.40)	Maths Activity-supplied by teacher	Reading activity linked to class story/own reading text (Tasks supplied by teacher) Video link to class to share reading (11.40)	Maths Activity-supplied by teacher	Reading activity linked to class story/own reading text Video link to class to share reading (11.40)
ICT extension activities	Collins Collect User name: jwood@castlebar.ealing.sch.uk Password: k0401939	Snappy Maths ICT Games	Starfall.com	BBC Bitesize – Primary Cricket Web – EYS/Maths IXL	MyUSO: Literacy
12:00 - 1:00 pm	LUNCH				
1:00 - 2:00 pm	Creative activity according to topic (Resources/tasks supplied by teacher)	Creative activity according to topic (Resources/tasks supplied by teacher)	Creative activity according to topic-cooking session (teacher/parent choice)	Creative activity according to topic (Resources/tasks supplied by teacher)	Creative activity according to topic-cooking session (teacher/parent choice)
2:00 - 2:15 pm	Assembly	Break	Assembly	Break	Assembly
2:15 - 3:15 pm	Music/dance session-on line or listening to own music	Singing using ‘Singing Hands website’ 2.30 pm Video link to class to sing along with pupils	Teacher/TA 1:1 session with pupil Teacher call with parent	Singing using ‘Singing Hands website’ 2.30 Video link to class to sing along with pupils	Teacher/TA 1:1 session with pupil Teacher call with parent

Appendix 5: Home Schooling for Pupils Self-isolating Record

Class name:

Teacher:

Week beginning:



Child	First day of absence and Reason for absence	Date work sent	Numeracy Activities	Literacy Activities	Topic activities	Main points from discussion with parents	Pupil progress/review of learning/next steps

Guidance for monitoring pupils

- Class teacher to ring every child at least weekly /twice weekly (including the families of children who are still attending school?) **Staff when using their personal phone, in order to protect their privacy, should use the prefix 141 before then dialling in the number.** If you initially don't make contact leave a message for them to say that you have tried to make contact and that you will try again in 10 minutes etc. Where it is not possible to effect contact please inform the office or Assistant Head directly. They will then attempt to make contact.
- CP or CIN pupils will receive an additional call each week from school social worker/assistant head which will be recorded also
- Where there are any concerns about vulnerable adults try and gain contact with that individual first
- Discussion points to raise in a supportive way:
 - How are you all getting on? Enquire about families general wellbeing, is everyone in good health including the child, how is their food supply, any other concerns? For anything health related then parents need to follow national guidelines e.g. 111. If there are concerns over limited food etc. then refer to social worker\assistant heads to make follow up call. Any concerns or feelings teachers have that there may be a problem or family are not coping then refer to social worker\assistant heads.
 - How is behaviour? Discuss strategies parents could try, encourage parents to keep a daily routine and suggest what it might look like, share ideas for activities they could do and how to break up the day, recommend where it is possible to follow social distancing and it is safe to go for a daily walk to get exercise or do yoga or dancing which can be found on YouTube.
 - If parents ask when they can send children back then remind them that the government advice is to stay at home if possible and follow social distancing rules.
- The class teacher knows the child best so any advice on behaviour etc. would come from them. Where there are any welfare concerns then please mark that a follow up call is required and the general reason e.g. limited food, safety concerns, high family stress. Then email all the DSL's Paul, Mel, Alan, Louise, Dawn and Heather. Explain what your concerns are for the family. Whoever is going to action it will call you to discuss. If you do not hear back from anyone then please follow this up until you do.
- Once you have completed your phone calls please email the completed update to all the DSL's. Any concerns would need to be sent immediately and not wait until the other calls are all made.
- This will be continued each week so we have a running record of contact with the families and the Childs welfare.

Appendix 6: Support Staff Home Working Diary

In these strange times we are all working in different ways to continue completing tasks to support our work places. Our opportunity to deliver the usual role is continually changing. As a member of staff working from home this document supports you to outline your continuing contribution to your classroom role. Please detail the activities you are working on, which should amount to 5 and a half hours working time for 2 days in the week.



Day/Date	School based tasks

Twenty Safeguarding Considerations for Lesson Livestreaming

Just because schools are supporting students remotely and sending work home does NOT mean that you need to livestream lessons. This should only be done where you are equipped to do so safely. But if you are considering it, bear these things in mind:

- 1 Only use school-registered accounts, never personal ones
- 2 Don't use a system that your SLT has not approved
- 3 Will some students be excluded? Do they have internet, a device and a quiet place?
- 4 Do students and staff have a safe and appropriate place with no bedrooms or inappropriate objects/information visible?
- 5 Check the link in an Incognito tab to make sure it isn't public for the whole world!
- 6 Has your admin audited the settings first (who can chat? who can start a stream? who can join?)
- 7 What about vulnerable students with SEND and CP needs?
- 8 Don't turn on streaming for students by mistake – joining a stream ≠ starting a stream
- 9 Never start without another member of staff in the 'room' and without other colleagues aware
- 10 Once per week may be enough to start with – don't overdo it and make mistakes.
- 11 Keep a log of everything - what, when, with whom and anything that went wrong
- 12 Do you want chat turned on for pupils? Can they chat when you aren't there?
- 13 Avoid one-to-ones unless pre-approved by SLT
- 14 Remind pupils and staff about the AUP agreements they signed* The rules are the same
- 15 Remind pupils and staff about the safeguarding policy and reporting process – does it work remotely?
- 16 Do you want to record it? Are students secretly recording it? You may not be able to tell.
- 17 How can students ask questions or get help?
- 18 What are the ground rules? When can students speak / how?
- 19 If you don't understand the system, if it won't be safe or reliable, if teaching won't be enhanced, DON'T DO IT.
- 20 Is your DPO happy? GDPR covered? Parental consent needed?



THE DIGISAFE TEAM WILL BE EXPLORING SAFE SETTINGS FOR THE MAIN PLATFORMS CHECK OUR SOCIAL PAGES @LGfLDigiSafe

* Need templates? See safepolicies.lgfl.net