OXCLOSE NURSERY REMOTE LEARNING POLICY

Executive Headteacher: Daniel Harrison

Head of Nursery: Jeanne Taylor

Chair of Governing Body: Pamela Sneath

Date: February 2022

Date for review: February 2023

1. Overarching 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

1.1 Specific Aims in the Early Years Foundation Stage

It is our intention to provide a curriculum which enhances and broadens experiences and opportunities for all children across the seven areas of learning. Our curriculum is designed to offer a range of experiences which engage, enthuse and enlighten. Our intention is to provide a culture of curiosity through magical moments: to widen horizons, tap into potential and instill ambition.

Staff at Oxclose Nursery School know that our young learners flourish through a play-based approach. Play supports children to make sense of the world around them and their place within it. We promote quality first teaching using a variety of both specific and open-ended resources, in an environment designed to support children's self-esteem whilst fostering curious minds. In school, staff scaffold learning experiences through being a good role model with vocabulary being used carefully used to support, engage and challenge. When children present ideas to us, we promoting critical thinking, such as 'What would happen if we….?' and 'I wonder if we could try…?

As parents you will know and understand your child better than anyone else. We know that you share our ambition for children to have the qualities needed as they grow and develop to be a good citizen. We appreciate that remote learning is not the same as attending nursery school, but when working in partnership with home, it can prove to be an excellent alternative when required. Please do not worry if you don't have access to certain resources, you can usually be creative with everyday items from your home, for example, if a 'Rhyme Time' session involves using claves, you could use to tablespoons instead! We can usually think of a good alternative if you are struggling.

2. Roles and responsibilities

The structure of our school is such that everyone working at Oxclose Nursery School is deployed effectively with the children's learning and development at its' core. Whilst learning remotely, this continues to be the case. The headings below help to illustrate the current roles and responsibilities of staff whilst learning remotely.

2.1 Head of Nursery

The head of nursery is responsible for:

· Ensuring that staff, parents and pupils adhere to the relevant policies at all times

· Ensuring that staff adhere to the security of remote learning systems, including data protection and safeguarding considerations

· Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning

· Ensuring that there are arrangements in place for monitoring incidents associated with remote learning

· Overseeing that the school has the resources necessary to action the procedures in this policy

· Reviewing the effectiveness of this policy on a bi-annual basis and communicating any changes to staff, parents, and governors

· Arranging any additional training staff may require to support pupils during the period of remote learning

· Conducting reviews on a weekly basis of the remote learning arrangements to ensure pupils' education does not suffer.

2.2 Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with staff, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding consideration

2.3 Teacher Role

When providing remote learning, the Head of Nursery will be available between 8:00 and 4pm. Any parental uploads, queries or support needed will be addressed as soon as is practically possible.

 If a teacher is unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

When providing remote learning, the Head of Nursery is responsible for:

- Regular Zoom calls such a 'How to..' phonic activities, Mathematics, challenges and story-telling etc…
- Learning Packs can be collected at a designated time from the nursery office

- Mrs Taylor will liaise with staff on a weekly basis to ensure that children with parents are engaging and progressing to evaluate the success of the experiences provided

Keeping in touch with pupils who aren't in school and their parents:

- Mrs Taylor will make weekly contact with children by telephone or email. We also have the facility to use Zoom and Teams. Our Facebook page and Messenger can be used by parents to make contact, although this is not our preferred means of contact.
- Emails from parents will not routinely be answered outside our normal working hours 8am to 4pm
- Staff should speak with the DSL if there are any complaints from parents or safeguarding concerns..

Attending virtual meetings with staff, parents and pupils

- Dress code should be appropriate and in line with our policy. Please ensure that you are dressed following the school dress code, no casual or sport clothing etc.
- Locations conducive to a positive experience for all are to avoid areas with background noise, ensure that there is nothing personal or inappropriate in the background - use a plain background. Ensure that you are alone and that no household members are in the room, and avoid distraction from pets

2.4 Nursery Nurses and Teaching Assistants

When assisting with remote learning, staff must be available between 8am and 4pm

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:

· Supporting pupils in their key person group who aren't in school with learning remotely

· Support will be given through 'Seesaw' as detailed above

· Staff will upload activity ideas, add story-telling, sing nursery rhymes to learn and will host Zoom meetings regularly to fit in with the needs of their bubble.

Attending virtual meetings with teachers, parents and pupils

· Dress code should be appropriate and in line with our policy. Please ensure that you are dressed following the school dress code, no casual or sport clothing etc.

· Locations conducive to a positive experience are to avoid areas with background noise, ensure that there is nothing personal or inappropriate in the background - use a plain background. Ensure that you are alone and that no household members are in the room, and avoid distraction from pet

2.5 Designated Safeguarding Lead

The DSL, in conjunction with the Deputy DSL is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period
- Weekly check-ins with identified families, or daily dependent on individual need
- Liaising with staff to identify any concerns and follow up with phone calls home
- Liaising with and supporting with the SENCo role
- Liaising with the Office Manager to ensure that all technology used for remote learning is suitable for its purpose and will protect children online
- Identifying vulnerable pupils who may be at risk if they are learning remotely
- Ensuring that child protection plans are enforced while the pupil is learning remotely, and liaising with the Deputy DSL and other organisations to make alternative arrangements for pupils who are at high risk, where required
- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working, ensuring all safeguarding incidents are adequately recorded and reported.

2.6 Special Educational Needs Co-ordinator

The Special Educational Needs Coordinator (SENCO) is responsible for:

· Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with other organisations to make any alternative arrangements for pupils with EHC plans

· Identifying the level of support or intervention that is required while pupils with SEND learn remotely

· Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

2.8 Parents and pupils

Staff can expect pupils learning remotely to:

Be contactable during the school day – although consider they may not always be in front of a device the entire time

Engage with activities online each week

Seek help if they need it, from teachers or teaching assistants

Alert staff if they're not able to participate in remote learning

Governing Board

The governing board is responsible for:

Monitoring our approach to providing remote learning to ensure education remains as high quality as possible

Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

Receiving updates in the Headteacher's Report termly regarding the implementation and success of remote learning provision.

Data protection

This section of the policy will be enacted in conjunction with the school Data Protection Policy.

Staff members will be responsible for adhering to the GPDR when teaching remotely and will ensure the confidentiality and integrity of devices at all times

Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching

Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered

Parent' and pupils' up-to-date contact details will be collected prior to the period of remote learning

All contact details will be stored in line with the Data Protection Policy and retained in line with the Records management Policy

The school will not permit paper copies of contact details to be taken off the premises

Any breach of confidentiality will be dealt with in accordance with the school's policy

Any intentional breach of confidentiality will be dealt with in accordance with the school's Code of Conduct or the Disciplinary Policy

Staff members may need to collect and/or share personal data such as email addresses and telephone numbers 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.

However, staff are reminded to collect and/or share as little personal data as possible online.

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

Installing antivirus and anti-spyware software

Keeping operating systems up to date – always install the latest updates

Safeguarding

Our Safeguarding and Child Protection Policy can be found on our school website under the policies tab.

The DSL will arrange regular contact to be made with vulnerable pupils, prior to the period of remote learning

Phone calls made to pupils will be made using school phones where possible or staff phones with withheld numbers

The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged where required

The DSL will keep in contact with vulnerable pupil's social workers or other care professionals during the period of remote working, as required

All home visits must: have a least one suitable trained individual present who will inform the Headteacher before a visit

to be recorded on our safeguarding log involving seeing the child at a social distance

Vulnerable pupils will be contacted by the DSL daily/weekly as per the risk assessment

The DSL will meet remotely with the relevant members of staff once per week to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely

All members of staff will report any safeguarding concerns to the DSL immediately by telephone and record via CPOMS

Pupils/parents will be encouraged to contact the DSL if they wish to report safeguarding concerns

Online Safety

Video Communication

All staff and pupils using video communication (either live or pre-recorded) must:

Communicate in groups - 1:1 sessions are not permitted

Wear suitable clothing - this includes others in their household

Be situated in a suitable 'public' living area within the home with an appropriate background

Use appropriate language - this includes others in their household

Maintain the standard of behavior expected in school

Use the necessary equipment and computer programs as intended

Not record, store, or distribute video material without permission

Ensure they have a stable connection to avoid disruption to sessions

Always remain aware that they are visible.

Audio Communication

All staff and pupils using audio communication must:

Use appropriate language - this includes others in their household

Maintain the standard of behavior expected in school

Use the necessary equipment and computer programs as intended

Not record, store or distribute audio material without permission

Ensure they have a stable connection to avoid disruption to sessions

Always remain aware that they can be heard

During the period of remote learning, the school will maintain regular contact with parents to:

Reinforce the importance of children staying safe online

Ensure parents are aware of what their children are being asked to do

Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites

Direct parents to useful resources to help them keep their children safe online

The school will not be responsible for providing access to the internet off its premises and will not be responsible for providing online safety software e.g. anti-virus software, on devices not owned by the school.

Monitoring arrangements

This policy will be reviewed by Mrs Taylor with staff each term where needed. At every review, it will be approved by Pam Sneath on behalf of the full Governing Body.

Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- EYFS policy
- Code of Conduct