Whittingham C of E Primary School
Staff Code of Conduct for Remote Learning
Autumn 2020.

Introduction

This policy was reviewed during Autumn Term 2020

This policy is to be used with reference to NCC Staff Code of Conduct which is shared at the start of each school year (or as part of the induction process if staff start later than this). It is also to be used alongside Remote Learning Policy, Acceptable Use Policy, Anti bullying and Behaviour Policy and Safeguarding Policies as well as Keeping Safe in Education.

It will be approved by the governing body policy committee in the Autumn Term 2020 and it will be reviewed in Autumn Term 2021

A schedule for the review of this, and all other policy documents is set out in the school's five-year cycle of policy reviews.

Our School Vision
The children know these as the 3R's:
'Hand in hand together we will become *resilient*, *respectful* and *responsible* citizens of our community and the wider world.'

Our School Aims and Values

• To provide an open, secure and welcoming Christian environment for each pupil. This is expressed through daily worship which acknowledges the presence of God in our lives.

• To further develop and value the partnership that exists between school and the local churches, in particular, through sharing weekly worship and to encourage an appreciation of the Christian faith and a familiarity with the local Christian heritage.

• To care for each pupils' safety, happiness and well-being.

• To value our pupils as individuals, developing their ability to take responsibility for themselves and their actions, promoting confidence and self-esteem, and respect for others and their environment.

• To equip our pupils with the knowledge to make informed choices about having a safe and healthy lifestyle.

• To offer opportunities for our pupils to become involved in the daily life of the school and to prepare them to play an active role as citizens locally and in the wider world.

• To provide a learning environment, which is challenging and stimulating yet ordered and disciplined.

• To provide a broad and balanced curriculum, setting realistic targets for each pupil.

• To extend and reinforce our pupils learning, making expectations clear, and raising achievement levels.

 • To develop and maintain a mutually supportive partnership between home and school.

Rationale

This policy has been formed working carefully alongside current Government Guidance and some information is directly taken from GovUk 'Safeguarding and remote education during coronavirus' Updated 6th October 2020.

Aims

Where a class, group or small number of pupils need to self-isolate, or there are local restrictions requiring pupils to remain at home, the Department for Education expects schools to be able to immediately offer them access to remote education. At Whittingham of E Primary School we will ensure remote education, where needed, is safe, high quality and aligns as closely as possible with in-school provision. The aim of this policy is to ensure that we safeguard pupils and teachers online

Safeguarding pupils and teachers online

Keeping pupils and teachers safe during remote education is essential. Teachers delivering remote education online should be aware that the same principles set out in the school's staff code of conduct will apply.

Use school channels to communicate

As always, staff shouldn't communicate with parents or pupils outside school channels (e.g., they shouldn't talk to parents using their personal Facebook accounts, or contact pupils using their personal email addresses or phone numbers).

At Whittingham C of E Primary School we have already shared expectations with parents/ carers already about contacting staff and when they'll get replies.
https://whittingham.eschools.co.uk/website/communication_class_dojo_and_google_classroom_letter/509422

Parents/ carers may contact school directly through telephone or using the Admin email address. Parents/ carers may also communicate with their class teacher using the schools preferred communication methods of Tapestry and Class Dojo.

If teachers are phoning parents and pupils

- Due to the age of our pupils we will speak to parents/ carers in the first instance and then may ask to speak to the child to discuss their learning or keep in touch afterwards. The parent/ carer will be asked to remain alongside the pupil at this time.

- Do this through parents' phones only (unless this itself poses a safeguarding risk), particularly in primary school, and in all cases make sure parents are aware and agree

- Call in school hours as much as possible

- Use school devices over personal devices wherever possible. If not possible our Acceptable Use Policy has been updated and agreed by Staff and Governors October 2020 also in collaboration with Trade Unions.

- Teachers should be advised not to share personal information beyond what is normally expected following the staff code of conduct.

- Make sure someone else at school is aware, and keep a record of the date and time of each call using the schools agreed format

- Have a parent there at the child's end, and have the phone on speaker phone

- If possible, have another member of staff on the call. If this isn't possible, you could record the call, with parents' permission. Explain you're recording for school records only. If this is not possible ensure the phone conversation is recorded in a written format. If teachers are using video calling, take the same steps as above.

If teachers are uploading resources to Google Drive, School 360, Tapestry, Sumdog or Class Dojo

At Whittingham C of E Primary School we use Google Drive as part of G Suite for Education, by default, your school's Google Drive will only be visible to users in your school. This is the same for School 360, Tapestry, Sumdog and Class Dojo

Videoing lessons

We currently do not provide live lessons for children but record lessons and save on to a Private You Tube (Just for Kids) channel. The link is then shared directly with parents only and cannot be copied or downloaded. We follow the staff code of conduct while delivering these lessons in addition to the guidance below.

- Record against a neutral background (as possible)

- Do not record lessons in bedroom or bathroom if they can (if that's not possible, use a neutral background)
- Dress like they would for school – no pyjamas!
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen
- Use professional language

If teachers have a personal account where they've created playlists, ask them to set up a separate work account.

Teachers will:

- Set their videos to 'Unlisted' so that only people who have the link (e.g. parents who you've emailed) will be able to see the video
- Set the audience as 'Made for kids', so that adverts won't appear at the start of the video, and comments will be disabled

When uploading videos to YouTube:

1. Under 'Audience', click 'Yes, it's made for kids'
2. When they get to the 'Visibility' step, click 'Unlisted'

Reporting concerns

At Whittingham C of E Primary School, it is essential to have and communicate clear reporting routes so that children, teachers, parents and carers can raise any safeguarding concerns in relation to remote online education.

Harmful or upsetting content

Get support by:

- reporting harmful online content to the [UK Safer Internet Centre](#)

- getting government advice and trusted resources from [Educate Against Hate](#) on safeguarding from radicalisation, building resilience to extremism, and promoting shared values

Bullying or abuse online

You can:

- get advice on reporting online abuse from the National Crime Agency's [Child Exploitation and Online Protection command](#)

- get advice and support from [Anti-Bullying Alliance](#) for children who are being bullied

At Whittingham C of E Primary we also use the School 360 Report A Concern to provide a safe confidential route for pupils to report bullying or abuse.

- use school devices over personal devices wherever possible

- advise teachers not to share personal information

Providing pastoral care remotely

Where pupils are required to remain at home (for example, if pupils need to self-isolate or there are local restrictions) helping parents, carers and pupils to make a weekly plan or structure is important. These plans should include time for education, playing and relaxing to reduce stress and anxiety.

As set out in Public Health England's guidance for parents and carers, routine can give children and young people an increased feeling of safety in the context of uncertainty.

At Whittingham C of E Primary we may consider whether one-to-one sessions could be appropriate in some circumstances. For example, to provide pastoral care or provide support for pupils with special educational needs and disabilities (SEND).

This should be discussed and approved by the senior leadership team to assess any risks. There may be helpful solutions, such as including a parent or additional staff member in the call.

Personal data and GDPR

At Whittingham C of E Primary School we continue to follow the guidance outlined in the data protection: toolkit for schools when managing personal data and we are aware of the need to consider:

- taking care not to share contact details when emailing multiple people

- being careful when sharing usernames and other personal data for access to online resources

- providing access to school data systems safely

Staying Safe Online / Digital 5 A Day

Our contact with parents and carers during this time can also be used to reinforce the importance of children staying safe online.

It is especially important for parents and carers to be aware of what their children are being asked to do, including:

- sites they will be asked to use

- school staff their child will interact with

At Whittingham C of E Primary School, we emphasise the importance of a safe online environment and encourage parents and carers to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. These are usually free, but often need to be turned on.

The following resources will be used to support parents and carers to keep their children safe online:

- support for parents and carers to keep children safe online, which outlines resources to help keep children safe from different risks online and where to go to find support and advice

- guidance on staying safe online which includes information on security and privacy settings

- Thinkuknow provides advice from the National Crime Agency (NCA) on staying safe online

- Parent info is a collaboration between Parentzone and the NCAproviding support and guidance for parents from leading experts and organisations

- Childnet offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support

- Internet matters provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world

- London Grid for Learning has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online

- Net-aware has support for parents and carers from the NSPCC, including a guide to social networks, apps and games

- Let's Talk About It has advice for parents and carers to keep children safe from online radicalisation

- UK Safer Internet Centre has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services

- https://www.childrenscommissioner.gov.uk/2017/08/06/how-a-digital-5-a-day-can-help-children-lead-healthy-online-lives/ discusses the importance of a balanced approach to digital learning.

Further resources and advice

https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely

https://swgfl.org.uk/resources/safe-remote-learning/