



# Overfields Primary School Remote and Home Learning Policy

## INTRODUCTION

At Overfields Primary School we have produced the following policy guidance regarding continuing to provide education via remote learning for our children due to the current COVID-19 Pandemic.

Our expectations of children, staff and parents are clearly described in the detail below in order to ensure that everyone understands that the safeguarding and well-being of our children in receiving a full and thorough education remains paramount.

## AIMS

The aim of this policy is to describe the use of live streaming applications by schools; these are ICT resources used to deliver a live and interactive lesson and follow-up work between a teacher and one or more pupils, either or both of which may not be on the school site.

Live streaming is being used in the event of an adult or child becoming unwell with Covid-19 meaning a 'bubble' at school must self-isolate and work must be undertaken remotely at home or in the case of a school or national lockdown. This policy will explain the application we as a school have chosen, how it will be used safely and the expectations of all those who use the application will also be made clear.

## CHOSEN APPLICATION FOR REMOTE LEARNING

At Overfields Primary School we have decided to use Microsoft Teams. We have chosen this application because it best meets the needs of our school and in conjunction with our network provider.

The following link provides full guidance and information on joining and using Microsoft Teams:

<https://bit.ly/30MNI9X>

The Application has a number of functions to it which can be enabled or disabled to provide a safe and secure environment, suitable for our school. These functions will be continually monitored to ensure the full safeguarding of both children and teachers and prevent information or images or inappropriate content being used through the application on these functions. A full list of the functions that have been enabled can be obtained from the Head Teacher as these will vary dependent on the age of the children and may be turned on or off over time.

It is our expectation that as users of the application - both children and staff - should report any additional problems directly to the Headteacher or Deputy Designated Safeguarding Leads regarding the use of Microsoft Teams.

## LIVE STREAMING

Live Streaming will only be carried out via Microsoft Teams. Alternate platforms such as Zoom, Vimeo or Skype will not be used.

## **FILTERING AND MONITORING**

As part of our ongoing commitment to the safeguarding of both of our children and staff, the provision of remote learning will be strictly monitored by the school's Senior Leadership Team and ICT lead to ensure that any inappropriate use or problems are reported and rectified as soon as possible.

## **EQUIPMENT**

Teachers must only use ICT hardware provided by the school to live stream lesson; personal ICT devices should not be used for the live streaming element of remote learning. Personal devices that allow connectivity to staff members' Microsoft account may be used for other aspects of remote learning that do not involve the live streaming of lessons (eg setting work or managing the class team)

In choosing Microsoft Teams, this allows pupils to be able to access their remote learning safely from their personal devices. However during remote learning it is expected that all staff, parents and pupils adhere to our school's, 'acceptable use' Policy which highlights clear expectations of the use of ICT equipment.

Should a pupil not be able to access remote learning including live streamed lessons due to a lack of a suitable device at home, school will endeavour to provide one under a short-term loan agreement.

## **EXPECTATIONS**

At Overfields Primary School, the following expectations are in place and will need to be signed and agreed by staff, parents/carers and where appropriate, children before any remote learning is provided.

### **Expectations of Children**

- Children will use the equipment and application safely and appropriately at all times.
- Children will report any issues of concerns directly to my parent/teacher/school.
- Children will be available for remote learning between the hours of 9.00am and 3pm
- Children will be dressed appropriately.
- Children will turn their web camera on and their microphone on to mute unless directed otherwise by a member of staff.
- Children will not record the session or cause it to be recorded.
- Children will seek help from the teacher through the communication options available in Microsoft Teams (in meeting chat, chat function, live support lesson)
- Children will not have any other person present during the session, except for a parent/carer who is responsible for their supervision in the family home.
- Equipment
- Pets

### **Expectations of Parents (or carers, if appropriate)**

At Overfields Primary School, the following expectations are in place and should be signed and agreed by you as a parent/carers before any remote learning is provided.

- Parents will support their child in using the equipment and application safely and appropriately at all times.
- Parents will be available for the supervision of their child and not for the observation of the lesson.
- Parents will not record the session or cause it to be recorded.
- Parents will not distract, sabotage or detract from my child's learning during the session.
- Parents will not use the school equipment for any purpose other than remote learning by their child.
- Parents should understand that the school will take action if they have any concerns regarding any behaviour or inappropriate use of the equipment either by the child or adult.
- Parents will agree to comply with the school's acceptable use policy as well as this remote and home learning policy.

### **Expectations of Staff**

At Overfields Primary School, the following expectations are in place for staff in addition to those already in place via the school staff behaviour policy and staff code of conduct:

- Staff will use the equipment and applications safely and appropriately at all times.
- Staff will follow the expectations of our school's staff behaviour policy at all times.
- Staff will be appropriately dressed when presenting live streamed lessons
- When delivered from home, staff will present live streamed lessons from a non-identifiable teaching space and should consider using the background options provided by Microsoft Teams.
- Where possible two members of staff will be on the live streaming at all times.
- Staff will provide online learning during the hours of 9.00am and 3pm each day and will present live streamed lessons during this time, the frequency and duration of which will be agreed with the Head Teacher.
- Staff will not record the session unless:
  - they are concerned about a potential safeguarding issue
  - they are directed to by a member of the Senior Leadership Team
  - a recording of the lesson is required to enable future learning on the same topic.

Where any recording of a live streamed lesson takes place, staff will notify all parents and pupils in advance, the purpose of the recording and where the recording or any data will be stored. Parents will have the right to withdraw their child from the lesson or to turn off the outgoing video and audio stream.

- Staff will adhere to GDPR guidelines to maintain the data protection of all information regarding the children.
- Staff will report any concerns directly to the Head Teacher or a member of the Senior Leadership Team.
- Staff will agree to comply with the school's acceptable use policy as well as this remote and home learning policy.
- Staff will read this policy in conjunction with the school's Child Protection Policy, the Staff Handbook and the DfE's publication - *Keeping Children Safe In Education 2020*

Useful links and publications:

DfE Guidance on safeguarding and remote education

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

Keeping Children Safe in Education, September 2020

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>



# Overfields Primary School

Head Teacher: Mrs T Watson  
[www.overfieldsprimary.co.uk](http://www.overfieldsprimary.co.uk)  
E-mail: [overfieldsadmin@overfieldsprimary.org.uk](mailto:overfieldsadmin@overfieldsprimary.org.uk)

Daisy Lane  
Ormesby  
Middlesbrough  
TS7 9JF  
Tel: 01642 314548

## CONSENT TO PARTICIPATE IN REMOTE LEARNING AND LIVE LESSON STREAMING

Please complete this form to permit your child to participate in remote (home) learning and live lessons provided over video calling.

By signing this form you agree to the following:

- You will comply with the school's acceptable use policy.
- You will comply with the school's remote and home learning policy.
- You agree to use Microsoft Teams and any equipment (either provided by the school or your own) appropriately and safely at all times.
- You will report any concerns you have regarding any aspect of remote learning and live lesson streaming to your child's teacher or to the Head Teacher if appropriate.

Child's name:

Year  
Group:

Nursery	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6

Parent/Carer's signature:

Parent/Carer's name:

Relationship to child:

Date: :


Details of all policies, guidance and support for remote learning and live lesson streaming are available on our website:

<http://overfields.ironstoneacademy.org.uk/covid-19/how-to-access-lessons-from-home/>

