

Remote learning

Staff guidance



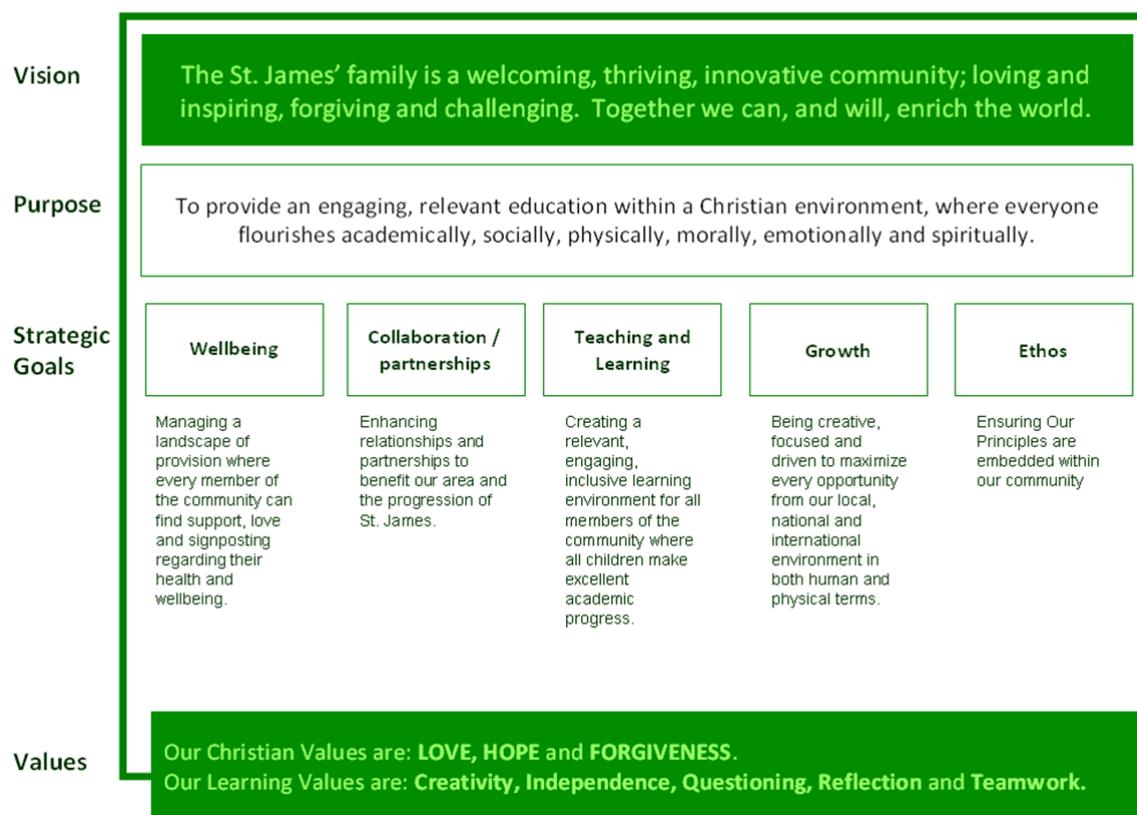
St. James' Church of England Primary Academy

22 November 2021

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Aims, scope and principles

This guidance aims to set and maintain standards of conduct that we expect all staff to follow in the event of Remote Learning.



Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.

Staff will familiarise themselves with our safeguarding policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our safeguarding policy and procedures are available on the Academy website.

All teachers should try to contact all children at least once per week, to 'check in' on them and their families.

If staff have any safeguarding concerns (using the same principles as in school), they should:

- For urgent matters, contact a member of the St. James' safeguarding team using CPOMS
- Record any general comments on CPOMS and send a follow up email to one of the safeguarding team

The safeguarding team are Alastair Brown, Charlotte Price, Jeremy Payne and Kelly Lesley

Absence

Staff should follow the usual practice of sending an email to the absence email address (absence@stjamescebornemouth.com) to report an absence from the Virtual School. This should be done **before 8am** on the day of absence.

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A follow up email message should be sent before 2.30pm to confirm whether absence will continue for more than one day.

Guidance regarding sick notes and administrative protocols will follow when it becomes clear from Government guidance but please keep us informed.

It may be that teachers will need to cover some of the daily tasks for both classes until alternative arrangements can be put into place. This will be a last resort but may be necessary in these unprecedented times.

Those not showing symptoms of Covid 19 but in isolation due to vulnerability or symptoms of a family member, will be expected to work and engage as much as possible.

Communication with Pupils on the Phone

Staff should avoid contact with pupils outside of school hours. Unless specific concerns arise, staff should contact pupils remotely during normal school hours. Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

- Staff can access student contact details from **Integris** (general/pupil find).
- Staff should not share their own personal telephone number with students or their families.
- Staff **must dial 141 on their personal mobile phones**, before entering contact details, this way the display will read **No Contact Details** on the incoming device.

If a staff member is concerned at any point that an interaction between themselves and a pupil (or parent) may be misinterpreted, this should be reported to their line manager or the Head Teacher.

The weekly phone conversation with children is intended as a BRIEF catch up to check in on them and discuss wellbeing and learning. It should not last more than 5 minutes and should be logged on a list as per a Feedback Five.

- If there any concerns regarding safeguarding, please follow the safeguarding procedures immediately.
- Any concerns regarding family welfare, additional stress, SEN should be referred to Charlotte Price and Kelly Leslie via email.

Questions in the conversation could include:

- How are you doing?
- Are you managing to log into everything ok?
- Have you done anything interesting or exciting?
- What are you enjoying about Virtual School?
- Is there any learning you need help with at the moment?

Communication with Pupils via Microsoft Teams and Video Conferencing

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

Images of children should not be taken, recorded or stored on any personal electronic device.

There will be a necessity to use mobile phones or other devices in order to contact and communicate with pupils remotely.

- Staff should be mindful of online content and ensure safe practice when teaching remotely.
- Children will have a code of conduct for online learning and online behaviour. Teachers may need to refer to this in conversation with children.

- Each child will have an individual email which should be used for all feedback and contact other than when using Microsoft Teams as a face to face tool or online learning websites, such as Purple Mash.

The introduction of the use of Teams will need to be managed by the Virtual School management team to ensure success and consistency across the school as much as possible.

Dress code

This is relevant in video conferencing during remote learning. Please also be aware of the environment you are in (pictures and slogans on walls and furniture.)

Staff will dress in an appropriate manner. Outfits will not be overly revealing, and we ask that tattoos are covered up. Clothes will not display any offensive or political slogans.

Teacher expectations whilst away from school

Although the school may be closed, teachers and teaching assistants are still being employed to do their job. It is likely that the workings of the virtual school will occupy a large part of the working day.

However, in addition to providing a Virtual classroom daily, you may also need to complete certain administrative tasks such as:

Reports

Boxall profiles

Standardized scores input on CPOMS

TA performance management

Explain Everything – Class Ipad home brought home with class teacher.

These expectations will be clarified and updated as the virtual school develops – we hope to develop video tutorials and celebratory moments on the website and Youtube channel as we go.

Part Time teachers should try to do their usual handover arrangements.

Teaching Assistant expectations whilst away from school

In the early stages, teaching assistants will need to liaise with teachers to see if they can support with practical tasks. As the school develops, we may be encouraging some smaller group learning using Teams but this is very much in the prototype stages. Please regularly check emails to stay updated with the situation. We may invite you to Teams meet with your phase once or twice a week.

Some teaching assistants may be required to work in school, to provide an education for children who are children of 'key workers' or vulnerable children. These will be notified.

Wellbeing and Mental Health

We are very aware that this is not an ideal situation for anyone and staff should ensure that they maintain a high level of physical and mental well being as much as possible.

Steps you can take to encourage this:

- Establish a routine for the working day
- Move around and exercise daily

- Take breaks – you need time away from electronics, just like the children do!
- Don't overload yourself with information on the virus. Limit news time. If it's important, you'll find out.
- Stay in contact with people. Try to talk on the phone or via Teams or Whatsapp to someone else at least once or twice a day.
- Eat healthily
- Treat yourself when you finish the working day – do something different to relax. This might be a bath, some art, music, a workout but do something that switches you off from working. Not being able to change from work to home venues is a challenge!
- Staff are not expected to work through the evenings. Children have been told that emails will be answered during the working day.
- Get plenty of sleep – stick to your normal sleep routine and try and relax before bed
- Laugh and smile. There are a whole range of amusing videos of quarantine games and shenanigans. Use them to keep you smiling.
- Stay calm. We will get through this. Humans are remarkably resilient.

Guidance/resources and files are all saved in Staff Shared folder, 2019-20/Virtual St. James'

These are exciting times. Most schools and education establishments are merely treading water; we're greasing up to swim the channel!

Together, we can.

Isaiah 41:10

So do not fear, for I am with you; do not be dismayed, for I am your God. I will strengthen you and help you.