

BSix Remote Learning Policy 2020-21

1. Aims

This remote learning policy aims to:

- Set out expectations for all members of the college community with regards to remote learning
- Ensure consistency in the approach to remote learning for students who are not in college
- Provide appropriate guidelines for data protection and on-line safety when teaching/ learning remotely
- Promote on-line, as in the classroom, “high quality teaching [which] involves maximising the time that students spend engaged with and being successful in the learning of important outcomes”.

2. Roles and responsibilities

2.1 Senior leaders

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the College
- Monitoring the effectiveness of remote learning –such as through regular meetings with Curriculum and Support Managers, teachers and students
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.2 Curriculum Managers

Alongside their teaching responsibilities, Curriculum Managers are responsible for:

- Adapting curriculum content to facilitate remote learning and teaching
- Supporting teachers within the department to ensure that all are able to enable learning remotely
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Monitoring the remote work set by teachers in their subject through regular meetings with teachers and by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

2.3 Teachers

When providing remote learning, teachers should be available during normal working hours. If teachers are 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 providing remote learning, teachers are responsible for:

- Setting work
- Recording attendance and/or completion of work set
- Providing feedback on work
- Keeping in touch with students who are at risk of falling behind

- Responding to emails from students and parents
- Attending virtual meetings with staff, parents and students

COVID SPECIFIC: If a teacher is self-isolating without symptoms:

- The lesson should be taught via Microsoft Teams at the designated time of the lesson.
- There should be a live element to the lesson with work set for any remaining time.
- Teachers need to be mindful of excessive screen time and should not deliver a live lesson for longer than 40 minutes.
- Work and appropriate links to the lesson should be sent to students and the relevant line manager
- To minimise health and safety risks, students can attend remote lessons from home as long as this does not interfere with other aspects of their study programme.
- If students or teachers require students to access the learning from their classroom, the curriculum manager will open the classroom and set up the remote lesson. Where this is not possible, a member of support staff and/or IT support will step in to facilitate.

COVID SPECIFIC: If a teacher is off following a positive test or with COVID symptoms:

- Work should be sent to Curriculum Manager following usual procedures
- Work should be set in the usual way to students, this is likely to be using Microsoft Teams, for the duration of illness.

2.4 In the event of a full college lockdown

- Teachers must create a Microsoft Teams lesson for each class as per their timetable and ensure that all students can access it.
- At the time of all timetabled lessons the teacher will deliver a lesson with a live element.
- Creative pedagogy is encouraged to allow students the full length of the lessons to research, write, participate in group work (through the use of breakout rooms) and to submit evidence of learning.
- Students need to have their camera turned on, except for when in one-to-one tutorials.
- Teachers need to be mindful of excessive screen time and should not deliver a live lesson for longer than 40 minutes.
- Learning will be expected from students for the duration of the timetabled lesson.
- Lessons should be recorded and made available on SharePoint for students to access. Online lessons may be exempt from recording in cases where lessons do not include substantive delivery of curriculum content. Teachers should use their professional judgement to benefit student learning and to ensure recorded sessions follow the sequencing of topics.
- Teachers should be contactable for the duration of the lesson.
- Students should receive formative feedback at least once a fortnight per teacher.
- Curriculum Managers will set specific marking and feedback expectations to staff for each subject.
- Curriculum Managers should ensure that teachers publish/assign all necessary work for the current unit/topic on Microsoft Teams to enable blended learning to occur.
- Teachers must follow up on non-engagement using the student support process.
- Any phone calls to students or NOK must be made using 3CX.

2.5 Learning support assistants

When assisting with remote learning, LSAs and achievement officers must be available during their normal hours of work.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependant, they should report this using the normal absence procedure.

When assisting with remote learning, LSAs are responsible for:

- Supporting students who are not in college with learning remotely
- Attending virtual meetings with teachers, parents and students, as required.

Appendix 1 - Guidance for Remote Learning

Safeguarding Teachers

- How we present ourselves, our interaction with others and our general conduct are highly significant when working directly with young people and vulnerable adults. This includes both in and around the classroom and working from home remotely, communicating with learners through Microsoft Teams or other means.
- Our personal presentation and professional conduct reduce the risk of allegations and keep young people and vulnerable adults safe from harm. Safeguarding learners and protecting yourself from the risk of allegation, is a key professional priority.
- Always use college email addresses and do not give students personal telephone numbers, email addresses or your home address
- Do not connect with students on social media platforms. Your online boundary setting is equally as important as your College and classroom based boundaries.
- Do not respond to invitations on Facebook, Instagram, Snapchat or other forums.
- Do not meet students offsite, either 1-1 or a group, even in a public place.
- Do not get drawn into discussing your personal lifestyle details of yourself or family
- Do not photograph, audio record or film students via your personal devices.
- If you have any concerns about the behaviour of other staff, contact a member of the Senior Management Team

Using Video Conferencing

If you are taking part in live webcams using Microsoft Teams or other remote contact with students, here are some safeguarding guidelines to follow:

- No one-to-one video conferencing, groups only
- Be aware of what students can see. Staff and students must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, where possible, be against a neutral background. Staff can use features on teams to blur or add virtual backgrounds.
- Live classes should be kept to a maximum of 70 minutes (normal lesson length),
- Language must be professional and appropriate, including that of any family members in the background.

Making Phone Calls

- Only make calls during usual college hours using 3CX.

- Observe professional boundaries and use appropriate language
- All calls or attempts to make calls must be logged on ProMonitor. This helps to safeguard everyone and means there is a clear audit trail.
- If using your personal mobile/landline you must dial 141 before calling any students/parents so that your number is hidden
- Remember not to share your personal numbers with students if using your own phone

Safeguarding Students

- Our students may well be upset in these difficult times and may ask you for help.
- Avoid adopting an on-going support or welfare role, beyond the scope of your position.
- Avoid adopting a role that is the responsibility of another staff member or external professional, such as college counsellor or safeguarding team.
- All students have been sent details of external support available including:
- Samaritans – 24hr confidential emotional support – Tel: 116 123 – www.samaritans.org
- Young Minds - <https://youngminds.org.uk/blog/what-to-do-if-you-re-anxious-about-coronavirus/>
- The Mix - <https://www.themix.org.uk/>
- If you have a safeguarding concern, make a safeguarding referral on pro Monitor as usual or email helpafriend@bsix.ac.uk
- If the student discloses that they are in immediate need of emergency support, please refer them to the following:
- 999 – when you are in immediate danger
- 101 – to report a crime
- Childline – free confidential support for under 19s – Tel: 0800 1111 – www.childline.org.uk
- A&E finder - <https://www.nhs.uk/Service-Search/Accident-and-emergency-services/LocationSearch/428>

Appendix 2 - Student rules for live sessions on Microsoft Teams

- Your teachers will want to use Microsoft Teams to hold a live session (either videoconferencing or audio only). If they do so, the session will be held at the same time as your timetable.
- When your teacher invites you to a session it will appear in the relevant channel on Teams. You should ensure that you have notifications switched on so you will notice this.
- Make sure that you are in a quiet, safe environment, free from distractions for your lesson. Ideally, this should not be your bedroom.
- Make sure that you are dressed appropriately for your session in clothes that would be suitable for a normal day at college – please ensure that you are not wearing anything which would cause you or others embarrassment or offence.
- Make sure that there is nothing in the background which might cause embarrassment or offence
- You should let the rest of your household know when you will need access to a computer / device and will be involved in a “live” session.
- Just like in the classroom, it is rude to talk at the same time as the teacher. So, keep your microphone on mute unless you want to ask a question or say something.
- When you have got permission to speak, say what you want to say, and then mute your microphone again.
- You must behave online as you would in a classroom setting. Interact with your teacher and other students respectfully and sensibly.
- Be prepared and have equipment ready such as pen and paper.
- Always use appropriate language.
- You must not record or take photos of teachers or students during video conferencing sessions and you must not share lessons publicly.
- Be aware that, like with all Office 365 applications, anything posted on Teams can be accessed by the College.
- You should not share personal information or make personal comments about other people.
- You do not have to turn your camera on. Most students prefer to leave the camera on, but if you want to switch it off, you can.
- If you do not follow these simple rules which have been designed to keep you safe online, we will contact your parents and may hold a formal disciplinary against you.