THE WENSLEYDALE SCHOOL & SIXTH FORM
MENTAL HEALTH AND WELLBEING POLICY

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for students 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

2. Roles and responsibilities

In the event students are unable to attend school due to Covid-19 related issues or as a school we have to close either fully or partially, it is our reasonability to provide on line learning for all.

2.1 Teachers

When providing remote learning, teachers must be available between 9:00am and 3:45pm.

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 providing remote learning, teachers are responsible for:

- Setting work (when school is open):
    - Upload all lesson resources and materials onto google classrooms for all lessons taught. It is expected that this will be part of PPA time and it is not an expectation that this is daily task.

- Setting work (when school is closed and skeleton staffing in place for Key workers ONLY):
    - Upload lesson resources and/or teaching videos (where technology is available) for all timetabled lessons, using Google classroom format.

- Providing feedback on work :
    - Students work is submitted via google classroom or email.
    - Share group or individualised feedback in google classroom.
    - Use I can statements on Go4 schools to identify and assess knowledge and understanding.

- Keeping in touch with students who aren't in school and their parents – cover details like:
    - SLT will direct tutors as and when necessary to make regular contact during periods of school closure. However GO4schools is to be used as first method of communication.
    - Normal working communication lines are expected to be maintained through school email system with parents and other staff
    - Any complaints or concerns shared by parents and students should be dealt with in conjunction with line manager, Curriculum Leads or Pastoral Leads.
    - Any behavioural issues, such as failing to complete work should be referred to pastoral leads and tutors in the normal way.

- SLT will handle the vast majority of any virtual parents meetings but in the unlikely event you are asked to join such a meeting it is expected that :
    - Dress code is appropriate- suggest, smart casual
    - Locations – avoid areas with background noise, with nothing inappropriate in the background

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9:00am and 3:00pm

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 students who aren't in school with learning remotely:
  - SENDCo SiB will direct TA staff to the students who may need contact and support with on line learning
  - Adapting resources and keeping in regular contact with parents as appropriate.
- Attending virtual meetings with teachers ;
  - Dress code is appropriate- suggest, smart casual
  - Locations – avoid areas with background noise, with nothing inappropriate in the background

2.3 Curriculum leads and SENDCO

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – if you've assigned one member of staff to lead on this, highlight them here
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from students and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

Maintaining all safeguarding procedures as per Covid amended Safeguarding policy.

2.6 Students and parents

Staff can expect students learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work

- Seek help from the school if they need it

- Be respectful when making any complaints or concerns known to staff

2.7 Governing board

The governing board is responsible for:

- Monitoring the school's 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

3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – talk to the relevant Faculty Leader or SENCO

- Issues with behaviour – talk to the relevant Progress Leader

- Issues with IT – talk to SLT

- Issues with their own workload or wellbeing – talk to their line manager

- Concerns about data protection – talk to Nicki Geater Business Leader
  Nicki.geater@wensleydaleschool.net

- Concerns about safeguarding – talk to the DSL Richard Lundie

  richard.lundie@wensleydaleschool.net

4. Data protection

4.1 Processing personal data

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

4.2 Keeping devices secure

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

5. Safeguarding

DSL: Richard Lundie. Use DSL @wensleydaleschool.net to log any concerns. Refer to the Safeguarding policy or in an emergency call 01609 780780 **to speak to the Emergency Duty Team.**

6. Monitoring arrangements

This policy will be reviewed every 6 months or as situation changes by Julia Polley- Headteacher. At every review, it will be approved by the full governing board.

Date of Policy July 2022

Date of last review: July 2023

Date of next review: July 2024