

Madeley Nursery School

Remote Learning Policy May 2022

This policy and agreement will be updated in response to changes in legislation and guidance.

Remote Learning Policy

1. Aims

This Policy aims to:

- Provide clear expectations to members of the nursery community about our home-learning offer.
- Support nursery staff to maintain connection with our children and families where face-to face contact is not possible due to part closure or self-isolation requirements.
- Enable consistency in the approach to our remote learning offer for all children who are not in nursery, through quality online meeting, web-based resources and/or pre-prepared resource packs.
- Support positive communication between nursery and families.
- To encourage regular access to remote learning by families where possible.
- Provide continued support and professional development for staff, for example, through online supervision and staff meetings.
- Ensure that the workload for staff is shared and manageable.
- Give the staff team clarity on their remote working responsibilities.
- To maintain links with vulnerable families to safeguard children.
- To maintain relationships between nursery and the child's home so children and families are connected and engaged, and to help children settle quickly back into nursery when they return.

2. This policy is for:

- Children who are absent because their whole group 'nest' is not permitted to attend school based on advice from the Local Authority health hub regarding Covid-19.
- Children who are absent because they are required to self-isolate when the rest of their 'nest' are attending nursery as normal.
- Staff who are working from home during full or partial school closure because of instruction from the local authority health hub regarding bubble closure or the need to self-isolate.

3. Nursery will offer families:

- Ideas for play and activities.
- Videos of staff telling stories and singing songs and rhymes.
- Links to useful webpage with suggestions of how to use them together at home.
- Leaflets on different areas of play and learning,
- Resource packs and materials.

4. Practical arrangements by nursery will ensure:

- Information will be shared through posts on our school Facebook page and direct telephone conversations or emails families.
- That if the whole nursery is closed, we will increase the materials available providing regular video conference meetings, sharing videos of songs, stories, and activity ideas through the Facebook page, and closed 'nest' Facebook groups.
- That experiences offered are play based, engaging for children and families and reflect children's interests.
- Nursery staff or key workers will contact parents weekly by phone or email while they are absent or the nursery is closed, and more frequently (by one of the nursery DSLs) if we have any safeguarding concerns.
- That parents are encouraged to contact us at any time by email or by phone (unless the nursery site is closed) and that staff will be available to offer support.

- There is an opportunity for children/parents/carers to share their home learning experiences to their key worker (and record children's work or photographs in their Celebration Book).
- That providing home learning experiences is a shared task and will not add disproportionately to any individual staff members' workload.
- Staff always follow other nursery policies (see below for policies connected to this).
- That staff will only contact parents using the Nursery School phone or Nursery email addresses and that any devices and computers used follow the nursery ICT agreement and staff code of conduct.
- An individual risk assessment will be provided by the SENDCO for any child with SEND who cannot attend. This may involve providing individual support/home learning activities/ideas to suit the child's individual needs.
- An individual risk assessment will be provided by the linked DSL for any child on the Safeguarding Register, in consultation with linked specialists from other services.

5. Roles and responsibilities

All Staff

- All staff should be available for work within their normal working hours. Leaders may request availability for different hours depending on the needs of the setting.
- If they 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.

Key Persons

- Key persons will prepare materials and maintain contact with children through their parents and carers in line with the section 3. above.

Leadership Team

The leadership team will be available between 8:30am and 3:30pm.

When providing remote learning, the leadership team will be responsible

for:

- Coordinating the recorded videos and learning materials to be shared with families.
- Providing support and feedback to their staff team regarding the quality of the videos & learning materials.
- Keeping in touch with families of key children who are not in school.
- Sign-posting families to the home-learning offer.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Any complaints or concerns shared by parents, carers or children should be reported to a member of the leadership team. For any safeguarding concerns, refer immediately to a Designated Safeguarding Lead.

Support Staff

- Support staff will be available for their normal working hours unless otherwise agreed with the leadership team.
- Support staff will assist leadership team and key workers by engaging in any other tasks to aid the functioning of the nursery.

The SENCO

The SENDCO will ensure that children on the SEND register continue to have their needs met while learning remotely by working in partnership with outside agencies and families.

Designated Safeguarding Leads (DSLs)

The DSL's are responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

The Administrator

- Will ensure parental fees are adjusted accordingly.
- Will ensure value for money when arranging the procurement of equipment or technology.
- Will review the security of remote learning systems, flagging any data protection breaches to the data protection officer.

The Administration Assistant

Will support the Administrator and Senior Leaders with all necessary administration tasks, including:

- Communications with parents.
- Helping the staff access support for the ICT issues they are experiencing.
- Assisting pupils and parents with accessing the internet or devices.

Governing Body

The governing body is responsible for monitoring the school's approach to providing remote education.

This policy is linked to our:

- Teaching and Learning Policy
- Child Protection & Safeguarding Policy
- Behaviour Policy
- Data Protection Policy & Privacy Notices Online Safety and Acceptable Use Policy
- Code of Conduct

6. Data protection / Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Access personal data such as email addresses from the shared drive. This must be necessary to implement the policy ensuring processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.
- Collect and/or share as little personal data as possible online.
- 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).

Making sure the device locks if left inactive for a period.

Not sharing the device among family or friends.

Keeping operating systems up to date – always installing the latest updates.

