

# St Oswald's Catholic Primary School



## Intimate Care Policy

The Local Governing Committee of St Oswald's Catholic Primary School adopted this

Spring 2023

# 1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils 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

### 2.1 Teachers

When providing remote learning, teachers must be available between 08.45 and 15.30.

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.

Work for home learning can be taken from a variety of sources including White Rose and Oak Academy where work matches current planning and schemes of learning.

When providing remote learning, teachers are responsible for:

- Setting work:
  - For individuals, small groups or whole bubbles who may be isolating
  - Ensuring that there is daily work for children to complete
  - Ensuring the work is uploaded the day before
  - Upload work to FFI and forward to Admin manager for upload to school website
  - Liaise with subject leaders if any queries about content to be delivered
- Providing feedback on work:
  - Children will upload completed work to FFI and staff will review and feedback
  - Feedback will be succinct and work will not be closely marked
- Keeping in touch with pupils who aren't in school and their parents – cover details like:
  - Teachers should maintain daily contact via FFI with pupils at home and their parents
  - Any correspondence from parents will be responded to within 24 hours
  - For extended remote learning there is an expectation to contact families half termly by telephone unless there is an issue with technology, or the family are vulnerable, in which case calls may be fortnightly or weekly.
  - Any complaints should be handled by class teachers. If this is not satisfactory, the complaint can be passed to the Headteacher to deal with
- Attending virtual meetings with staff, parents and pupils:
  - Ensuring professional and appropriate attire
  - In a suitable location with minimal distractions and appropriate background
  - SLT should be aware of any virtual meetings and no personal information of staff to be shared. Parents invited as a guest and staff names to be Mr/Mrs/Ms/Miss Surname
  - Recommendation to use BWCET managed devices for closely reviewed filtering and monitoring systems.

If teachers are still working in school, work will be added to FFI at the end of each working day at the latest. Contact with self-isolating pupils will be less due to the full time teaching commitment.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 08.45 and 15.30.

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 pupils who aren't in school with learning remotely:
  - These will include children who normally have intervention activity
  - Support can be provided by commenting on their work and offering encouragement and suggesting further activities to promote further learning
- Attending virtual meetings with teachers, parents and pupils – cover details like:
  - Ensuring professional and appropriate attire
  - In a suitable location with minimal distractions and appropriate background
  - SLT should be aware of any virtual meetings and no personal information of staff to be shared. Parents invited as a guest and staff names to be Mr/Mrs/Ms/Miss Surname
  - Recommendation to use BWCET managed devices for closely reviewed filtering and monitoring systems.

## 2.3 Subject leaders

Alongside their teaching responsibilities, subject leaders are responsible for:

- Coordinating the remote learning approach across the school
- 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
- Monitoring the remote work set by teachers in their subject and engagement by children
- 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
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Liaise with BWCET IT team on filtering and monitoring on trust managed devices.

## 2.5 Designated safeguarding leads

The DSL:

- has the status and authority within the school to carry out the duties of the post, including committing resources and supporting and directing other staff
- is appropriately trained, receiving annual updates and face to face training provided by the safeguarding partnership every two years
- acts as a source of support and expertise to the school community
- encourages a culture of listening to children and taking account of their wishes and feelings
- is alert to the specific needs of children in need, those with special educational needs and young carers

- has a working knowledge of [multi-agency safeguarding procedures](#)
- makes staff aware of [multi-agency training courses](#) and the latest policies and procedures on safeguarding
- has an understanding of locally agreed processes for providing [early help and intervention](#)
- keeps detailed written records of all concerns, ensuring that such records are stored securely but kept separate from, the pupil's general file
- refers cases of suspected abuse to children's social care or police as appropriate
- notifies children's social care if a child with a child protection plan has unexplained absences
- ensures that when a pupil leaves the school, their child protection file is sent securely to the new school (separately from the main pupil file and ensuring secure transit) and confirmation of receipt is obtained. The pupil's social worker should also be informed of the change in school
- attends and/or contributes to child protection conferences
- coordinates the school's contribution to child protection plans
- develops effective links with relevant statutory and voluntary agencies including the Gateshead Safeguarding Children Partnership (formerly LSCB)
- ensures that all staff sign to indicate that they have read and understood the child protection policy
- ensures that the child protection policy and procedures are regularly reviewed and updated annually, working with governors and trustees
- liaises with the nominated governor and headteacher (where the role is not carried out by the headteacher) as appropriate
- ensures a record of staff attendance at child protection and safeguarding training is maintained
- ensures staff are kept up to date with key priorities within the LA, including learning from safeguarding practice reviews
- makes the child protection & safeguarding policy available publicly, on the school's website or by other means
- ensures parents are aware of the school's role in safeguarding and that referrals about suspected abuse and neglect may be made
- has the lead role for Operation Encompass in the school and ensures the school meets all requirements set out in the LA procedures
- whilst the activities of the designated safeguarding lead can be delegated to appropriately trained deputies, **the ultimate lead responsibility for child protection, as set out above, remains with the designated safeguarding lead; this lead responsibility should not be delegated.**

## 2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the school day from 09.00 – 15.15
- › Complete work to the deadline set by teachers
- › Seek help if they need it, from teachers or teaching assistants via FFI
- › 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
- › Ensure work is submitted on FFI or returned to school
- › 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 subject leader or SENCO
- › Issues with behaviour – talk to the SLT
- › Issues with IT – talk to Miss Colligan or Mrs McAtominey (these will be discussed with BWCET IT team)
- › Issues with their own workload or wellbeing – talk to a member of SLT
- › Concerns about data protection – talk to Mrs Musgrove
- › Issues with online safety/ use of online devices – talk to Miss Colligan or Mrs McAtominey (these will be shared with BWCET IT team)
- › Concerns about safeguarding – talk to the DSLs (Mrs Musgrove, Mrs Dixon, Miss Colligan, Mrs McAtominey)

### 4. Data protection

#### 4.1 Accessing personal data

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

- › Use FFI or Arbor. Arbor MUST only be accessed on a school device which is centrally managed by BWCET
- › Ensure the FFI programme is password protected on their device
- › Any calls made to families will be done from school number or if using a mobile, the number will be withheld.

#### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as telephone numbers and 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.

#### 4.3 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 when inactive
- › 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

The recommendation will always be to use BWCET managed devices so they can monitor and filter websites. Arbor MUST only be accessed on a BWCET managed device.

## **5. Safeguarding**

The Safeguarding and Child Protection Policy can be found on the school website.

## **6. Monitoring arrangements**

This policy will be reviewed annually. At every review, it will be approved by the Headteacher and Governors.

## **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Child protection policy and Safeguarding policy and coronavirus addendum
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy