

**BLENDED**

**LEARNING**

**POLICY**

**STEPPING STONES SCHOOL**

###

###  **Aims**

* This bleneded learning policy for staff aims to:

Ensure a seamless approach to blended learning.

* Set out expectations for all members of the school community with regards to blended learning
* Provide appropriate guidelines for data protection

### 2. Roles and responsibilities

2.1 Designated Safeguarding Lead

The DSL is responsible for:

* The DSL and DDSL are responsible for all safeguarding risk assessments, Daily wellbeing checks and monitoring, attendance monitoring and the duties laid out in Stepping Stones Child Protection and Safeguarding policy.
* The DSL/ DDSL may also be required to complete home wellbeing visits, according to the individual students circumstances and situations

2.2 Senior Leaders

Alongside any teaching responsibilities, Senior Leaders are responsible for:

* Coordinating the blended learning approach across the school – This is the duty of the Acting Assistant Head and the roles of others will be designated by the member of the senior leadership team.
* Monitoring the effectiveness of blended learning – This will be done with daily reporting of staff of work completed. The daily work log data sheet should be completed and emailed to the Acting Assistant Head by 5pm every day. For Virtual lessons completed a secure platform such as Microsoft Teams, a My Day form should be completed, RAG rated and then saved on the Young Foundations F-Drive under the individual student’s daily reports. The school Support Lead /DDSL will also complete daily wellbeing calls to monitor the effectiveness of the Blended Learning Package and feeding back to the Senior Leadership Team.
* The Head of School will monitor the correct GDPR procedures are being adhered too and will contact the relevant parties if there is any concerns.

2.3 Teachers

Teachers must be available to work their contractual hours. 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.

**Teachers are responsible for:**

* **Setting work**
* This should be personalised to the levels of each Young Person
* The amount of work should be of reasonable expectations for each Young Person
* Teachers will be informed by the Head of Education or the Acting Assistant Head of deadlines set for the setting and marking of work for Distant Learning Programmes.
* All work should be saved on the F-Drive and the process of all units’ booklets needing to be pre IV’d before delivery still stands.
* All work should be co-ordinated between the teaching staff with the supervision of the Acting Assistant Head and the Teaching and Learning Lead.
* **Providing feedback on work**
* The collection of the completed paper-based work will be arranged by the Acting Assistant Head, who will then inform the relevant staff of their roles in this.
* The Two Stars and a wish sticker as per normal practice.
* All work is to be marked and completed units placed in the relevant place to be internally verified.
* Internally verified and completed work should be passed on to the Support Lead for the OCN Trackers to be updated.
* **Keeping in touch with pupils and parents**
* The Schools Support Lead / DDSL will be contacting all parents/ carers on a daily basis and parents/ carers have the contact numbers for the Support Lead and a contact number for a teacher to assist with any work that a young person is doing.
* Any Complaints from parents/ carers or students should be passed over to the Head of Education, or the Acting Assistant Head in the absence of the Head of Education.
* In the event of students not completing work, the Head of School may wish to call a conference call with Stakeholders and parents/ carers and the school Support Lead to discuss this matter and remove barriers to learning
* Attending virtual meetings or lesson with staff, parents and pupils –
* Dress code – Remain professional in your dress code for such meetings
* When attending virtual meeting or teaching a virtual lesson it is important to consider the area you are working in. Ensure there is a suitable background if you are taking part in a video meeting, or lesson. It should take place in a quite area, where you will not be disturbed and with minimal background noise.

2.4 Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

* Considering whether any aspects of the subject curriculum need to change to accommodate blended learning
* Working with teachers or vocational tutors teaching their subject to make sure work set is appropriate and consistent
* Alerting the Support Lead to resources they need to ensure the delivery of the subject is consistent. Resources should be ordered with as much notice as possible, as deliveries are taking longer to arrive in the current pandemic.

2.5 Pupils and parents

Staff can expect pupils to:

* Be contactable during the required times – although consider they may not always be in front of a device the entire time
* Complete work to the best of their ability
* Seek help if they need it, from teachers

Staff can expect parents to:

* Make the school aware if their child is sick or otherwise cannot complete work
* Seek help from the school if they need it
* Be respectful when making any complaints or concerns known to staff

2.6 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 systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

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

* Issues in setting work – Talk to the school Teaching and Learning Lead
* Email: peter.winwood@youngfoundations.com
* Issues with IT – Contact Pro Networks on 01244535527
* Issues with their own workload or wellbeing – Talk to the Head of School
* Email: emma.gillin@youngfoundations.com
* Concerns about data protection – Talk to the Head of School, who can then pass on the concerns to Liz Prowse
* Concerns about safeguarding – talk to the DSL or DDSL
* Email: emma.gillin@youngfoundations.com 07811414551
* Email: emma.rheeston@youngfoundations.com 07973893428

4. Data protection

4.1 Accessing personal data

When accessing personal data, the staff members who need access will:

* Be able to access the School F-Drive with the relevant information you may need.
* Such staff members will be provided with a Laptop with the RDS software needed to access this. Staff must also make sure they are logged in through VPN at all times when using the laptop.
* If Teacher are calling a student to discuss work, they must ensure their personal phone numbers are not visible or retrievable

4.2 Sharing personal data

* Staff members may need to collect and/or share personal data such as email addresses and other contact details as part of the remote learning system. Such collection of personal data applies to our functions as a school and does not require explicit permissions.
* While this may be necessary, 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
* Making sure the device locks if left inactive for a period of time
* Not sharing the device among family or friends
* Keeping operating systems up to date – always install the latest updates

5. Safeguarding

* All staff are to read and confirm they have done so, the Stepping Stones Child Protection and Safeguarding Policy and the relevant addendum in relation to the ongoing COVID-19 Pandemic.
* All staff have a responsibility towards the safeguarding of our pupils, and any concerns staff have should be reported in the same way, by using the colour coded paperwork and passed onto the DSL or DDSL as soon as possible.
* Green Form = safeguarding concern
* Yellow Form = Concerns regarding a member of staff (Whistleblowing)
* Pink Form = Harmful Sexualised Behaviour (peer on Peer)
* Email addresses – emma.gillin@youngfoundations.com

 emma.rheeston@youngfoundations.com

6. Monitoring arrangements

* This policy will be reviewed as required in conjunction with newly released Government guidelines, presentations of our student and the needs of the school. At every review, it will be approved by Emma Gillin (Head of Education)

7. Links with other policies

This policy is linked to our:

* Behaviour policy
* Child protection and Safeguarding policy and coronavirus addendum to our child protection and safeguarding policy
* Data protection policy and privacy notices
* ICT and internet acceptable usage statements
* Online safety policy