

Student Remote Learning Support Policy



Purpose

Sydney Road Community School (SRCS) as an organisation (including all campuses; the Community School campus, the Brunswick Learning Space and the Coburg Teaching Unit) is committed to the safety and wellbeing of children and young people. We are an SWPBS school and hold our values of; Learning, Respect, Opportunity and Safety, at the core of everything we do. We recognise that our school population is diverse and ensure that the needs of all individuals are taken into account and supported in an integrated manner.

This policy aims to ensure that in the event of SRCS transitioning to remote learning, students and parents have a clear understanding of how remote learning will be operated by SRCS to ensure students can continue to access the learning materials and supports they require to maintain engagement in their education. While it is of utmost importance that students and their families have access to the tools required to maintain school connection it is also paramount that staff providing these services are supported to continue their work within the parameters of the Child Safety Standards and other related policies.

Guidelines

Remote teaching supports in scope

In the event that face to face teaching and learning cannot be provided, SRCS teaching staff will provide the following services and supports remotely:

- Communicate process for transitioning to remote learning to all parent/carers
- Develop and deliver curriculum to students via email/Google classrooms/video link appointments
- Offer online support during timetabled classes
- Correct and comment on work submitted and provide feedback to all students
- Provide hard copy work where required due to lack of access or where arranged with parents/carers
- Follow up via email or text where students either request support or have not completed set tasks
- Contact will be made by the subject teacher using email or via the classroom and by text message or phone call by the group contact phone

Remote teaching supports out of scope

In the event that face to face learning supports cannot be provided SRCS teaching staff will NOT provide the following services and supports:

- Meet students/parents/carers in person in any situation
- Be contactable outside the work hours 9:00am - 3:30pm Monday to Friday on days of work during the term (may vary for part time staff)
- Support the learning needs of siblings not enrolled at SRCS

Consideration of Child Safety

Staff providing learning support to students remotely will adhere to the following to ensure the support offered does not breach the Child Safety Code of Conduct or the Child Safety Policy:

- School to notify parent/guardians of remote learning supports prior to providing service
- All phone and email contact will be recorded via Compass or case noting documents
- Staff will schedule and engage in supervision with the staff wellbeing Co-ordinator as required
- Staff will notify principal immediately of any concern relating to child safety or professional practice

2 way Video conferencing guidelines:

- Parent permission will be sought in advance of session occurring
- 2 staff members to be linked into each 2 way video session
- Staff will disable the private chat function in settings prior to 2 way video session
- Consideration will be taken for where staff are working when engaged in video chat including the view of their desktop and other open documents when screen sharing with students

Failure to Disclose and Failure to Protect

Reporting child sexual abuse is a community-wide responsibility. Accordingly, a new criminal offence has been created in Victoria that imposes a clear legal duty upon all adults to report information about child sexual abuse to police. The offence commenced on 27 October 2014.

Any adult who forms a reasonable belief that a sexual offence has been committed by an adult against a child under 16 has an obligation to report that information to police. Failure to disclose the information to Police is a criminal offence.

Related Policy Documents

School Strategic Plan

[Mandatory Reporting to Child Protection Policy](#)

[Role Specific Mobile Phone Policy](#)

[Child Safety Code of Conduct](#)

[Failure to Disclose and Failure to Protect](#)

[Student wellbeing remote support Policy](#)

[Working Remotely Communication Policy](#)

[Video Conferencing Policy](#)

Approval and Review Details

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Author/s	Tessa Abbottsmith Youl
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Responsible for Review	
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Next review	