

MAY 2021



## REMOTE LEARNING POLICY

**HORIZONS EDUCATION TRUST  
AMERICAN LANE, HUNTINGDON, CAMBRIDGESHIRE PE29 1TQ**

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Remote Learning Policy

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## **INTRODUCTION**

Due to unprecedented times as a result of the COVID-19 pandemic, the majority of School/Academies in the UK have had periods of closure and/or have reduced numbers in order to maintain a safe learning environment. However, special School/Academies, Alternative provision and settings have remained open, meeting the needs of every pupil continues to be our main objective.

As a result of the potential reduction in numbers of pupils attending School/Academy and other settings due to self-isolation, of staff and pupils, we are developing a system of remote learning. This gives every pupil the opportunity to continue with education during this time.

This system of remote learning could also be used for the settings general duty to meet the learning needs of pupils with medical conditions, offering a long term, supportive solution to ensuring access to high quality education.

This policy is produced in consultation with local special heads, the Local Authority (under their 15 day duty – Supporting pupils with Medical needs) and staff. As a result, this policy is shared between the local area special School/Academies including SEMH & AP, and the Local Authority

### **1. AIMS**

1.1. The purpose of this remote learning policy is to:

- Ensure a shared understanding of what is remote learning.
- Ensure consistency in the approach to remote learning
- Set out expectations for all members of the school community with regards to remote learning.
- Provide appropriate guidelines for GDPR
- Reduce disruption to pupil's education and the delivery of the curriculum, so that every pupil has access to high quality learning resources, including the post 15 day medical needs provision.
- Ensure that safeguarding measures are continued during remote learning, including robust understanding of E-Safety
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to support emotional, social and health wellbeing during periods of remote learning.
- Ensure parent and carers are fully aware of the support available to maintain educational outcomes during periods of non - attendance at school.

Remote Learning will be available;

- When a pupil self isolates for 14 days, and is well
- When a bubble is asked to self - isolate
- When the school is partially or fully closed to pupils

Families can expect to be sent a link to the remote learning platform with simple instructions of how to use and which colour route to take.

## **2. ROLES AND RESPONSIBILITIES**

2.1. The **Head of School** and **Senior Management Team (SMT)** are responsible for:

- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the School has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy on an annual basis and communicating any changes to staff, parents, and pupils.
- Arranging any additional training staff may require to support pupils during the period of remote learning.
- Conducting reviews on a weekly basis of the remote learning arrangements to ensure delivery of pupils' education.

2.2. The **Health and Safety Lead** is responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes.
- Putting procedures and systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning linked to safeguarding.
- Ensuring that pupils identified as being at risk are provided with necessary information and instruction, or parents and carers advise.
- Managing the effectiveness of health and safety measures using IRF form for reporting incidents.

2.3. The **Data Protection Officer** is responsible for:

- Overseeing that all School -owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR in relation to remote and on line requirements.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.

2.4. The **DSL** is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the ICT technicians to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online.
- Identifying vulnerable pupils who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the pupil is learning remotely and liaising with the Headteacher and other organisations to make alternate arrangements for pupils that might include contacts for those who are at a high risk, in cooperation with social care.
- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are planned with parents and carers.
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working ensuring all safeguarding incidents are adequately recorded and reported.

2.5. The **ICT Technicians / The ICT Service** is responsible for:

- Ensuring that all School -owned devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost work, and allow for audio and visual material to be recorded, where required.
- Ensuring that any programs or networks used for remote learning can effectively support a large number of users at one time, where required.
- Working with the Teaching and Learning lead teaching staff to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff or can support parents and carers supporting education at home.

2.6. **Staff members** are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the Health and Safety Lead and follow guidance.
- Reporting any safeguarding incidents to the DSL.
- Taking part in any training to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the Head of School
- Reporting any defects on School -owned equipment used for remote learning to an ICT Technician using the log form.

2.7. **Parents and Carers** are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely at the times scheduled by the School/Academy.
- Reporting any technical issues to the School as soon as possible.
- Ensuring that their child always has access to remote learning material during the times set out.
- Reporting any absence before the session has begun.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Adhering to the set rules by School Setting.

2.8. **Where appropriate (SEMH Pupils)** are responsible for:

- Trying their best to engage with periods of remote learning.
- Letting people know if their IT equipment isn't working properly.
- Telling someone if they do not have a way to log on to remote learning.
- Telling an adult if they feel unwell or are not able to do the learning activities set.
- Using equipment safely and sensibly.
- Keeping themselves safe on line or reporting to an adult if they are worried about something which happens on line.

2.9. **Teachers** are responsible for:

- Teachers must be available between 9:30AM- 3.00 PM at their school specific times. 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.
- Setting learning activities appropriate to the needs of pupils.
- Allocated pupils they need to provide work for, including if they may need to cover for other classes.
- The amount of work/activities they need to provide to meet the needs of pupils.
- How they should coordinate with other Teachers to ensure consistency.
- Providing feedback on work / Activities.
- Handling of any complaints and making sure they are passed on to the Head of School as part of the complaints policy.
- Attend virtual meetings.
- Wear appropriate clothing.
- Ensure your background online setting does not show your home or premises to maintain professional role.
- To liaise with teaching assistants with regards to appropriate resources or next steps in learning.

2.10. **Teaching assistants** are responsible for

- Teaching assistants must be available between 9:30AM – 3.00PM. 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.
- Wear appropriate clothing.
- Ensure your background online setting does not show your home or premises to maintain professional role.
- To liaise with teachers with regards to any questions about teaching and learning.

2.11. **Subject leads** are responsible for:-

- 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 the delivery of remote learning
- Working with other Teachers teaching their subject to make sure work/ activities set has appropriate sequence and pace.
- Working with other subject leads and senior leaders to make sure work / activities set are appropriate and consistent, have sequence and pace and any deadlines fit within the school plan.
- Monitoring will follow the school system that includes teaching and learning reviews.(Pupil progress meetings).
- Alerting teachers to resources they can use to support delivery of teaching and learning online.

2.12. **Senior leaders** are responsible for:-

- Alongside any teaching responsibilities, Assistant Heads for a phase are responsible for:
  - Coordinating the remote learning approach across the School phase.
  - Monitoring the effectiveness of remote learning through Teaching and Learning reviews, Pupil progress meetings and reaching out for feedback from pupils and parents/ carers.
  - Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

### **3. WHO TO CONTACT**

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

- Issues in setting work – Assistant Head for phase or TLR Manager
- Issues with behaviour – Assistant Head for Phase
- Issues with IT – Log forms to School Secretary for follow up.
- Issues with their own workload or wellbeing – Assistant Head for phase
- Concerns about data protection – DPO – Liz Ward.
- Concerns about safeguarding – Julia McIntosh, Head of School and Safeguarding Lead.

### **4. DATA PROTECTION**

4.1 This section of the policy will be enacted in conjunction with the Riverside Meadows Academy, Safeguarding Policy.

4.2 Staff members will be responsible for adhering to GDPR principles when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.

4.3 Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching and follow retention of documents GDPR Policy.

4.4 Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.

4.5 Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning from data sheets from parents and carers.



4.6 All contact details will be stored in line with the Data Protection Policy. Please note:

- Any breach of confidentiality of any type will be dealt with in accordance with the GDPR Policy for dealing with breaches under ICO guidelines and notified immediately to Liz Ward, DPO.
- Any intentional breach of confidentiality will be dealt with in accordance with the Data Protection Policy.

## **5. ONLINE SAFETY**

5.1 This section of the policy will be enacted in conjunction with the safeguarding and E Safety Policy.

5.2 All staff and pupils using video communication (where this is deemed appropriate) must:

- Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in School.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible if the offer is live delivery.

5.3 The School will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with further complex needs or in situations of crisis. This will be decided and approved by Head of School, in collaboration with the teacher and will almost always include an observer at both ends of the live feed, a TA for example.

5.4 The School will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.

5.5 The School will consult with parents prior to the period of remote learning about what methods of delivering remote teaching are most suitable for the child and context – alternate arrangements will be discussed with parents.

5.6 The School will ensure that all owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.

5.7 The School will communicate to parents via letter, email or telephone about any precautionary measures that need to be put in place if their

child is learning remotely using their own/family-owned equipment and technology, e.g. ensuring that their internet connection is secure. Our pupils will need support when using technology in the home.

5.8 During the period of remote learning, the School will maintain regular contact with parents and carers to:

- Reinforce the importance of children staying safe online.
- Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
- Expect parents to regularly check controls on devices and internet filters can block malicious websites.
- Direct parents to useful resources to help them keep their children safe online.

5.9 The School will not be responsible for providing access to the internet off the School premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the School..

## **6. Monitoring**

6.1 Staff will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision during a teaching and learning review.

6.2 Teaching staff will monitor the academic progress of pupils and discuss additional support or SEND provision with Assistant Head for their phase.

## **7. RESOURCES**

### Learning materials

7.1 For the purpose of providing remote learning, the School may make use of:

- Work booklets
- Online learning portals, including a shared portal hosted by the LA. For this purpose instruction will be given about the colour block area which should be accessed for learning activities. Other websites may also be used.
- Other Educational websites including where appropriate:
  - Practical activities which can be supported or delivered at home
  - Recorded webinars or similar
  - Pre-recorded video or audio lessons
  - Live lessons where a suitable presence in the classroom is required.
  - Sensory resources
  - Activities based upon the advice of a speech and language, OT or physiotherapist

7.2 Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning. Where further changes are made to EHCP provision this will be recorded in Form M or similar in discussion with parents and carers.

7.3 Lesson plans will be adapted to ensure that the curriculum remains fully accessible via remote learning, where practical – where this is not practical, the School will ensure pupils can catch up on these areas of the curriculum when they return to School in discussion with parents and carers.

7.4 Teaching staff will liaise with their Assistant Head for their phase and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.

7.5 Any defects or issues with remote learning resources will be reported as soon as possible to the Head of School.

7.6 Pupils will be required to use their own or family-owned equipment to access remote learning resources, unless the School agrees to provide or loan equipment, e.g. laptops.

7.7 Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.

7.8 Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work in line with section 7 of this policy.

7.9 The arrangements for any 'live' classes, e.g. webinars, will be communicated via email in advance, telephone or home visits no later than one day before the allotted time and kept to a reasonable length of no more than one hour per session.

7.10 The ICT service staff member is not responsible for providing technical support for equipment that is not owned by the School.

## **8. SAFEGUARDING**

8.1 This section of the policy will be enacted in conjunction with the School Safeguarding Policy & Child Protection Policy, which has been updated to include safeguarding procedures in relation to remote working.

8.2 The Head of School and Safeguarding lead will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.

8.3 The Safeguarding Lead will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.

8.4 Phone calls made to vulnerable pupils will be made using School phones where possible. Where this is not possible; hide personal number if working for home, for example in the case of remote working when bubble closure.

8.5 The Safeguarding Lead will arrange for regular contact with vulnerable pupils weekly as minimum, with additional contact, including home visits, arranged where required and with the agreements of parents/carers or social care.

8.6 All contact with vulnerable pupils will be recorded in line with the safeguarding procedures and suitably stored in line with the Data protection Policy.

8.7 The Safeguarding Lead and Designated Safeguarding Leads will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.

8.8 All home visits must:

- Have at least one suitably school trained individual present.
- Be suitably recorded as a record of visit for Head of School, so that the DSL has access to them.
- Actively involve the pupil and parents/carer.

8.9 Vulnerable pupils will be provided with a means of contacting a DSL or any other relevant member of staff – this arrangement will be set up by the Safeguarding Lead prior to the period of remote learning.

8.10 The DSL will review safeguarding cases or referrals and meet (in person or remotely) with the relevant members of staff weekly to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.

8.11 All members of staff will report any safeguarding concerns using the referral form to a DSL immediately.

8.12 Pupils and their parents will be encouraged to contact the DSL if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The School will also signpost families to the practical support that is available for reporting these concerns.

## **9. MONITORING ARRANGEMENTS**

9.1 This policy will be reviewed on an annual basis by the Head of School.

9.2 Any changes to this policy will be communicated to all members of staff and other stakeholders.

## **10. IN EVENT OF EXTENDED SCHOOL CLOSURE**

10.1 If further School closures are announced, the policy will be reviewed and changed in accordance with government guidance for educational settings.

10.2 All staff will be informed before any changes occur.

10.3 All parents and carers will be informed before any changes occur.

## **CONCLUSION**

By introducing Remote Learning to our Teaching and Learning practices, we aim to encourage an inclusive approach to education which achieves better outcomes for our pupils at Riverside Meadows Academy.

Policy agreed on:

Signed for and on behalf of the Trustees: \_

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Dr Kim Taylor OBE, Executive Head Teacher

Review date : July 2021

Website Y/N