



Interaction & Communication

— Academy Trust —

Remote Learning Policy

Date Published	November 2020
Approved Date	November 2020
Review Cycle	3 Years
Review Date	November 2023

This policy has been written with understanding and reference to:

- Remote education practice for schools during coronavirus – DfE June 2020
- Remote education temporary continuity direction – DfE October 2020

This policy should be read in conjunction with other school policies relating to interaction between adults and pupils. In particular the relevant Online and Safeguarding Policies.

The responsible people for the implementation of this policy are the Principal. The policy will be reviewed annually by the Board of Directors in consultation with the staff.

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INTRODUCTION

The health, safety, wellbeing and continued learning of every pupil has been the priority for ICAT throughout the COVID-19 pandemic. However, due to the ongoing, unprecedented times, the Secretary of State has given a temporary continuity direction in order to require schools to provide remote education for state-funded, school-age children unable to attend school due to the virus. ICAT and its schools has introduced remote learning to all pupils throughout the pandemic, giving every pupil the opportunity to continue with their education during this time.

AIMS

The purpose of this remote learning policy is to ensure the following:

- Ensure consistency in the Trust's 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
- To promote Online safety
- Ensure that safeguarding measures are continued throughout periods of remote learning

- 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

ROLES AND RESPONSIBILITIES

The CEO, Principals and Senior Leadership Teams 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 pupils' education does not suffer
- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning
- Ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents

The Data Protection Officer is responsible for:

- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR policy
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018

The DSL's are 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 Principals and other organisations to make alternate arrangements for pupils who are at a high risk, where required
- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place
- Liaise 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

The ICT Teams are 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
- Ensuring that any programs or networks used for remote learning can effectively support a large number of users at one time e.g. undertaking 'stress' testing.
- Ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.
- Oversee any ICT equipment used for remote learning is resilient and can efficiently recover lost data
- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection
- Overseeing that all equipment loans are documented and agreed with families

All staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning
- Using the Trust's recommended software provided i.e. Microsoft 365/Teams – no other software providers should be used unless agreed with the IT Teams
- Reporting any health and safety incidents and asking for guidance as appropriate
- Reporting any safeguarding incidents to the DSL and asking for guidance as appropriate
- 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
- Reporting any defects on school-owned equipment used for remote learning
- Complying with any other relevant/related policies
- Adhere to the school dress code
- Work in suitable surroundings
- Always ensure confidentiality

Parents 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
- 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 and instructed

Pupils are responsible for (where possible and appropriate):

- Adhering to this policy at all times during periods of remote learning
- Ensuring they are available to learn remotely at the times scheduled by the school
- Reporting any technical issues to their teacher as soon as possible
- Ensuring they have access to remote learning materials and notifying a responsible adult if they do not have access
- Ensuring they use any equipment and technology for remote learning as intended and instructed

Teachers are responsible for:

- Teachers must be available during their usual contracted hours. 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 work including who for and the amount of work
- How they should coordinate with other colleagues to ensure consistency across the school
- Providing feedback on work
- To adhere and promote the relevant Behaviour Policies
- Attend virtual meetings
- To liaise with teaching assistants with regards to remote learning content

Teaching assistants are responsible for:

- Teaching assistants must be available during their usual contracted hours. 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
- Complete tasks as instructed by their line manager/SLT

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for (if relevant):

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject to make sure work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject

WHO TO CONTACT

If staff have any questions or concerns relating to remote learning, they should contact their line manager/a member of SLT/the CEO

If staff have a safeguarding concern this must be reported immediately to the DSL/DDSL

DATA PROTECTION

- This policy will be used in conjunction with the Trust's Data Protection Policy
- 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
- Sensitive data will only be transferred between work devices if it is necessary to do so for the purpose of remote learning and teaching
- Staff members will not save or store Trust data to personal devices

- If staff members are working from personal devices work must only be stored to OneDrive using their school login
- 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.
- Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.
- All contact details will be stored in line with the Data Protection Policy
- Any breach of confidentiality will be dealt with in accordance with the Trust's **GDPR Policy**
- Any intentional breach of confidentiality could be dealt with via the disciplinary process

ONLINE SAFETY

- This policy will be used in conjunction with the Trust's Online Safety policies
- All staff and pupils using video communication must:
 - Communicate in groups where possible and appropriate i.e. staff and pupil video learning
 - Wear suitable clothing – this includes others in their household
 - 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
 - Always remain aware that they are visible
- 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 the SLT
- Where possible and appropriate pupils found not to be using devices or software as intended will be disciplined in line with the Behaviour Policy
- Trust provided devices will be risk assessed prior to use to ensure that there are no privacy issues or scope for inappropriate use
- The Trust will ensure that all Trust-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
- 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
- During the period of remote learning, the school will maintain regular contact with parents 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
 - Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites

- Direct parents to useful resources to help them keep their children safe online

MARKING AND FEEDBACK (where possible and appropriate)

- All schoolwork set through remote learning must be:
 - Complete when returned to the relevant member of teaching staff
 - Completed to the best of the pupil's ability
 - The pupil's own work
 - Marked in line with the appropriate criteria for the work
 - Feedback given to the pupil, once marked, by an agreed date
- The school expects pupils and staff to maintain a good work ethic and a high quality of work during the period of remote learning
- Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via email, telephone or through home visits if their child is not completing their schoolwork or their standard of work has noticeably decreased. Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision where necessary

RESOURCES

Learning materials

- For the purpose of providing remote learning, the school may make use of:
 - Work booklets
 - Email
 - Past and mock exam papers
 - Online learning portals
 - Educational websites
 - Reading tasks
 - Live webinars
 - Pre-recorded video or audio lessons
- Teachers will review the DfE's list of [online education resources](#) and utilise these tools as necessary, in addition to existing resources
- Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning
- 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
- Teaching staff will liaise with all relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period
- Any defects or issues with remote learning resources will be reported as soon as possible to the relevant member of staff
- 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
- Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources

- The arrangements for any 'live' classes, e.g. webinars, will be communicated via email, 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.
- ICT Teams are not responsible for providing technical support for equipment that is not owned by the school, however they will always try to assist where possible

SAFEGUARDING

- This policy will be used in conjunction with the Trust's/school's Safeguarding and Child Protection Policies, Online Safety policies, which have been updated to include safeguarding procedures in relation to remote working
- School staff will make regular contact with pupils and/or parents/carers, throughout the period of remote learning
- Phone calls made to pupils and families will be made using school phones where possible
- All contact with vulnerable pupils will be recorded using the schools agreed methods
- DSL's and teaching staff will keep in contact with pupils' social workers or other care professionals during the period of remote working, to support with progress and attainment. Where safeguarding concerns are in place, then only the DSL/DDSL will make contact.
- All home visits must be carried out in line with the Trust's Personal Safety Policy
- Vulnerable pupils and their families will be provided with a means of contacting any relevant members of staff
- The **DSL** will meet (in person or remotely) with the relevant staff members **once per week** to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely
- All members of staff will report any safeguarding concerns to the **DSL** immediately
- 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.

MONITORING ARRANGEMENTS

- This policy will be reviewed on an **annual** basis
- Any changes to this policy will be communicated to all members of staff and other stakeholders

EXTENDED SCHOOL CLOSURE

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