



REMOTE LEARNING POLICY

Ben Rhydding Primary School

Document history

Policy document:	Remote Learning Policy
Legislation: education/ other	Statutory document for school
Lead member of staff:	Glen Hartford, Head teacher Peter Timms, Deputy Head teacher
Lead governor:	Sarah Hughes
Governor committee:	School Improvement
Committee approval date:	September 2020
Review Frequency:	Every 3 years
Next review	September 2023

Legal framework

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Education Act 2004
- The General Data Protection Regulation (GDPR)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Data Protection Act 2018

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2019) 'Keeping children safe in education'
- DfE (2019) 'School attendance'
- DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2018) 'Health and safety for school children'
- DfE (2016) 'Children missing education'

1.3. This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- GDPR Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Pupil Discipline and Behaviour Policy
- Curriculum Policy
- Assessment Policy
- Health and Safety Policy
- Attendance Policy
- ICT Acceptable Use Policy

- Staff Code of Conduct

2. Roles and responsibilities

2.1. The governing body is responsible for:

- Ensuring that the school has robust risk management procedures in place.
 - Ensuring that the school has a business continuity plan in place, where required.
- Evaluating the effectiveness of the school's remote learning arrangements.

2.2. The headteacher is responsible for:

Education

- 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 every three years 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 regular basis of the remote learning arrangements minimise the extent to which pupils' education may suffer.

Health & Safety

- Ensuring that the relevant health and safety risk assessments are completed and in place.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that any 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.

ICT

- 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.

- Ensuring that all school computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
- Overseeing that any school ICT equipment used for remote learning is resilient and can efficiently recover lost data.

2.3. The Designated Safeguarding Lead 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 school-owned 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 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.
- 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.

2.4. The SENCO is responsible for:

- Liaising with the ICT technicians to ensure that the school-owned technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely.
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

2.5. The School Business Manager is responsible for:

- Arranging the procurement of any equipment or technology required for staff to teach remotely, enabling pupils to learn from home.
 - Ensuring that all school-owned devices used for remote learning are suitably insured.
- Ensuring value for money when arranging the procurement of equipment or technology.

2.6. The ICT technicians 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, 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, e.g. undertaking ‘stress’ testing.
- Working with the SENCO to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

2.7. 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 headteacher and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the Designated Safeguarding Lead and asking for guidance as appropriate.
- Taking part in any training conducted 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 headteacher.
- Reporting any defects on school-owned equipment used for remote learning to an ICT technician.
- Adhering to the Staff Code of Conduct at all times.

2.8. Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely, that the schoolwork set is completed on time and to the best of their child’s ability.
- Reporting any technical issues to the school as soon as possible.
- Ensuring that their child has access to remote learning material or informing the school that they require paper-based learning resources.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Notifying the school if their child is feeling unwell or they are unable to complete the schoolwork they have been set.

2.9. Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to their teacher as soon as possible.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.

- Ensuring they use any equipment and technology for remote learning as intended.

3. Resources

Learning materials

3.1. For the purpose of providing remote learning, the school may make use of:

- Printed work booklets
- Online learning portals, such as Google Classroom and Tapestry
- Educational websites
- Reading tasks
- Pre-recorded video or audio lessons

3.2. Reasonable adjustments will be made to ensure that all pupils have access to resources needed for effective remote learning.

3.3. Remote teaching will endeavour to follow the school curriculum wherever possible – where this is not practical, the school will identify areas in which pupils will need to catch up when they return to school.

3.4. Teaching staff will liaise with the SENCO and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.

3.5. Any defects or issues with remote learning resources will be reported as soon as possible to the relevant member of staff.

3.6. Pupils will be required to use their own or family-owned equipment to access remote learning resources. If you do not have access to family-owned equipment, the school will provide printed work packs.

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

3.8. Teaching staff will oversee academic progression for the duration of the remote learning period and will use the tools on Google Classrooms to provide comments/feedback on work.

3.9. The ICT technicians are not responsible for providing technical support for equipment that is not owned by the school.

4. Online safety

4.1. Where possible, all interactions will be textual and public.

4.2. Staff will not use live video to communicate with individual pupils or families to deliver remote learning, however the use of recorded video is permitted.

4.3. All staff and pupils using video recordings 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 recording.
- Wear suitable clothing – this includes others in their household.
- 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.

4.4. Pupils not using devices or software as intended will be disciplined in line with the School’s Positive Behaviour Policy.

4.5. 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.

4.6. The school will communicate to parents via PING 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.

4.7. 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.

5. Safeguarding

5.1. This section of the policy will be enacted in conjunction with the school’s Child Protection and Safeguarding Policy.

5.2. The Designated 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.

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

5.4. Phone calls made to vulnerable pupils will be made using school phones where possible.

5.5. All contact with vulnerable pupils will be recorded on paper and suitably stored.

5.6. The DSL will keep in contact with vulnerable pupils’ social workers or other care professionals during the period of remote working, as required.

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

5.8. The DSL will meet (in person or remotely) with the relevant members of staff once per week to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.

5.9. All members of staff will report any safeguarding concerns to the DSL immediately.

6. Data protection

6.1. This section of the policy will be enacted in conjunction with the school's GDPR Data Protection Policy.

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

6.3. Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.

6.4. Parents' and pupils' up-to-date contact details will be collected (if required) prior to the period of remote learning.

6.5. All contact details will be stored in line with the GDPR Data Protection Policy.

6.6. Pupils are not permitted to let their family members or friends use any school owned equipment which contains personal data.

6.7. Any breach of confidentiality will be dealt with in accordance with the school's normal policies.

7. Pupil work, acknowledgement and feedback

7.1. The following applies to all schoolwork set through remote learning:

- Work must be complete when returned to the relevant member of teaching staff. This however may depend on pupil and family circumstances during the pandemic.
- Work must be returned before the deadline set by the relevant member of teaching staff.
- Work must be completed to the best of the pupil's ability and be the pupil's own work.

During whole school/class/year group lockdowns

- Pupil work will be reviewed and acknowledged by the teacher the following day. Depending on the nature of the task and the requirements of the teacher, some work may receive a 'mark', for example spelling and/or times table activities and quizzes.

During lockdowns where the school is still open to key worker children

- Pupil work will be reviewed and acknowledged by the teacher on at least two occasions during the week. This could be more depending on the number of pupils accessing key worker provision, staff rotas and the demands being placed on teaching staff to be in school to support the key worker children. Depending on the nature of the task and the requirements of the teacher, some work may receive a 'mark', for example spelling and/or times table activities and quizzes.

7.2. The school expects pupils and staff to maintain a good work ethic and a high quality of work during the period of remote learning.

7.3. If work is not being completed and not returned parents must contact the teacher to explain why. Teachers can then offer support and adapt their remote learning for the individual family if required, for example due to an illness in the family etc. . . . Staff will contact parents via PING/email/phone if their child is not completing their schoolwork and the school has not been informed.

7.4. Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision with the headteacher as soon as possible.

7.5. Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENCO as soon as possible.

8. Health and safety

8.1. This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.

8.2. Teaching staff and ICT technicians will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.

8.3. If using electronic devices during remote learning, pupils will be encouraged to take a 15-minute screen breaks every two hours and not to be on a device for more than three hours per day.

8.4. Screen break frequency and time spent on devices will be adjusted for younger pupils or pupils with medical conditions who require more frequent screen breaks.

9. School day and absence

9.1. Pupils will be present for remote learning Monday to Friday, during term time.

9.2. Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.

9.3. Parents must inform their child's teacher by email if their child is unwell.

9.4. The school will monitor absence in line with the Attendance Policy.

10. Communication

10.1. The school will ensure adequate channels of communication are arranged in the event of an emergency.

10.2. The school will communicate with parents via PING and the school website about remote learning arrangements.

10.3. Members of staff will have contact with their line manager once per week.

10.4. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.

10.5. Issues with remote learning or data protection will be communicated to the pupils' teacher as soon as possible so they can investigate and resolve the issue.

10.6. The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.

10.7. SLT will review the effectiveness of communication on a weekly basis and ensure measures are put in place to address gaps or weaknesses in communication.

11. Monitoring and review

11.1. This policy will be reviewed on an annual basis by the Headteacher, Computing Leads and Child Protection Leads.

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

11.3. The next scheduled review date for this policy is **September 2023**.