



Special Partnership Trust

Remote Learning Policy

Approved By: Trust SLT January 2021

Review Date: January 2022

Aims

This policy has been written with understanding and reference to remote education practice for schools during coronavirus.

This policy should be read in conjunction with other school policies relating to interaction between adults and students. |

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school due to Covid restrictions/guidance.
- Set out expectations for all members of the school community with regards to remote learning.
- Support effective communication between the school and families.
- Support health, wellbeing and safeguarding of pupils and staff.
- Provide appropriate guidelines for data protection.

Roles and responsibilities

Headteachers

When providing remote learning, teachers must be available throughout the school day. 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.

When providing remote learning, headteachers 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.

Teachers are responsible for:

- Setting work.
- Who they need to provide work for, including if they may need to cover for other classes.
- The amount of work they need to provide.
- How they should coordinate with other Teachers and the Teaching and Learning Support Lead to ensure consistency across the year/subject.
- Providing feedback on work.
- Handling of any complaints and making sure they are passed on to the relevant line manager.
- To ask all students to abide in the correct manner when being taught remotely. Enforce this via the Behaviour Policy.
- Attend virtual meetings.
- Wear appropriate clothing.
- To liaise with teaching assistants with regards to subject content.

Teaching assistants are responsible for:

- Teaching assistants must be available between 9:00AM – 3.25PM. 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.
- To liaise with teachers with regards to any questions about subject content.

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 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

Senior leaders are responsible for:-

- Alongside any teaching responsibilities, senior leaders are responsible for:
- Coordinating the remote learning approach across the school – if you've assigned one member of staff to lead on this, highlight them here
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated Safeguarding Lead

The DSL is responsible for taking the lead responsibility for safeguarding and child protection (including online safety). Further information is detailed in the SPT Safeguarding and Child Protection Policy.

IT staff

IT staff are responsible for:

- Fixing issues with systems used to deliver learning
- Helping staff with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

Pupils and parents

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.

Pupils are responsible for:

- 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.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Adhering to the Behaviour Policy at all times.

Trustee Board

Trustees are 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 remote learning systems are appropriately secure, for both data protection and safeguarding reasons

Who to contact

If staff have any questions or concerns about remote learning, they should contact the Headteacher of their child's school.

GDPR

This section of the policy will be enacted in conjunction with Trust GDPR.

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 devices if it is necessary to do so for the purpose of remote learning and teaching.

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 Information.

Any intentional breach of confidentiality will be dealt with in accordance with the Trust's Data Protection Policy

Online safety

This section of the policy will be enacted in conjunction with the Trust's on-line safety policy.

Where possible, all interactions will be textual and public.

All staff and pupils using video communication must:

- Communicate in groups – one-to-one sessions are not permitted.
- 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.

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.

The school will consult with parents at least one week prior to the period of remote learning about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.

The school will ensure that all school-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.

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.

Safeguarding

See Safeguarding and Child Protection Policy and Covid-19 addendum to our safeguarding policy which can be found on the Special Partnership Trust website.

Monitoring arrangements

This policy will be reviewed yearly. At every review, it will be approved by the Trust Senior Leadership Team.

Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding and Child protection policy and coronavirus addendum to our child protection policy
- GDPR
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy