



# Remote Learning Strategy and Policy

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Modified: September 2020  
Review Date: September 2021  
Lead Governor:

## **INTRODUCTION**

Due to unprecedented times as a result of the COVID-19 pandemic, the majority of School in the UK have had periods of closure and/or have reduced numbers in order to maintain a safe learning environment.

As a result of the potential reduction in numbers of pupils attending Heltwate due to self-isolation, (of staff and pupils), we are developing a system of remote learning. This gives every student the opportunity to continue with education during this time.

This system of remote learning could be used for the schools 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

## **AIMS**

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

- Ensure a shared understanding of what remote learning is
- Ensure consistency in the areas 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 student'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 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 details to access remote learning.

## **ROLES AND RESPONSIBILITIES**

2.1. The **Head Teacher and Senior Leadership Team (SLT)** 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 Heltwate 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.
- Coordinating the remote learning approach across Heltwate School.
- Monitoring the effectiveness of remote learning, via regular meetings with teachers and subject leaders, reviewing work / activities set or reaching out for feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

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, in collaboration with the Head Teacher or member of SLT.
- 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.

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

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 Head Teacher 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.
- 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 Technician** is responsible for:

- Ensuring that all Heltwate 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 Teaching and Learning lead to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

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 asking for guidance as appropriate.
- Reporting any safeguarding incidents to the DSL 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 Head Teacher.
- Reporting any defects on school-owned equipment used for remote learning to an ICT Technician.

**2.7. 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.
- Adhering to the set rules by Heltwate School.

**2.8. Pupils** are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely at the times scheduled by Heltwate School.
- 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 activity they have been set.
- Keeping themselves safe online or reporting to a responsible adult if they are worried about something which happens online.
- Ensuring they use any equipment and technology for remote learning as intended.
- Adhering to the Behaviour Policy at all times.

**2.9. Teachers** are responsible for:

- Teachers must be available between 9:30AM- 2:45PM. 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/activities that are appropriate to the needs of pupils.
- Who 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.
- Coordinating with other Teachers and the SLT team to ensure consistency across the provision.
- Providing feedback to students on work / activities.
- Handling of any complaints and making sure they are passed on to the relevant line manager.
- To ask all students to behave in the correct manner when being taught remotely. Enforce this via the Behaviour Policy.
- Attend virtual meetings.
- Wear appropriate clothing.
- Ensure your background online setting does not show you home/premises to maintain a professional role.
- To liaise with teaching assistants with regards to subject content.

**2.10. Teaching assistants** are responsible for

- Teaching assistants must be available between 9:25AM - 2:45PM. 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 you home/premises to maintain a professional role.
- To liaise with teachers with regards to any questions about subject content.

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

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for the following:

- 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/ activities set are appropriate and consistent.
- Working with other subject leads and senior leaders to make sure work / activities set across subjects is appropriate and consistent.

- Monitoring the work / activities set by teachers in their subject, via collaboration with teaching staff and basic scrutiny of work/activities provided remotely.
- Alerting teachers to resources they can use to teach their subject and informing staff of relevant subject developments.

## **WHO TO CONTACT**

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

- Issues in setting work - Mrs Kim Phillips (Assistant Head Teacher)
- Issues with behaviour - Miss Michelle Bull
- Issues with IT - Mr Mike Nelson, via the Every System
- Issues with their own workload or wellbeing - line manager
- Concerns about data protection - Mr Mike Nelson (DPO)
- Concerns about safeguarding - Mrs Debbie Shaw (DSL), or other DSLs across school

## **DATA PROTECTION**

4.1 This section of the policy will be enacted in conjunction with the Heltwate School's Data Protection 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.

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.

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

- Any breach of confidentiality will be dealt with in accordance with the School's GDPR Policy for dealing with breaches under the ICO guidelines.

- Any intentional breach of confidentiality will be dealt with in accordance with Heltwate School's GDPR Policy.

## **ONLINE SAFETY**

5.1 This section of the policy will be enacted in conjunction with Heltwate School's safeguarding and Online Safety Policy.

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

5.3 All staff and pupils using video communication 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 within Heltwate 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 during live delivery.

5.4 Heltwate 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, in collaboration with the class teachers and will almost always include an observer at both ends of the live feed, (a TA for example).

5.5 Heltwate 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.

5.6 Heltwate School will consult with parents prior to the period of remote learning about what methods of delivering remote teaching are most suitable - alternate arrangements will be made where necessary.

5.7 Heltwate 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.



5.8 Heltwate 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.

5.9 During the period of remote learning, Heltwate 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.
- Expect parents to check controls on devices and internet filters to block malicious websites.
- Direct parents to useful resources to help them keep their children safe online.

5.10 Heltwate 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.

### **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 needed with SLT as appropriate.

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

### **RESOURCES**

#### Learning materials

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

- Work booklets
- Online learning portals, including a shared portal hosted by the LA, Class Dojo, Education City, Purple Mash and others
- Other Educational websites including EFL (or similar) where appropriate
- Reading or Communication tasks
- Simple practical activities which can be supported or delivered at home

- Live/Recorded webinars
- 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.

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, Heltwate School will ensure pupils can catch up on these areas of the curriculum when they return to school.

7.4 Teaching staff will liaise with 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 relevant member of staff.

7.6 Pupils will often 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 or telephone 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 Technician is not responsible for providing technical support for equipment that is not owned by Heltwate School.

## **SAFEGUARDING**

- 8.1 This section of the policy will be enacted in conjunction with Heltwate School's Safeguarding Policy, which has been updated to include safeguarding procedures in relation to remote working.
- 8.2 The Head Teacher, and Welfare Manager, (DSL), 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 DSL 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 Heltwate School phones where possible.
- 8.5 The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged where required.
- 8.6 All contact with vulnerable pupils will be recorded in line with the safeguarding procedures and suitably stored in line with Heltwate's data protection policy.
- 8.7 The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- 8.8 Staff are not to undertake home visits unless in exceptional circumstances; they must only take place after discussion with the Welfare Manager.
- 8.9 Vulnerable pupils will be provided with a means of contacting the DSL or other relevant member of staff - this arrangement will be set up by the DSL prior to the period of remote learning
- 8.10 The DSL will meet (in person or remotely) with SLT to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely, as needed.
- 8.11 All members of staff will report any safeguarding concerns to the DSL immediately.

8.12 Pupils and their parents will be encouraged to contact The Welfare Manager, (or any other DSLs across school), if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. Heltwate School will also signpost families to the practical support that is available for reporting these concerns.

### **MONITORING ARRANGEMENTS**

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

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

### **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 guardians will be informed before any changes occur.

### **CONCLUSION**

By introducing Remote Learning to our practices, we aim to encourage an inclusive approach to education which achieves better outcomes for our students at Heltwate School.