



# Remote Learning Policy Heathlands School



## Policy Review

This policy will be reviewed in full by the Governing Board.

The policy will be reviewed in full by the Full Governing Board Meeting on 10.3.21.

Next Review due March 2023.

Signature ..... Date .....  
Co-Head Teacher

Signature ..... Date .....  
Governor

## STATEMENT OF INTENT

At Heathlands School, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual student or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all students have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Minimise the disruption to students' education and the delivery of the curriculum
- Ensure provision is in place so that all students have access to a variety of learning resources.
- Protect students from the risks associated with using devices connected to the internet
- Ensure staff, parent, and student data remains secure and is not lost or misused
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning
- Ensure all students have the provision they need to complete their work to the best of their ability, remain happy, healthy, and supported during periods of remote learning.

## LEGAL FRAMEWORK

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 (2020) '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'

This policy operates in conjunction with the following policies:

- Safeguarding and Child protection Policy (including Coronavirus safeguarding in school)
- SEND Inclusion Policy
- This policy operates in conjunction with the following school policies
  - Data Protection Policy
  - Behaviour Policy
  - Staff Code of Conduct
  - Remote learning agreements

## ROLES AND RESPONSIBILITIES

Heathlands School is responsible for:

- Ensuring it has robust risk management procedures in place for remote learning.
- Evaluating the effectiveness of the remote learning arrangements.

The Co-Headteachers are responsible for:

- Ensuring that staff, parents and students 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 a regular basis and communicating any changes to staff, parents, and students.
- Arranging any additional training staff may require to support students during the period of remote learning
- Conducting reviews on a regular basis of the remote learning arrangements to ensure students' education is meeting expectations.

The Data Protection Officer is responsible for:

- Ensuring all staff, parents, and students are aware of the data protection principles outlined in the GDPR
- Ensuring that all computer programmes 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.

The Designated Safeguarding Lead (DSL) is responsible for:

- Attending (either in person or remotely) and arranging, where necessary, any safeguarding meetings that occur during the remote learning period
- Liaising with the ICT technician to ensure that all technology used for remote learning is suitable for its purpose and will protect students online
- Identifying vulnerable students who may be at risk if they are learning remotely
- Ensuring that child protection plans are enforced while the student is learning remotely, and liaising with the Co-Headteachers of the school and other organisations to make alternate arrangements for students who are at a high risk, where required
- Identifying the level of support or intervention required while students learn remotely and ensuring appropriate measures are in place
- Liaising with relevant individuals to ensure vulnerable students receive the support required during the period of remote working
- Ensuring all safeguarding incidents are adequately recorded and reported.

The SENCO is responsible for:

- Liaising with ICT technicians to ensure that the technology used for remote learning is accessible to all students and that reasonable adjustments are made where possible
- Ensuring that students continue to have their needs met while learning remotely, and liaising with the Co-Headteachers and other organisations to make any alternate arrangements needed.
- Identifying the level of support or alternative intervention that is required while students learn remotely.
- Ensuring that the provision is monitored for effectiveness throughout the duration of the remote learning period.
- Liaise with parents and carers to support Deaf students with an additional need whilst learning at home.

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 students and staff.

Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning
- Reporting any health and safety incidents and concerns to the Co-Headteachers and asking for guidance as appropriate
- Reporting any safeguarding incidents and concerns 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 Co-Headteachers
- 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.

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 agreed
- Reporting any technical issues to the school as soon as possible
- Ensuring that their child has access to remote learning material during the times agreed
- Ensuring their child uses the equipment and technology used for remote learning as intended
- Adhering to the Home School agreement at all times.

Students 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 agreed, 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
- Adhering to the schools Behaviour Policy at all times.

## 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 such as Edulink, Office 365, Google for Education
- Educational websites
- Reading tasks
- Live webinars
- Pre-recorded video or audio lessons

Where practical, learning materials will be adapted to ensure that the curriculum remains accessible via remote learning. Where this is not practical, the school will ensure students can catch up on these areas of the curriculum when they return to school.

Teaching staff will liaise with the SENCO and other relevant members of staff to ensure all students 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.

Staff should use school equipment to access relevant educational websites or systems only and will not attempt to access any website that may be deemed inappropriate, offensive or malicious.

Students will be required (where possible) 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.

We strongly recommend that students and parents maintain the upkeep of any equipment they use to access remote learning resources, including installing latest updates to software.

Teaching staff will oversee academic progression for the duration of the remote learning period.

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

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

### **Costs and expenses**

The school will not contribute to any household expenses incurred while students learn remotely, e.g. heating, lighting, council tax or internet costs.

The school will not reimburse any costs for travel between students' homes and the school premises.

The school will not reimburse any costs for childcare.

If a student is provided with school-owned equipment, the student and their parent will sign and adhere to an Acceptable Usage Agreement prior to commencing remote learning.

### **ONLINE SAFETY**

This section of the policy will be enacted in conjunction with the Online Safety Policy.

Where possible, all interactions will be textual and public.

#### **If School opts to use Video Communication**

All staff and students using video communication must:

- Communicate in groups – one-to-one sessions are not permitted (unless specific permission is given by the Co-Headteachers such as a therapy session where separate guidance will be given such as encouraging a parent to be present)
- Wear suitable clothing – this includes others in their household
- Be situated in a suitable 'public' area within the home with a plain background
- 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
- Use screen share facilities to show educational resources only and never display any inappropriate content
- Ensure they have a stable connection to avoid disruption to lessons
- Always remain aware that they are visible

Students not using devices or software as intended will be disciplined in line with the school Behaviour Policy on return to school.

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 ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, can access educational platforms and systems (although this cannot be guaranteed when the devices are off-site) and allows for audio and visual material to be recorded or downloaded, where required.

The school will communicate to parents 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.

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.

## **SAFEGUARDING**

This section of the policy will be enacted in conjunction with the Safeguarding Policy.

The DSL and Co-Headteachers will identify 'vulnerable' students (students who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.

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

Phone calls made to vulnerable students will be made using school phones where possible or where personal phones are used call ID must be withheld using 141. Calls should be made during Monday-Friday 8am-5pm only.

The DSL will keep in contact with vulnerable students' social workers or other care professionals during the period of remote working, as required. If new safeguarding concerns arise for vulnerable students the DSL will communicate them with the appropriate members of staff involved in the remote learning.

All members of staff will report any safeguarding concerns to the school's DSL immediately.

## **DATA PROTECTION**

This section of the policy will be enacted in conjunction with the Data Protection Policy.

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.

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

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

Any breach of confidentiality will be dealt with in accordance with school procedures and notified to the Co-Headteachers.

Any intentional breach of confidentiality will be dealt with in accordance with the Behaviour Policy.

## **FEEDBACK**

All schoolwork set through remote learning must be:

- Complete if the relevant member of teaching staff has requested it to be submitted
- Returned before the deadline set by the relevant member of teaching staff
- Completed to the best of the student's ability
- The student's own work.

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

Students are accountable for the completion of their own schoolwork – teaching staff may contact parents if their child is not completing their schoolwork or their standard of work has noticeably decreased.

## **HEALTH AND SAFETY**

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

Teaching staff and ICT technicians will ensure students are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning or via other methods if the remote learning happens before guidance can be given.

If using electronic devices during remote learning, students will be encouraged to take a five minute screen break every two hours.

## **SCHOOL DAY AND ABSENCE**

Students will be present for remote learning at their allocated time Monday to Friday.

Students are not expected to do schoolwork during any break or lunch period.

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

Parents will inform the school no later than 8:30am if their child is unwell.

## **COMMUNICATION**

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

The school will communicate with parents about remote learning arrangements as soon as possible.

The Co-Headteachers will communicate with staff as soon as possible about any remote learning arrangements.

The school understands that staff and students working remotely have the right to privacy out-

of-hours and should be able to separate their school and home lives – communication is only permitted and will only be answered during school hours.

Members of staff will have contact with their line manager regularly in working hours.

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

### **MONITORING AND REVIEW**

This policy will be reviewed and approved on an annual basis; any changes to this policy will be communicated to all members of staff and other stakeholders.