



Roundwood Park School

Remote Learning Policy

Reviewed: June 2021

Next review: June 2022

Students, Families and Community Committee

Responsibilities

To determine and approve policy and ensure compliance: RPS Governors

To implement, deliver and comply: Headteacher and Roundwood Park School

Statement of Intent

At Roundwood Park, 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, and to 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 (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'

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
- BYOD policy
- Staff Code of Conduct

Roles and Responsibilities

Roundwood Park is responsible for:

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

The headteacher is 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 does not suffer.

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 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.

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 technicians 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 headteacher 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 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 students with EHC plans such as learning on site.
- Identifying the level of support or intervention that is required while students with SEND learn remotely.
- Ensuring that the provision put in place for students with SEND is monitored for effectiveness throughout the duration of the remote learning period.

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 to the headteacher and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the Designated Safeguarding Lead of the school 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.

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 each 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 Google Classroom, Office 365
- Educational websites (Oak National Academy, BBC Bitesize)
- Educational podcasts
- 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.

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 Subject Google Classrooms following the normal school timetable 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, or council tax.

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 school's Online Safety Policy.

Where possible, all interactions will be textual and public.

If a 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 headteacher such as peripatetic music lessons 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' living 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.

If a School opts to use Audio Communication

All staff and students using audio communication must:

- 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 audio material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they can be heard.

Students not using devices or software as intended will be disciplined in line with their schools 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 headteacher 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 arrange for regular contact with vulnerable students once per fortnight, with additional contact, including home visits (if possible), arranged where required. Contact with vulnerable students will be logged in accordance with each school's individual procedures.

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

All home visits **must**:

- Have at least one suitably trained individual present.
- Be undertaken by no fewer than two members of staff.
- Be suitably recorded and the records stored so that the DSL has access to them.
- Actively involve the student.

Vulnerable students will be provided with a means of contacting a member of the safeguarding team in school – this arrangement will be set up by the DSL prior to the period of remote learning.

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 school's 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. 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 students' 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.

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 the school's procedures and notified to the DPO.

Any intentional breach of confidentiality will be dealt with in accordance with each school's Behaviour Policy.

Feedback

All schoolwork set through remote learning must be:

- Completed 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 school's 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 time away from their computer screen for a portion of the lesson by staff teaching the lesson.

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 headteacher will communicate with staff as soon as possible about any remote learning arrangements.

Members of staff involved in remote teaching will ensure they have a working mobile device that is available to take phone calls during their agreed working hours.

The school understands that students learning remotely have the right to privacy out-of-hours and should be able to separate their school and home lives – communication is only permitted during school hours.

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

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 on an annual basis by Roundwood Park School.

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

This policy has undergone an equality impact assessment in accordance with the school's Public Sector Equality Duty under the Equality Act 2010.