

Willows Academy Trust



Remote Learning Policy Sawley Infant & Nursery School

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VERSION CONTROL			
VERSION	DATE	AUTHOR	CHANGES
Draft v1		DD	Based on model policies from 'The Key' and 'School Bus' adapted to meet our requirements.
Draft v0.2	Nov 20	MH	Adapted to match school provision
V2	Nov 20		Approved by governors

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1. Introduction

- 1.1 At Willows Academy Trust, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.
- 1.2 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.
- 1.3 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
- 1.4 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'
- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'

1.5 This policy operates in conjunction with the following Willows Academy Trust and school policies:

- Child Protection and Safeguarding Policy
- Data Protection policy and Privacy Notices
- Behaviour Policy
- Acceptable Use of IT policy
- E-Safety policy
- Online Safety Policy
- Home/School Agreement
- Freedom of Information policy
- Equality and Diversity policy
- Code of Conduct

1.6 This policy and procedure will be reviewed every three years or whenever a change in legislation or practice necessitates a review, whichever is sooner.

1.7 This policy reflects legislation at the time when it was last reviewed. Any changes in legislation will take precedence over anything printed in the policy.

2. Purpose and Scope

2.1 This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil 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 pupils 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.

2.2 This policy applies to all our employees and all members of the school community including parents and pupils.

3. Roles and Responsibilities

3.1 The Willows Academy Trust Board of Directors 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.

3.2 Academy Governing Body

The Academy Governing Body is responsible to the WAT Board of Directors 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.

3.3 Headteacher

The headteacher is responsible for:

- Ensuring that staff adhere to the relevant policies at all times and parents and pupils are aware of the relevant policies and their responsibilities.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required.
- 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 pupils.
- Arranging any additional training staff may require to support pupils during the period of remote learning.

- Conducting regular reviews of the remote learning arrangements to ensure pupils' education does not suffer.
- Arranging the procurement of any equipment or technology required for staff to teach remotely and for pupils to learn from home.
- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

3.4 Data Protection Officer

The Data Protection Officer (DPO) is responsible for:

- Ensuring that a Data Protection Impact Assessment is carried out on all new software utilised for remote learning provision.
- 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.

3.5 The Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead (DSL)¹ is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during any remote learning period that requires partial closure.
- Liaising with the IT service provider and the school's Computing Lead 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 headteacher (if not the DSL) 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 for pupils learning remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during any period of remote learning.

¹ Usually the headteacher in WAT schools

- Ensuring all safeguarding incidents are appropriately recorded and reported.

3.6 The SENCO

The SENCO (Special Educational Needs Co-ordinator) is responsible for:

- Ensuring that pupils with Education and Health Care Plans (EHCPs) continue to have their needs met while learning remotely if possible, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and Individualised Health Plans (IHPs).
- Identifying the level of support or intervention that is required while pupils with Special Educational Needs (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.

3.7 The IT service provider/Computing Lead

The IT service provider and Computing Lead are responsible for:

- 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.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.

The IT service provider and Computing Lead are not responsible for providing technical support for equipment that is not owned by the school.

3.8 Staff members

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 headteacher/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 headteacher.

- Reporting any defects on school-owned equipment used for remote learning to the Computing Lead.
- Adhering to the Staff Code of Conduct at all times.

3.9 Parents/carers and pupils

Parents/carers and pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring that their child has access to remote learning material (e-learning or hard copy).
- Seeking help if needed from teachers.
- Alerting teachers if the pupil is not able to complete work.
- Reporting any technical issues to the school as soon as possible.
- Reporting any sickness or other absence in line with the terms set out in paragraph 9.6.
- Ensuring their child uses technology for remote learning as intended.
- Be respectful when making any complaints or concerns known to staff.
- Adhering to the Home/School Agreement and Pupil IT Code of Conduct at all times.

3.10 Teachers

3.10.1 When providing remote learning, teachers and teaching assistants must be available between normal school/working hours.

3.10.2 If staff 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 procedures, and will complete 'return to work' forms at an appropriate time.

3.10.3 When providing remote learning, **teachers are responsible for setting work:**

3.10.3.1 Teachers will provide work for the children in their class or year group as required.

3.10.3.1.1 When school is open and individual pupils are isolating, staff will deliver learning face-to face in school and provide remote learning activities and resources for individuals on the website/or via Dojo/Tapestry or Microsoft Teams

3.10.3.1.2 For bubble closure or full school closure, staff will provide remote learning for all children, including contact throughout the day via Dojo/Tapestry or Microsoft Teams and using the school website as required.

3.10.3.1.3 For partial school closure, some staff will deliver learning face-to face for those children in school. Others will provide remote learning, including regular contact via Dojo/Tapestry or Microsoft Teams.

3.10.3.2 Teachers should aim to provide a similar amount of work to remote learners as those children still attending school, e.g. daily English, maths, Phonics and

foundation subject work. A varied range of foundation subjects is also expected including being active.

3.10.3.3 Online work for the week will be set by 9am on Mondays.

3.10.3.3.1 Online work will be uploaded virtually and may include links to other remote learning resources such as Oak Academy, White Rose, BBC Bitesize, etc.

3.10.3.3.2 Paper learning packs will be available for collection where necessary.

3.10.3.3.3 Teachers will ensure as much consistency as possible between remote learners and those still attending school by careful selection of high quality, well sequenced provision.

3.10.4 When providing remote learning, **teachers must provide feedback on work:**

3.10.4.1 Pupils will upload their work onto Dojo or Teams and teachers will also be able to use this to provide feedback

3.10.4.2 Pupils should be encouraged to return work by the deadline set.

3.10.4.3 Teachers must encourage pupils to complete work to the best of their ability.

3.10.4.4 Feedback should be provided within 24 hours.

3.10.5 When providing remote learning, **teachers will be supported to keep in touch with pupils and their parents:**

3.10.5.1 Keeping in touch with pupils and families will be via Class Dojo, Teams or via telephone. On occasion, the Headteacher may deem it necessary to pursue a different approach e.g. if contact cannot be made with a child.

3.10.5.2 Vulnerable families will have a contact plan, which details the frequency of contact and their designated point of contact.

3.10.5.3 Staff will be contactable via Dojo, working around face to face and remote provision.

3.10.5.4 While teachers will endeavour to answer Dojo messages within two working days, there are no expectations on teachers to do this outside of working hours.

3.10.5.5 Where parents or pupils have any complaints or concerns, this should be addressed by teachers wherever possible. If this proves to be impossible, then it should be escalated to the head teacher. For any safeguarding concerns, see the section below.

3.10.5.6 If children fail to complete work or behave inappropriately on the online systems, parents should be contacted to find out why and further support should be made available if necessary. The Family Liaison officer FLO can become involved in cases where this happens persistently.

3.11 Teaching assistants

3.11.1 When assisting with remote learning, teaching assistants must be available for their normal working hours.

3.11.2 If they're 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 and complete 'return to work' form at an appropriate time.

3.11.3 When assisting with remote learning, **teaching assistants are responsible for:**

3.11.3.1 Supporting pupils who are not in school with learning remotely via ClassDojo, under the direction and support of the class teacher.

3.11.3.2 Supporting the class teacher with keeping in touch.

Due to capacity issues caused by providing remote learning and face to face blended provision, there will need to be flexibility between teachers and teaching assistants to meet the needs of all pupils. All staff may be asked to take on supervision roles face to face in school or engage with children and families on dojo, teams or over the telephone as required.

3.12 Subject Leads

3.12.1 Alongside their teaching responsibilities, **subject leads are responsible for:**

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.
- Monitoring the appropriateness and coverage pertinent to each year group.
- Supporting staff to make sure all work set is appropriate and consistent.
- Supporting staff by signposting resources they can use to teach their subject remotely.

3.13 Senior Leaders in all scenarios:

3.13.1 Alongside any teaching responsibilities, **senior leaders are responsible for:**

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

4. Resources

4.1 Learning materials

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

- Class Dojo and Microsoft team functions and the school website
- Work/paper booklets – which may be commercial or 'home made'.
- Links to online learning portals/websites

- Educational websites
- Reading tasks
- Pre-recorded video or audio lessons

- 4.1.1 Teachers will review the DfE's list of [online education resources](#) and utilise these tools as necessary, in addition to existing resources.
- 4.1.2 Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.
- 4.1.3 Lesson plans will be adapted to ensure that the curriculum remains fully accessible via remote learning, where practical.
- 4.1.4 Any defects or issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- 4.1.5 Pupils will be required to use their own or family-owned equipment to access remote learning resources.
- 4.1.6 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 9 of this policy.

5. Food provision

- 5.1 The school will signpost parents via Parentmail towards additional support for ensuring their children continue to receive the food they need, e.g. food banks.
- 5.2 Where applicable, the school may make the following provision for pupils who receive Free School Meals to receive vouchers.

6 Costs and expenses

- 6.2 The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.
- 6.3 The school will not reimburse any costs for travel between pupils' homes and the school premises.
- 6.4 The school will not reimburse any costs for childcare.

7 Online Safety

- 7.2 This section of the policy will be enacted in conjunction with the school's **Online Safety Policy**.
- 7.3 Where possible, all interactions will be textual and public.
- 7.4 All staff and pupils using video communication must:

- Communicate in groups only. Sessions may be recorded for safeguarding purposes.
- Wear suitable clothing – this includes others in the household.
- Be situated in a suitable ‘public’ living area within the home with an appropriate 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.
- Always remain aware that they are visible.

7.5 All staff and pupils 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.
- Always remain aware that they can be heard.

7.6 The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by the headteacher in collaboration with the SENCO. Sessions may be recorded for safeguarding purposes.

7.7 Pupils not using devices or software as intended will be disciplined in line with the Behaviour Policy.

7.8 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.

7.9 Staff should ensure that all school-owned equipment and technology used for remote learning has been connected to the school network in the suggested timeframes to ensure the validity and competence of the anti-virus software installed.

7.10 The school will communicate to parents via Class Dojo/Tapestry and the school website 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.

7.11 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.

7.12 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.

8 Safeguarding

8.2 This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy, which has been updated to include safeguarding procedures in relation to remote working. The Safeguarding addendum will remain in place during this policy covers and be reviewed regularly.

8.3 The Designated Safeguarding Lead (DSL)/headteacher 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.

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

8.5 Phone calls made to vulnerable pupils must be made using school phones only.

8.6 The DSL/headteacher will arrange for regular contact with vulnerable pupils, as per their communication plan, with additional contact arranged where required.

8.7 All contact with vulnerable pupils will be recorded on 'My Concern'.

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

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

8.10 The DSL/headteacher will meet (in person or remotely) with the relevant members of staff as necessary to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.

8.11 All members of staff will report any safeguarding concerns to the DSL/headteacher immediately and enter on My Concern in accordance with the Safeguarding procedures.

8.12 Pupils and their parents will be encouraged to contact the DSL/headteacher if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online

bullying. The school will also signpost families to the practical support that is available for reporting these concerns.

9 Monitoring Pupil Response

9.2 Pupils and their carers are accountable for the completion of their own schoolwork – teaching staff will contact parents via phone (if in school) or dojo if their child is not completing their schoolwork or their standard of work has noticeably decreased.

9.3 Pupils who continue not to engage with Remote Learning should be reported to the Headteacher.

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

10 Health and safety

10.2 This section of the policy will be enacted in conjunction with the Willows Academy Trust Health & Safety policy.

10.3 Teaching staff will ensure pupils know how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.

10.4 If using electronic devices are used during remote learning, parents should ensure that their children take appropriate screen breaks.

11 Communication

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

11.3 The school will communicate with parents via Class Dojo/Tapestry/ Parent mail and/or the school website about remote learning arrangements as soon as possible.

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

11.5 The school understands that pupils 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.

11.6 Members of staff will have regular contact with their line manager.

11.7 As much as possible, all communication with pupils and their parents will take place within the normal school hours.

- 11.8 Pupils will have verbal contact with a member of teaching staff once a week via group meetings.
- 11.9 Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 11.10 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.
- 11.11 The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.
- 11.12 The headteacher will review the effectiveness of communication and ensure measures are put in place to address gaps or weaknesses in communication.
- 11.13 If staff have any questions or concerns about remote learning, they should contact the following individuals:
- Issues in setting work – talk to the relevant subject lead or SENDCO
 - Issues with behaviour – talk to a member of the senior leadership team
 - Issues with IT – talk to the headteacher
 - Issues with their own workload or wellbeing – talk to their headteacher
 - Concerns about data protection – talk to the headteacher/data protection officer (CFO)
 - Concerns about safeguarding – talk to the Designated Safeguarding Lead/headteacher

12 Data Protection

- 12.2 This section of the policy will be enacted in conjunction with the Willows Academy Trust Data Protection Policy.
- 12.3 Staff members will be responsible for adhering to data protection legislation (including General Data Protection Regulations - GDPR) when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.
- 12.4 Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- 12.5 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.
- 12.6 Parents' and pupils' contact details will be regularly reviewed to ensure they are up-to-date in the event of a period of remote learning being required at short notice.
- 12.7 All contact details will be stored in line with the Data Protection Policy and retained in line with the Records Management Policy.

- 12.8 The school will not permit paper copies of contact details to be taken off the school premises.
- 12.9 Any breach of confidentiality will be dealt with in accordance with the Willows Academy Trust Data Protection Policy.
- 12.10 Any intentional breach of confidentiality will be dealt with in accordance with the school's Behaviour Policy, Disciplinary Policy and Procedure or any other relevant school policy.
- 12.11 When accessing personal data for remote learning purposes, all staff members will:
- Access the data, using their login for RM Integris
 - Only use school devices, such as laptops rather than their own personal devices.

Processing personal data

12.12 Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online.

Keeping devices secure

12.13 All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

13 Monitoring and review

This policy will be reviewed on a regular basis by the CEO and headteachers of each school within the trust to ensure it meets the needs of each school and reflects up-to-date legislation and DfE guidance.

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