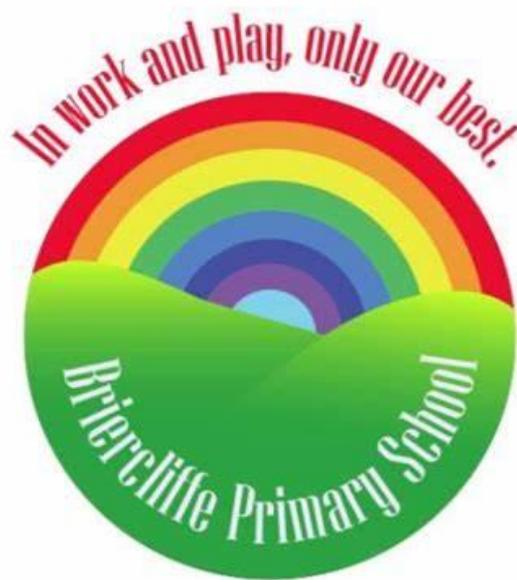


# **Briercliffe Primary School**



## **Remote Learning Policy**

**September 2024**

## Statement of intent

At Briercliffe Primary School, we understand the need to continually deliver high quality education, including during periods of remote working for classes or year groups. 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 during periods of whole class/year group isolation.

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 pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all classes/year groups 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 class/year group 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.

## 1. Legal framework

1.1. 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

1.2. 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)'

1.3. This policy operates in conjunction with the following school policies:

- **Child Protection and Safeguarding Policy**
- **Data Protection Policy**
- **Special Educational Needs and Disabilities (SEND) Policy**
- **Behavioural Policy**
- **Accessibility Policy**
- **Marking and Feedback Policy**
- **Curriculum Policy**
- **Assessment Policy**
- **Online Safety Policy**
- **Health and Safety Policy**
- **Acceptable Use Policy**
- **Staff Code of Conduct**

## 2. Roles and responsibilities

2.1. The **governing body** 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.

2.2. The **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 class/year group 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 for class/year groups.
- Conducting reviews on a regular basis of the remote learning arrangements to ensure pupils' education does not suffer.
- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with class/year group 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 **DSLs** are responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with Apex Network Solutions Ltd (ApexNS) 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 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.

2.4. The **SENCO** is responsible for:

- Liaising with **ApexNS** to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the **headteachers** and other organisations to make any alternate arrangements for pupils with EHC plans.
- Identifying the level of support or intervention that is required while pupils with 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.

2.5. **Apex Network Solutions Ltd (ApexNS)** 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 pupils and staff.

2.6. Staff members are responsible for:

- Adhering to this policy at all times during periods of class/year group remote learning.
- Reporting any safeguarding incidents to **DSLs** 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 ApexNS.
- Adhering to the Staff Code of Conduct and Acceptable Use Policy at all times.

2.7. Parents are responsible for:

- Adhering to this policy at all times during periods of class/year group remote learning.
- Ensuring their child is available to learn remotely at the times set out in their timetable and that the schoolwork set is completed to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible.
- Allowing the teachers to deliver the lesson without interruption.
- Ensuring their child uses the equipment and technology used for remote learning as intended. This includes not taking videos or screenshots during the lesson and not using the e-mail address provided to access Office 365 / MS Teams for sending e-mails.
- Adhering to the Acceptable Use Policy and Online Learning Pledge at all times.

2.8. Pupils are responsible for:

- Adhering to this policy at all times during periods of class/year group remote learning.
- Ensuring they are available to learn remotely at the times set out in their timetable, and that their schoolwork is completed to the best of their ability.
- Reporting any technical issues to their parent/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.
- Ensuring they use any equipment and technology for remote learning as intended. This includes not taking videos or screenshots during the lesson and not using the e-mail address provided to access Office 365 / MS Teams for sending e-mails.
- Adhering to the Acceptable Use Policy and Online Learning Pledge at all times.

### **3. Resources**

#### **Learning materials**

3.1. For the purpose of providing class/year group remote learning, the school may make use of:

- Work booklets
- Email
- Educational websites
- Reading tasks
- Live webinars via Microsoft Teams
- Pre-recorded video or audio lessons

- 3.2. Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources.
- 3.3. Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective class/year group remote learning.
- 3.4. Lesson plans will be adapted to ensure that the curriculum remains fully accessible via class/year group remote learning, where practical.
- 3.5. Teaching staff will liaise with the **SENCO** and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.
- 3.6. Any defects or issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- 3.7. Pupils will be required to use their own or family-owned equipment to access remote learning resources.
- 3.8. Teaching staff will oversee academic progression for the duration of the remote learning period.
- 3.9. The arrangements for live classes via Microsoft Teams, will be communicated via **email** and kept to a reasonable length of no more than **thirty minutes** per session.
- 3.10. ApexNS are not responsible for providing technical support for equipment that is not owned by the school.

#### **4. Online safety**

- 4.1. All staff and pupils using video communication via Microsoft Teams must:
  - Communicate in groups – one-to-one sessions are not typically permitted. In exceptional circumstances this may be allowed, but only with the prior consent of the **headteachers** and **parents** of the child.
  - 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.
  - Agree that only the teacher or owner of the team will have permission to record and securely store the video material for safeguarding purposes only.
  - Ensure they have a stable connection to avoid disruption to lessons.
  - Always remain aware that they are visible.

- 4.2. 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 **SLT**, in collaboration with the **SENCO**.
- 4.3. Pupils not using devices or software as intended will be disciplined in line with the **Behaviour Policy**.
- 4.4. 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.
- 4.5. 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.
- 4.6. During the period of class/year group 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.
- 4.7. 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.

## 5. Safeguarding

- 5.1. This section of the policy will be enacted in conjunction with the school's **Whole School Safeguarding and Child Protection Policy**, which has been updated to include safeguarding procedures in relation to remote working.
- 5.2. The **DSLs** and **headteachers** 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 class/year group remote learning.
- 5.3. The **DSLs** will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
- 5.4. Phone calls made to vulnerable pupils will be made using school phones where possible.

- 5.5. The **DSLs** will keep in contact with vulnerable pupils' social workers or other care professionals during the period of class/year group remote working, as required.
- 5.6. Pupils and their parents will be encouraged to contact their child's teacher 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.
- 5.7. All members of staff will report any safeguarding concerns to the **DSL(s)** immediately.

## 6. Data protection

- 6.1. 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.
- 6.2. Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- 6.3. 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.
- 6.4. Parents' and pupils' up-to-date contact details will be collected prior to the period of class/year group remote learning.
- 6.5. All contact details will be stored in line with the **Data Protection Policy**.
- 6.6. The school will not permit paper copies of contact details to be taken off the school premises.
- 6.7. Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.
- 6.8. Any intentional breach of confidentiality will be dealt with in accordance with the school's **Behaviour Policy**.

## 7. Communication

- 7.1. The school will ensure adequate channels of communication are arranged in the event of an emergency.
- 7.2. The school will communicate with parents via **email** and the **school website** about remote learning arrangements as soon as possible.

- 7.3. The **headteachers** will communicate with staff as soon as possible via **email** about any remote learning arrangements.
- 7.4. Members of staff involved in remote teaching will ensure they have a working device that is available to take video calls during their agreed working hours.
- 7.5. 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. Therefore, as much as possible, all communication between the school and pupils and their parents will take place within the school hours – 8:55 a.m. – 3:30 p.m.
- 7.6. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 7.7. 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.
- 7.8. The **pupils' teacher** will keep parents and pupils informed of any changes to the class/year group remote learning arrangements or the schoolwork set.
- 7.9. The **headteacher** will review the effectiveness of communication on a **regular** basis and ensure measures are put in place to address gaps or weaknesses in communication.

## **8. Monitoring and review**

- 8.1. This policy will be reviewed on every 3 years basis by the **headteacher**.
- 8.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.
- 8.3. The next scheduled review date for this policy is **September 2027**.