Remote Learning Policy

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Signed by: Chair of Governors Date:

This Policy has been written to reflect current legislation and other school policies:

- Safeguarding and Child Protection Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Behaviour Policy
- Accessibility Policy
- Health and Safety Policy
- IT & online Safety/Acceptable Use Agreement Policy
- Staff Code of Conduct

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1.Objectives

At Brooklands School we understand the need to continually deliver high quality personalised 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 appropriate individualised learning resources and support they need to be safe, healthy & well and to develop and succeed. This information is intended to provide clarity and transparency to pupils and parents / carers about what to expect from remote education if national and/or local restrictions require entire cohorts (or bubbles) to remain at home. 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 appropriate and personalised high-quality learning resources.

• Protect pupils from the risks associated with using devices connected to the internet.

• Ensure staff, parents / carers, 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 where possible to complete their learning to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

2. Roles and responsibilities

2.1. The governing board 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 Headteacher is responsible for:

• Ensuring that staff, parents / carers and pupils adhere to the relevant policies and responsibilities at all times.

• Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning to ensure that pupils are accessing remote learning safely.

• 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 / carers, and pupils.

• Arranging any additional training staff may require to support pupils during the period of remote learning.

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• Overseeing school planning and assessment termly scrutiny, with regular review of the remote learning arrangements to ensure pupils' education is of a good and consistent standard.

• Communicating with parents / carers and pupils to ensure that they understand what is required of them whilst learning remotely.

• Having due regard for the health and well-being of pupils, parents / carers and staff during remote learning periods.

• Prioritise the distribution of available ICT equipment to pupils and staff 2.3. The Designated Safeguarding Lead (Headteacher and Deputy Headteacher) is responsible for:

• Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.

• Liaising with the support staff team to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online and that parents / carers are informed of steps that they can take to restrict such access when their children are accessing online remote learning on home devices.

• 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 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 and monitor that this support or intervention is carried out

• Liaising with relevant partners and stakeholders e.g. Disabled Children's Team, virtual school, health team to ensure vulnerable pupils receive the support required during the period of remote working

2.4 The School Business Manager is responsible for:

• Within the constraints of the budget, 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.

Overall Health & Safety which includes:

• Ensuring that the relevant health and safety risk assessments, and the monitoring of these, are carried out within the agreed timeframes, in collaboration with the Headteacher and governing body.

• Being proactive in identifying potential risks caused by remote learning and putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning

• Working with DSLs in supporting those pupils identified as being at risk are provided with necessary information and instruction, as required.

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• Supporting DSLs in the managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents

Overall responsibility for Data Protection which includes:

• Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection and are suitable to meet needs of the pupils

• Ensuring all staff, parents / carers, and pupils are aware of the data protection principles outlined in the GDPR by alerting them to the policy on the school website.

• 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.

• Ensuring any data breaches are reported appropriately.

2.5 Teacherws are responsible for:

• Ensuring that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.

• Ensuring that pupils with Education Health Care Plans continue to have their needs met while learning remotely, and liaising with relevant school staff and other organisations to make any alternate arrangements for pupils with Educational Healthcare plans and Individual Health Plans

• Identifying the level of support or intervention that is required while pupils with SEND learn remotely.

• Schools will ensure that the pupil is able to continue working towards the objectives within the EHCP

• Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period & adapted accordingly

• Where possible and in liaison with family and other professionals supporting the child/young person and family offer a continued school placement, recognising this is the preferred route to meet EHCP need.

• To report any concerns to LMT

2.6 The support staff team are responsible for:

• Ensuring that all school-owned devices used for remote learning have suitable antivirus software installed, have a secure connection, can recover lost work, and allow for audio and visual material to be recorded, where required.

• That available technology is distributed as directed by the LMT to pupils and staff.

• That loan agreements are completed before equipment is issued

• A register of equipment loaned is maintained

2.7. Staff members are responsible for:

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• Adhering to this policy at all times during periods of remote learning.

• Reporting any health and safety incidents to the Leadership and Management Team 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 (provided by the school) 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 ICT team.

• Adhering to the Staff Code of Conduct at all times.

• Providing high quality remote learning for the pupils for which they are responsible for.

2.8. Parents / carers are responsible for:

• Adhering to this policy at all times during periods of remote learning.

• Ensuring their child is supported and ready to engage with suggested learning activities and resources to the best of their child's ability.

• Reporting any technical issues to the school as soon as possible.

• Ensuring that their child always has access to remote learning material when the learning environment and time is right to support learning.

• Ensuring their child uses the equipment and technology used for remote learning as intended.

• Engaging with school regularly [at least weekly] throughout any periods of remote learning.

• Reporting any technical or resourcing issues to the school, either by telephone or by using the Contact form on the school website

• Adhering to the Home/School Agreement at all times.

2.9. Pupils with support and guidance can endeavour to be responsible for, where applicable and commensurate with the pupil's learning need:

• Adhering to this policy at all times during periods of remote learning.

• Ensuring they are available and ready to learn remotely to the best of their ability.

• 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 suggested learning they have been set.

• Ensuring they use any equipment and technology for remote learning as intended.

• Reporting any safeguarding concerns they have to a responsible adult.

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3. Resources Learning materials

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

• Evidence for Learning platform to upload memos, timetables, learning activities, sensory resources e.g. stories, rhymes, songs. • live teaching (online lessons)

• recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers, BBC materials)

• printed paper packs produced by teachers (e.g. workbooks, worksheets)

• textbooks and reading books pupils have at home - adapted or revised e.g. symbolised

• commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences

• long-term project work and/or internet research activities (as per the schools full opening guidance, schools full opening guidance, schools are expected to avoid an over-reliance on these approaches)

• Accreditation activities for DofE or ASDAN. Assessment activities to support personalised learning outcomes

3.2. Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources if appropriate in supporting teaching strategies for individualised learning approaches.

3.3. Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.

3.4. Lesson plans will be adapted to ensure that the curriculum remains fully accessible via remote learning, where practical – where this is not practical; the school will ensure pupils can catch up on these areas of the curriculum when they return to school.

We teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we have needed to make some adaptations in some subjects. For example, swimming for gross motor skills and PE, off site vocational programmes.

3.5. Teaching staff will liaise with the class staff 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: My Concern, emailing SLT

3.7. Pupils will 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. iPad, laptops.

3.8. Pupils and parents / carers will be required to maintain the upkeep of any equipment they use to access remote learning resources.

3.9. Teaching staff will oversee academic progression for the duration of the remote learning period and will provide feedback on work in line with section 7 of this policy

3.10. The arrangements for any 'live' classes, e.g. webinars, will be communicated via Evidence for Learning, email or phone call and conducted via Microsoft Teams where possible.

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3.11. The ICT team are not responsible for providing technical support for equipment that is not owned by the school. Costs and expenses

3.12. The school cannot contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.

3.13. The school will provide guidance and support with gaining free additional data

3.14. The school cannot reimburse any costs for travel between pupils' homes and the school premises.

3.15. The school cannot reimburse any costs for childcare.

3.16. If a pupil is provided with school-owned equipment, the pupil and their parent / carer will sign and adhere to the school's Online Safety/Acceptable Use Agreement prior to commencing remote learning.

4. Online safety This section of the policy can be read in conjunction with the school's Online Safety Policy & Addendum to Child Protection Policy COVID-19 school closure arrangement for Safeguarding and Child Protection

4.1. Below are some key aspects to consider when delivering virtual lessons, especially where webcams are involved:

• Parent/carers in immediate vicinity for any 1:1 sessions

• Staff and children must wear suitable clothing, as should anyone else in the household.

• Any computers used should be in appropriate areas, for example, preferably not in bedrooms; and the background should be blurred.

• Language must be professional and appropriate, including any family members in the background.

• Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils

• Staff should record, the length, time, date and attendance of any sessions held.

• Ensure they can be seen on the camera at all times.

• 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 suggested during video communication.

• Use appropriate language – this includes others in their household.

• Maintain the standard of behaviour expected in school and appropriate to individual need.

• Use the necessary equipment and computer programs as intended.

• Not record, store, or distribute video material without permission.

• Ensure they have a stable connection where possible to avoid disruption to lessons.

• Always remain aware that they are visible.

4.2. 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.

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4.3. 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.

4.4. The school will communicate to parents /carers via letter or telephone call 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. Safeguarding

5.1. This section of the policy will be linked in conjunction with the school's Safeguarding and Child Protection Policy & Addendum to Child Protection Policy COVID-19 school closure arrangement for Safeguarding and Child Protection which has been updated to include safeguarding procedures in relation to remote working.

5.2. The DSL and Headteacher will further identify EHCP 'vulnerable' pupils (pupils who are deemed vulnerable or are at risk of harm) in liaison with social care and health teams via risk assessment prior to the period of remote learning.

5.3. The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required. Where the DSL has identified a child to be on the edge of social care support [e.g. early help], they should ensure that a robust communication plan is in place for that family, child or young person. Details of ongoing records of contact will be kept by the class teacher e.g. weekly welfare calls minimum or increased if additional support/concern noted. The welfare log can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded. Brooklands School and the DSLs [3] will work closely with all stakeholders to maximise the effectiveness of any home/school liaison.

5.4. All home visits must:

• Consider the detailed risk assessment for Covid 19 home visits before taking place. If a home visit is considered essential then the Risk Assessment must be adhered to.

5.5. All pupils [where appropriate to their learning needs] and families can contact the Headteacher/Deputy [DSLs] directly for support via school.

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

5.7. All members of staff will report any safeguarding concerns to the DSL immediately.

6. Data protection

6.1. This section of the policy will be in connection with the school's Data Protection Policy.

6.2. 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.

6.3. Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.

6.4. 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.

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6.5. Parents'/ carers and pupils' up-to-date contact details will be collected prior to the period of remote learning.

6.6. All contact details will be stored in line with the Data Protection Policy and retained in line with the Records Management Policy.

6.7. The school will not permit paper copies of contact details to be taken off the school premises.

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

6.9. Any breach of confidentiality will be dealt with in accordance with the school's Data Protection Policy.

6.10. Any intentional breach of confidentiality will be dealt with in accordance with the school's Behaviour for Learning Policy or the Disciplinary Policy and Procedure.

7. Engagement, assessment and feedback

7.1. All learning set remotely must:

• Be individualised for the pupil to meet their differentiated needs in all curriculum areas

• Follow the school based curriculum and medium term planning for that half term

• Support the current accreditation units of work for that term for ASDAN, Arts Award, Functional skills and other accredited courses

• Be motivating and adapted for the home environment to support learning opportunities.

• To support the development of engagement in learning and skills to support learning.

• Evidence for Learning is the main platform for sharing learning activities, information, resources and timetables

• Evidence for Learning and other remote learning resourcing is scrutinised termly as part of the school's planning and assessment processes.

7.2. The school expects pupils, families and staff to maintain and support a good routine of engagement and learning and work ethic and a high quality of work during the period of remote learning.

7.3. Teaching staff will monitor the holistic progress of pupils with and without access to the online learning resources and discuss additional support or provision with the Headteacher as soon as possible.

8. Health and safety

8.1. This section of the policy will be read in conjunction with the school's Health and Safety Policy.

8.2. Teaching staff and ICT team will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.

8.3. If using electronic devices during remote learning, pupils will be supported and encouraged to take regular screen breaks according to need

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9. School day

9.1. Pupils will carry out remote learning across their day with the support of their family.

9.2. Pupils with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their breaks.

9.3. Pupils who are unwell are not expected to complete remote learning until they are well enough to do so.

9.4. Pupils will engage in personalised learning appropriate to their cognitive, sensory, physical, health and communication needs. A timetable of suggested daily learning will be shared with families/pupils e.g. 2 sessions am and 1 session pm, ongoing play opportunities. Families to adapt and use these times for learning to support key opportunities for engagement and development across the day.

10. Communication

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

10.2. The school will communicate with parents / carers via letter, SMS, Evidence for Learning and the school website about remote learning arrangements as soon as possible.

10.3. The Headteacher will communicate with staff as soon as possible via email/TEAMS about any remote learning arrangements.

10.4. 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.

10.5. 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 recommended during school hours.

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

10.7. Parents / carers and pupils will inform the relevant member of staff as soon as possible if learning activities cannot be completed.

10.8. 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.

10.9. The pupils' teacher will keep parents / carers and pupils informed of any changes to the remote learning arrangements or the activities set.

10.10. The Headteacher will regularly review the effectiveness of communication and ensure measures are put in place to address gaps or weaknesses in communication.

11. Monitoring and review

11.1. This policy will be reviewed on a regular basis by the Headteacher and approved by the governing body

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

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