East Sheen Primary School

Remote Learning Policy

Statement of intent

At East Sheen Primary School we understand the need to continually deliver high quality education, including during periods of remote learning – 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 progress.

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 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 feel supported by school during periods of remote learning.

1. Legal framework

1.1. This policy has due regard to 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**
- **Freedom of Information Policy**
- **Special Educational Needs and Disabilities (SEND) Policy**
- **Behaviour Policy**
- **Accessibility Policy**
- **Online Safety Policy**
- **Health and Safety Policy**
- **ICT Acceptable Use at Home Policy**
- **Staff Code of Conduct**

2. Roles and responsibilities

2.1. The **Governing Body** is responsible for:

- Evaluating the effectiveness of the school's remote learning arrangements.
- Ensuring that the school has robust risk management procedures in place.

2.2. The **Headship Team/Designated Safeguarding Leads** 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 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 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 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 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.
- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR.
- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the **ICT support** 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 alternative 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 organisations and individuals to ensure vulnerable pupils receive the support required during the period of remote working, ensuring all safeguarding incidents are adequately recorded and reported.

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

- Liaising with the class teachers 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 as far as possible while learning remotely, and liaising with the **Headteacher** and other organisations to make any alternative arrangements for pupils with EHC (Education Health Care) plans and IHPs (Individual Health Care) 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.

2.4. The **Business Manager and Headship Team** are responsible for:

- 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.

2.5. The **Headship team and IT Support (Addcom)** is responsible for:

- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.

2.6. **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.
- 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 and software.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the **DSL**.
- Reporting any defects on school-owned equipment used for remote learning to Addcom helpdesk.
- Adhering to the **Staff Code of Conduct** at all times.

2.7. **Parents** are responsible for:

- Supporting this policy at all times during periods of remote learning.
- Supporting their child to access the online resources and to complete work set to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible.
- Ensuring their child uses the equipment and technology used for remote learning as intended.

2.8. **Pupils** are responsible for:

- Trying their best to complete the work set and engage with the learning.
- 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 **Behaviour Policy** at all times.

3. Resources

Learning materials

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

- Work booklets
- Email and Teams
- Online learning portals
- Educational websites
- Reading tasks
- Pre-recorded video or audio lessons through Powerpoint on Teams

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

3.3. 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.

3.4. 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.

3.5. Any defects or issues with remote learning resources will be reported as soon as possible to the relevant member of staff.

3.6. 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. laptops.

3.7. Pupils and parents will be responsible for the upkeep of any equipment they use to access remote learning resources.

3.8. 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 7 of this policy.

3.9. School IT technicians are not responsible for providing technical support for equipment that is not owned by the school.

Costs and expenses

3.10. The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, electricity or extendable power points or council tax.

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

3.12. The school will not reimburse any costs for childcare.

3.13. If a pupil is provided with school or government owned equipment, the pupil and their parent will sign and adhere to the **Acceptable Use Agreement** prior to commencing remote learning.

4. Online safety

4.1. This section of the policy will be enacted in conjunction with the school's **Online Safety Policy**.

4.2. All staff and pupils using video communication must:

- Communicate in groups – one-to-one sessions are not permitted.
- Wear suitable clothing – this includes others in their household.
- Be situated in a suitable 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.
- Include an additional staff member at group virtual meetings whenever possible

4.3. 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.
- Include an additional staff member at group virtual meetings whenever possible

4.4. 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 **DSL**, in collaboration with the **SENCO**.

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

4.6. 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.

4.7. During the period of remote learning, the school will

- Reinforce the importance of children staying safe online.

- Encourage parents 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.

4.8. 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 **Child Protection and Safeguarding Policy and Covid addendum to safeguarding policy.**

5.2. The **DSL** and **SENCO** 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.

5.3. The **DSL** will arrange for regular contact to be made with vulnerable pupils, during the period of remote learning.

5.4. The **DSL** will arrange for regular contact with vulnerable pupils **once** per **week** at minimum, with additional contact, including home visits, arranged where required.

5.5. Contact with vulnerable pupils will be recorded online as appropriate.

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

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

5.8. All members of staff will report any safeguarding concerns immediately using CPOMS.

5.9. Pupils and their parents will be encouraged to contact the Headship Team 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.

6. Data protection

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

6.2. Staff members will be responsible for adhering to the Data Protection Policy and Online Safety Policy 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.

6.5. Parents' and pupils' up-to-date contact details will be requested at the start of each year and reminders sent prior to the period of remote learning.

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

6.7. Any breach of confidentiality will be dealt with in accordance with the school's **Data Protection and Freedom of Information policies**.

6.8. Any intentional breach of confidentiality will be dealt with in accordance with the school's **Behaviour Policy** in the case of a child or the **Disciplinary Procedure Policy and Staff Code of Conduct** in the case of a member of staff.

7. Marking and feedback

7.1. Schoolwork set through remote learning should be:

- Completed to the best of the pupil's ability when returned to the relevant member of teaching staff.
- Returned by the deadline set by the relevant member of teaching staff.
- The pupil's own work.
- Returned to the pupil, with appropriate feedback. Feedback might recognise good attitudes and effort as well as identifying next steps to promote progress.

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

7.3. Teachers will contact parents via **email or phone** if they are concerned about a child's engagement with remote learning.

7.4. Teaching staff will monitor the academic progress of all pupils including those with SEND and discuss additional support or provision with the **SENCO** as soon as possible.

8. Health and safety

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

8.2. Teaching staff 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. Children should have regular screen breaks.

9. Communication

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

9.2. The school will communicate with parents via ParentMail or paper copy about remote learning arrangements as soon as possible.

9.3. The **Headteacher** will communicate with staff as soon as possible about any remote learning arrangements.

9.4. Members of staff involved in remote teaching will ensure they are available to respond to students online during their agreed working hours.

9.5. The school understands that pupils and staff learning and 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 during school hours.

9.6. As much as possible, all communication with pupils and their parents will take place within the school hours outlined in section 9.

9.7. Parents and pupils should inform the relevant member of staff as soon as possible if schoolwork cannot be completed.

9.8. Issues with remote learning or data protection will be communicated to the **pupil's teacher** as soon as possible so they can investigate and resolve the issue.

9.9. The **pupil's teacher** will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.

9.10. 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.

10. Monitoring and review

10.1. This policy will be reviewed regularly by the **Headteacher** as long as remote learning is required and formally on an annual basis if the period of remote learning extends beyond this academic year.

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

Signed by:

	Headteacher	Date:
	Chair of governors	Date: