



Oakleigh School
& The Early Years Centre

Pupil Remote Learning Policy

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Rationale & Purposes

At Oakleigh School, we understand the need to continually deliver high quality teaching and learning opportunities, including during periods of remote working – whether for an individual pupil or 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 the 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 pupils' education and the delivery of the curriculum.
- To support parents to implement strategies to use at home
- 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 access to learning opportunities to remain happy, healthy, and supported during periods of remote learning.

Guidelines

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
- 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'
- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'

This policy operates in conjunction with the following school policies:

- Safeguarding Policy
- Data Protection GDPR Policy
- Behaviour Policy
- Accessibility Plan
- Assessment Teaching & Learning Policy
- Internet Safety & Appropriate Use Policy
- Health and Safety Policy
- Attendance Policy
- Staff Code of Conduct & Staff Complaints Policy
- Missing Child Policy

The DfE is supporting schools to deliver remote education by ensuring pupils have access to the resources and devices they need. More information about the support available can be found in our [article](#).

Roles and responsibilities

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.

The Headteacher is 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 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.
- Conducting reviews on a weekly basis of the remote learning arrangements to ensure pupils' education does not suffer.

The head of ICT & Data Protection is responsible, in liaison with their team for:

- Ensuring that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all staff 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.
- Ensuring that any ICT equipment used for remote learning is resilient and can efficiently recover lost data, where possible.
- 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.
- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection and can recover lost work.
- 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

The DSL is responsible for:

- Attending 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 pupils online.
- 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.
- 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.

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 health and safety officer 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 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
- Staff will contact parents by phone or email at least once a week
- Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.
- Teachers will ensure the programmes chosen for online learning are suitable for the needs of the children. This will be in discussion with Parents
- Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.
- Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- 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.
- Teaching staff will oversee pupil progress for the duration of the remote learning period and will keep a log of the work, interactions and outcomes of learning

Parents/Carers are responsible for:

- Responding to teachers in terms of keeping in touch, making their child available for remote learning sessions and making use of the school's online resources, where they are able to.
- Reporting any absence

Resources

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

- Email
- Online learning portals on the Oakleigh website

- Educational websites
- Tapestry- Pre-recorded video or audio lessons
- Oakleigh YouTube channel
- Zoom sessions with individual children and with small groups of families, as requested by parents
- Staff will contact parents via their favoured communication mode
- (phone calls, texts or emails) weekly
- Whatsapp or Skype sessions may be used, due to these exceptional circumstances when requested by parents, but staff telephone numbers will not be used by families to contact staff.
- Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.
- Lesson plans will be adapted to ensure that the curriculum remains fully accessible via remote learning, where practical
- EHCP targets will be addressed where possible, in liaison with parents
- Teaching staff will liaise with the line managers to ensure all pupils remain fully supported for the duration of the remote learning period.
- Teachers will liaise with therapists, if requested by parent, to support learning and well being at home
- Any defects or issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- The school will signpost parents via letter, email or phone call towards additional support for ensuring their children continue to receive the food they need, e.g. food banks, food vouchers
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Online safety

This section of the policy will be enacted in conjunction with the school's **Safeguarding policy updated for Covid 19**

All staff and pupils using audio/video communication must:

- Communicate with the parent/carer present, and staff will log these sessions, including if any issues or disagreements arise, referring these to their learning mentor.
- Wear suitable clothing – this includes others in their 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.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible/can be heard
- 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 consult with parents prior to the period of remote learning about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.
- 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 where required.

During the period of remote learning, the school will maintain regular contact with parents to:

- Ensure parents are aware of how they need to support their child.

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 school's Safeguarding Policy, which has been updated to include safeguarding procedures in relation to remote working.
- The Headteacher and Family Support Team will identify 'vulnerable' pupils and families and offer additional support and contact
- The Headteacher will meet (in person or remotely) with the relevant members of staff once per week to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.
- All members of staff will report any safeguarding concerns to the Headteacher immediately.

Data protection

- This section of the policy will be enacted in conjunction with the school's **Data Protection GDPR 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 such as password protection so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered. Where documents are transferred or emailed without password protection, this will only be with the permission of the family, e.g. annual review paperwork.
- Parents' and pupils' 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**.
- The school will not permit paper copies of contact details to be taken off the school premises.

- Any breach of confidentiality will be dealt with in accordance with the school's **Data Protection Policy**.
- Any intentional breach of confidentiality will be dealt with in accordance with the school's **Data Protection Policy and Staff Code of Conduct**.

Health and safety

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

Communication

- The school will ensure adequate channels of communication are arranged in the event of an emergency.
- The school will communicate with parents via **letter, email** and the **school website** about remote learning arrangements as soon as possible.
- The Headteacher will communicate with staff as soon as possible via email about any remote learning arrangements.
- Members of staff will have contact with their line manager once per week.
- Issues with remote learning or data protection will be communicated to the parents or teacher as soon as possible so they can investigate and resolve the issue.
- The teacher will keep families informed of any changes to the remote learning arrangements.
- The Headteacher will review the effectiveness of communication on a weekly basis and ensure measures are put in place to address gaps or weaknesses in communication.

Monitoring and review

- This policy will be reviewed every two years.
- Any changes to this policy will be communicated to all members of staff and other stakeholders.