



## Remote Education Policy – Pupils



<b>Date Reviewed:</b>	January 2021
<b>Review Frequency:</b>	Annual
<b>Date of next review:</b>	January 2022
<b>Governor Signature:</b>	

## Statement of intent for enforced lockdown or self-isolation.

As an Alternative Provision school SSPS remains fully open and all pupils are expected to attend unless isolating.

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.

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 education.
- 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 education.

Please note that this policy does not include our Long-Term Virtual Classroom which is included within our normal curriculum intent statement.

Signed by:

**Headteacher**

Date:

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**Chair of AMG**

Date:

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## 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) 'Safeguarding and remote education during coronavirus (COVID-19)'
  - DfE (2020) 'Adapting teaching practice for remote education'
  - DfE (2020) 'Guidance for full opening: schools'
  - DfE (2020) 'Get help with technology during coronavirus (COVID-19)'
  - DfE (2020) 'Get laptops and tablets for children who cannot attend school due to coronavirus (COVID-19)'
  - DfE (2020) 'Laptops, tablets and 4G wireless routers provided during coronavirus (COVID-19)'
  - 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'
- 1.3. This policy operates in conjunction with the following policies:
  - **Keeping Children Safe in Education- Child Protection and Safeguarding Policy**
  - **Data Protection Policy**
  - **Special Educational Needs and Disabilities (SEND) Policy**
  - **Behaviour for Learning Policy**
  - **Accessibility Policy**
  - **Guidance on Great Teaching and Learning**
  - **Curriculum Intent Statement**
  - **Health and Safety Policy**
  - **Attendance Policy**

- **ICT Acceptable Use Policy, including Online Safety (KCSIE annex)**
- **Staff Code of Conduct**
- **Data and E-Security Breach Prevention and Management Plan**
- **Children Missing Education Policy**

## **2. Roles and responsibilities**

- 2.1. The Area Management Group including the Headteacher are 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 education arrangements.
- 2.2. The Headteacher is responsible for:
- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- 2.3. The Deputy Headteacher is responsible for:
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote education.
  - Ensuring that there are arrangements in place for monitoring incidents associated with remote education.
  - 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 staff training.
- 2.4. The School Business Manager is responsible for:
- Ensuring that the relevant health and safety risk assessments are carried out.
  - Putting procedures and safe systems into practice, which are designed to eliminate or reduce the risks associated with remote education.
  - Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.
  - Overseeing that all school-owned electronic devices used for remote education 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 education are compliant with the GDPR and the Data Protection Act 2018.
- Overseeing that any ICT equipment used for remote education is resilient and can efficiently recover lost data.
- Liaising with the ICT technicians to ensure that all technology used for remote education is suitable for its purpose and will protect pupils online.
- 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 DSL Team are responsible for:

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

2.6. The SENCO is responsible for:

- Liaising with staff to ensure that the technology used for remote education 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 Pastoral Team and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- 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 education period.

2.7. SCC ICT are responsible for:

- Ensuring that all school-owned devices used for remote education 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 education 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.
- The school will risk assess the technology used for remote education prior to use and ensure that there are no privacy issues or scope for inappropriate use.
- The school will ensure that all school-owned equipment and technology used for remote education 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.

2.8. Staff are responsible for:

- Adhering to this policy at all times during periods of remote education.
- Ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required.
- 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 education, to the headteacher.
- Reporting any defects on school-owned equipment used for remote education to SCC ICT using installed Parago software.
- Adhering to the Staff Code of Conduct at all times.

2.9. Parents are responsible for:

- Adhering to this policy at all times during periods of remote education.
- Ensuring their child is available to learn remotely at the times set out in paragraphs 9.1 and 9.2 of this policy, and that the schoolwork set is completed on time and 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 education material during the times set out in paragraphs 9.1 and 9.2.
- Reporting any absence in line with the terms set out in paragraph 9.6.

- Ensuring their child uses the equipment and technology used for remote education as intended.
- Adhering to the ICT agreement at all times.

2.10. Pupils are responsible for:

- Adhering to this policy at all times during periods of remote education.
- Ensuring they are available to learn remotely at the times set out in paragraphs 9.1 and 9.2 of this policy, and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to their teacher as soon as possible.
- Ensuring they have access to remote education 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 schoolwork they have been set.
- Ensuring they use any equipment and technology for remote education as intended.
- Adhering to the ICT Acceptable User Agreement and the Behaviour for Learning expectations at all times.

### **3. Resources**

#### Learning materials

- 3.1. The school will make use of a range of different teaching methods during remote education to help explain concepts and address misconceptions easily. For the purpose of providing remote education, the school may make use of:
- Work booklets
  - Email
  - Past and mock exam papers
  - Current online learning portals
  - Educational websites
  - Reading tasks
  - Live webinars
  - 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 remote education.
- 3.4. Teachers will ensure the programmes chosen for online learning have a range of accessibility features, e.g. voice-to-text conversion, to support pupils with SEND.
- 3.5. Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote education.

- 3.6. The school will review the resources pupils have access to and adapt learning to account for all pupils needs by using a range of different formats, e.g. providing work on PDFs which can easily be printed from a mobile device.
- 3.7. Work packs will be made available for pupils who do not have access to a printer – these packs can be posted, or safely delivered to the pupil's home address.
- 3.8. 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 education period.
- 3.9. Where required, the SENCO will arrange additional support for pupils with SEND which will be unique to the individual's needs, e.g. via weekly phone calls.
- 3.10. Any issues with remote education resources will be reported as soon as possible to the relevant member of staff.
- 3.11. An inventory of devices at home is carried out and updated regularly by the Pastoral Team.
- 3.12. For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through their LA. Pupils can be lent equipment if required.
- 3.13. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote education resources.
- 3.14. Teaching staff will oversee academic progression for the duration of the remote education period and will mark and provide feedback on work in line with Guidance on Great Teaching and Learning.
- 3.15. The arrangements for any 'live' classes, e.g. webinars, will be communicated via email no later than one day before the allotted time and kept to a reasonable length.
- 3.16. The ICT technicians are not responsible for providing technical support for equipment that is not owned by the school.

#### Food provision

- 3.17. The school will signpost parents towards additional support for ensuring their children continue to receive their FSM entitlement.
- 3.18. Where applicable, the school may provide the following provision for pupils who receive FSM:
  - Providing vouchers to families

## Costs and expenses

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

## **4. Online safety**

- 4.1. This section of the policy will be enacted in conjunction with the school's KCSIE appendix on E Safety.
- 4.2. Where possible, all interactions will be textual and public.
- 4.3. All staff and pupils using video communication must:
  - 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.
  - Consumption of food is not deemed appropriate while in a lesson or meeting.
  - Use appropriate language – this includes others in their household.
  - Set out behaviour expectations at the start of a lesson.
  - 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.
  - Staff must ask pupils to disable their cameras where appropriate and mute mics when teaching.
  - If a question needs answering ask pupils to use the 'raise hand' function.
- 4.4. 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.
  - Ensure they have a stable connection to avoid disruption to lessons.
  - Always remain aware that they can be heard.
- 4.5. The school will communicate to parents 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.

- 4.6. During the period of remote education, the Pupils' Centre 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**

Pupils will only access remote learning when isolating. MyConcern is used to raise issues, regardless of whether a child is physically or virtually attending school

- 5.1. This section of the policy will be enacted in conjunction with KCSIE- the school's Child Protection and Safeguarding Policy, which has been updated to include safeguarding procedures in relation to remote working.
- 5.2. The DSL team 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 education.
- 5.3. The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote education.
- 5.4. Phone calls made to vulnerable pupils will be made using school phones where possible.
- 5.5. The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged where required.
- 5.6. All contact with vulnerable pupils will be recorded on paper and suitably stored in line with the Records Management Policy.
- 5.7. The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- 5.8. No home visits will take place as pupils will only be taught remotely when required to isolate following a positive covid test or a direction from Track and Trace to isolate for 10 days.
- 5.9. Vulnerable pupils are able to contact their Pastoral Leader at any time.

- 5.10. The DSL 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.
- 5.11. All members of staff will report any safeguarding concerns to the DSL immediately.
- 5.12. Pupils and their parents will be encouraged to contact the DSL 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. Any breach of confidentiality will be dealt with in accordance with the school's Data and E-Security Breach Prevention Management Plan.
- 6.3. Any intentional breach of confidentiality will be dealt with in accordance with the school's Behavioural for Learning Policy or the Disciplinary Policy and Procedure.

## **7. Health and safety**

- 7.1. This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.
- 7.2. If any incidents or near-misses occur in a pupil's home, they or their parents are required to report these to the health and safety officer or other relevant member of staff immediately so that appropriate action can be taken.

## **8. School day and absence**

- 8.1. Pupils isolating follow their normal timetable and are taught with the rest of their class via an agreed educational platform (Zoom Education, Microsoft Teams or Google Classrooms).
- 8.2. Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.
- 8.3. Parents will inform the Pastoral Leader if their child is unwell, in line with SSPS attendance policy.

## **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 telephone and school website and twitter about remote education when required as soon as possible.

- 9.3. The headteacher will communicate with staff as soon as possible via email about any remote education arrangements which fall outside of the scope of this policy.
- 9.4. The school understands that both staff and pupils 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.
- 9.5. As much as possible, all communication with pupils and their parents will take place within the school day.

## **10. Monitoring and review**

- 10.1. This policy will be reviewed on an annual basis by the headteacher.
- 10.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.
- 10.3. The next scheduled review date for this policy is September 2021- or sooner should the situation for AP full opening change.

## **Annex's**

1. Chard remote learning plan
2. Upper School remote learning plan
3. Lower School remote learning plan
4. Wyndham View remote learning plan