



# **St Leonard's CE Primary**

## **Pupil Remote Learning Policy**

Last updated: 27<sup>th</sup> March 2023

Reviewed and Approved electronically by Governors April 2023

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## Statement of intent

At St Leonard's CE Primary, 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 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.

Signed by:

_____	<u>Headteacher</u>	Date:	_____
_____	<u>Chair of governors</u>	Date:	_____

# 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 (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'

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

- Keeping Children Safe in Education suite of Policies including Safeguarding Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Behaviour Policy
- Accessibility Plan
- Marking and Feedback Policy
- Curriculum Policy
- Assessment Policy
- E-Safety Policy
- Health and Safety Policy
- ICT Acceptable Use Code of Conduct
- Staff Code of Conduct
- Data and E-Security Breach Prevention and Management Plan
- Children Missing Education Policy

## 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 Head Teacher 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.

2.3. The Premises, Health and Safety Committee have delegated responsibility from the main governing body for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the headteacher.
- Ensuring that the Head Teacher is monitoring that staff have put procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that the Head Teacher has identified vulnerable pupils and taken action to mitigate any increased risks to them through school operating remotely.
- Ensuring that the Head Teacher is managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.

2.4. The Data Protection Officer is responsible for:

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection. This responsibility is delegated at St Leonard's CE Primary to Telford and Wrekin IT department who manage all devices.

- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR and that there has been consistent messaging of privacy and e-safety matters in the remote learning materials sent to parents.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018. Telford and Wrekin IT department have delegated responsibility for this and have recommended that schools use Tapestry and Teams.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data. St Leonard's CE Primary have bought into the Telford and Wrekin IT department managed package and they have taken responsibility for this.

2.5. The Designated Safeguarding Lead and Deputy DSL are responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with Telford and Wrekin IT to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online. For example, Tapestry is recommended because any comments and posts have to be pre-approved by the teacher before they can be seen by anyone else.
- 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. During periods of school closure, this may mean that they are part of childcare provision.
- Ensuring all safeguarding incidents are adequately recorded and reported.

2.6. The SENDCO is responsible for:

- Liaising with Telford and Wrekin IT 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 Education & Health Care plans continue to have their needs met while learning remotely, and liaising with the class teacher 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 learning period.

2.7. The School Office is 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.

2.8. Telford and Wrekin IT Service 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.

2.9. 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 Head Teacher 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 the School Office so that they can report issue to IT.
- Adhering to the Staff Code of Conduct at all times.

2.10. Parents and pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any technical issues to the school as soon as possible. Although these may be beyond the school's control
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Ensuring they have access to remote learning material and notifying school if they do not have access.

- Pupils should adhere to the Behaviour Policy when remote learning and any comments made on online platforms or behaviour which is contrary to the Behaviour Policy will be dealt with in the same way as if it had happened in school.

### **3. Resources**

#### **Learning materials**

- 3.1. For the purpose of providing remote learning, the school may make use of:
  - Work booklets
  - Email
  - Online learning portals – currently Tapestry
  - Educational websites
  - Reading tasks
  - Live webinars
  - Pre-recorded video or audio lessons
- 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 required to maintain 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. Telford and Wrekin IT or the school are not responsible for providing technical support for equipment that is not owned by the school.



## **Food provision**

- 3.10. The school will signpost parents via newsletter and email towards additional support for ensuring their children continue to receive the food they need, e.g. FSM vouchers, food banks.
- 3.11. Where applicable, the school may provide the following provision for pupils who receive FSM:
  - FSM vouchers will be provided or any such scheme as is recommended by the Government.

## **Costs and expenses**

- 3.12. The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.
- 3.13. The school will not reimburse any costs for travel between pupils' homes and the school premises.
- 3.14. The school will not reimburse any costs for childcare.
- 3.15. If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the Technology 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 E-Safety Policy.
- 4.2. Where possible, all interactions will be textual and public. Teachers have told parents that they will only communicate using the Tapestry platform. Comments on Tapestry are public and can be seen by all (and have to be pre-approved by the teacher). Any concerns about Tapestry comments should be communicated straight to the Head Teacher or Deputy DSLs.
- 4.3. Staff and pupils are able to record videos to upload onto Tapestry. We recommend that they:
  - 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.
  - Parents have been reminded that any video that is uploaded to Tapestry is viewable by other children and their parents too and that they should ensure that they are happy with any content before it is uploaded.

- 4.4. Pupils are able to record audio comments and questions on Tapestry. All 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. 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. 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. For example in the coronavirus outbreak (March 2020) parents who did not have technology were identified and alternative packs of work were prepared for those pupils or laptops were given on loan to the household for pupil use only.
- 4.8. 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.
- 4.9. The school will communicate to parents via email 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.
- 4.10. 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 Keeping Children Safe in Education suite of policies including Safeguarding Policy and the appendix to these policies following the COVID 19 outbreak.
- 5.2. The Head Teacher and Deputy DSLs 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, prior to the period of remote learning.
- 5.4. Phone calls made to vulnerable pupils will be made using school phones where possible. Where this is not possible, staff will be told to withhold their number when contacting them.
- 5.5. The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional support, arranged where required by contacting designated social worker/family support worker and requesting support for the family.
- 5.6. All contact with vulnerable pupils will be recorded on paper and suitably stored in line with the record keeping requirements of our Safeguarding 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. Home visits may not be possible due to health and safety reasons but if they are needed and essential, the following would be followed:
  - Have at least one suitably trained individual present.
  - Be undertaken by no fewer than two members of staff.
  - Be suitably recorded on paper and the records stored so that the DSL has access to them.
  - Actively involve the pupil.
- 5.9. 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.
- 5.10. All members of staff will report any safeguarding concerns to the DSL or Deputy DSLs immediately.

## **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 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.

- 6.5. Parents' 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 Procedures.
- 6.7. If paper copies of contact details are taken off the school site because closure is likely or health and safety reasons mean a person cannot come on the school site, the following should be followed:
  - The Head Teacher must have given prior approval and the reason must be urgent and essential and a safeguarding reason
  - The staff member will keep the details secure at their home or place of remote working and remain personally responsible for ensuring the security and safety of the data
  - After the period of the closure has ended the paper copies should be brought into school and shredded by the School Administrator.
- 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 policies.
- 6.10. Any intentional breach of confidentiality will be dealt with in accordance with the School's Disciplinary Policy and Procedure.

## **7. Marking and feedback**

- 7.1. Schoolwork set through remote learning should be:
  - Completed to the best of the pupil's ability.
  - The pupil's own work.
  - Marked in line with the Marking and Feedback Policy.
  - Returned to the pupil, once marked.
- 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. This means that school will also understand during periods of high pressure, illness and stress (such as that leading to school closure in March 2020) that parents will be judging the amount of work appropriate for a child to complete and may also be supplementing that work with learning tasks, activities and important family time together.
- 7.3. Teaching staff will monitor the academic 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.

- 7.4. Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENDCO 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. If using electronic devices during remote learning, pupils will be encouraged to take regular screen breaks – teachers will plan activities each day which do not all require focused screen time.
- 8.4. Screen break frequency is especially important for younger pupils or pupils with medical conditions who require more frequent screen breaks. Teachers will be mindful of this when planning.

## **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 newsletter and the school website about remote learning arrangements as soon as possible.
- 9.3. The Head Teacher will communicate with staff as soon as possible via email about any remote learning arrangements.
- 9.4. 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.
- 9.5. 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.
- 9.6. Members of staff will have contact with the Head Teacher regularly using Teams and/or email.
- 9.7. Parents and pupils will 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 pupils' teacher as soon as possible so they can investigate and resolve the issue.

- 9.9. The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.
- 9.10. The Head Teacher will review the effectiveness of communication on a weekly 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 on an annual basis by the Head Teacher.
- 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 April 2024.