Remote Learning

Purpose

Due to unprecedented times as a result of the COVID-19 pandemic, the majority of School and Academies in the UK have had periods of closure and/or have reduced numbers in order to maintain a safe learning environment

As coronavirus (COVID-19) becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a vaccine and the opportunity for 'booster' dose by the end of December 2021.

Our priority is to deliver face-to-face, high quality education to all learners and students, meeting the needs of our learners, while keeping everyone safe.The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

As a result of the continued potential for a reduction in numbers of learners attending Lime Academy Orton due to self-isolation, of staff and learners, have developed a system of remote learning. This is to enable every learner to have the opportunity to continue with education during these unusual times.

This system of remote learning could also be used for the settings general duty to meet the learning needs of learners with medical conditions, offering a long term, supportive solution to ensuring access to high quality education- it also allows our teachers who have to self-isolate or shield to continue to support our learners when they are well and able to do so.

1.1. The purpose of this remote learning policy is to:
- Ensure a shared understanding of what remote learning is
- Ensure consistency in the approach to remote learning
- Set out expectations for all members of the Lime Academy Orton with regards to remote learning.
- Provide appropriate guidelines for GDPR
- Reduce disruption to learner's education and the delivery of the curriculum, so that every learner has access to high quality learning resources, including the post 15 day medical needs provision.
- Ensure that safeguarding measures are continued during remote learning, including robust understanding of online safety
- Ensure all learners have the provision they need to complete their work to the best of their ability, and to support emotional, social and health wellbeing during periods of remote learning.
- Ensure parent and carers are fully aware of the support available to maintain educational outcomes during periods of non-attendance at school

Remote Learning will be available;
- When a learner self isolates for 10 days, and is well
- When the school is partially or fully closed to learners
- When a child has to shield due to being Clinically Extremely Vulnerable (CEV)

Families can expect to be sent a link to the remote learning platform with simple instructions of how to use and which colour route to take.

Application of the policy

ROLES AND RESPONSIBILITIES

2.1. The **Headteacher** and **Senior Leadership Team (SLT)** are responsible for:
- Ensuring that staff, parents and learners 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 Academy 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 learners.
- Arranging any additional training staff may require to support learners during the period of remote learning.
- Conducting reviews on a weekly basis of the remote learning arrangements to ensure delivery of learners' education.

2.2. The **Health and Safety Lead** is responsible for:
- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes.
- Putting procedures and systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning linked to safeguarding.
- Ensuring that learners identified as being at risk are provided with necessary information and instruction, or parents and carers advise.
- Managing the effectiveness of health and safety measures using the local reporting systems for recording incidents.

2.3. 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.
- Ensuring all staff, parents, and learners are aware of the data protection principles outlined in the GDPR in relation to remote and on line requirements.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.

2.4. The **DSLs / SLT** are responsible for:
- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the Trust ICT support to ensure that all technology used for remote learning is suitable for its purpose and will protect learners online.
- Identifying vulnerable learners who may be at risk if they are learning remotely.

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- Ensuring that child protection plans are enforced while the learner is learning remotely and liaising with the Headteacher and other organisations to make alternate arrangements for learners that might include contacts for those who are at a high risk, in cooperation with social care.
- Identifying the level of support or intervention required while learners learn remotely and ensuring appropriate measures are planned with parents and carers.
- Liaising with relevant individuals to ensure vulnerable learners receive the support required during the period of remote working ensuring all safeguarding incidents are adequately recorded and reported.

2.5. **The Trust ICT Service** is responsible for:
- Ensuring that all Academy-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.
- Working with the Teaching and Learning lead teaching staff to ensure that the equipment and technology used for learning remotely is accessible to all learners and staff or can support parents and carers supporting education at home.

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 Health and Safety Lead and follow guidance.
- Reporting any safeguarding incidents to the DSL.
- Taking part in any training 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 Academy-owned equipment used for remote learning to an ICT Technician.

2.7. **Parents and Carers** are responsible for:
- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely at times scheduled by the Academy.
- Reporting any technical issues to the Lime Academy Orton as soon as possible.
- Ensuring that their child has access to remote learning material during the times set out.
- Reporting any absence before the session has begun.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Adhering to the rules and terms of this policy
- Agreeing to the school device agreement and its content

2.8. **Teachers** are responsible for:
- Teachers must be available between 8:45AM- 3:30 PM at their school specific times. If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.
- Setting work/learning activities appropriate to the needs of learners.

- Allocated learners they need to provide work for, including if they may need to cover for other classes.
- The amount of work/activities they need to provide to meet the needs of learners.
- How they should coordinate with other Teachers to ensure consistency.
- Providing feedback on work / Activities.
- Handling of any complaints and making sure they are passed on to the relevant complaints policy.
- Attending virtual meetings.
- Wearing appropriate clothing.
- Ensuring your background online setting does not show your home or premises to maintain professional role.
- Liasing with teaching assistants with regards to appropriate resources or next steps in learning.

2.9. **Teaching assistants** (when directed by SLT) are responsible for
- Teaching assistants must be available between 9:25AM - 2:45PM. If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.
- Wearing appropriate clothing.
- Ensuring your background online setting does not show your home or premises to maintain professional role.
- Liasing with teachers with regards to any questions about teaching and learning.

2.10. **Senior leaders/Allocated persons** are responsible for:-
- Alongside any teaching responsibilities, senior leaders are responsible for:
    o Coordinating the remote learning approach across Lime Academy Orton
    o Monitoring the effectiveness of remote learning –through Teaching and Learning reviews, regular meetings with teachers and leaders, reviewing work / activities set and/or reaching out for feedback from learners and parents
    o Monitoring the security of remote learning systems, including data protection and safeguarding considerations

WHO TO CONTACT

3.1 If staff have any questions or concerns, they should contact the following individuals:
- Issues in setting work – Suzannah Pinkney (Remote Learning Lead)
- Concerns around behaviour that may challenge –Charlotte Whysall, Sarah Norman or Suzannah Pinkney (TeamTeach Tutors for the school)
- Issues with IT – Gemma Fone
- Issues with their own workload or wellbeing – line manager
- Concerns about data protection – Gemma Fone
- Concerns about safeguarding – DSLs (Charlotte Whysall, Anthony Skipworth, Sarah Norman, Rebcca Le Caplain and Suzannah Pinkney)
- Family Support – Naghina Ahmed, Pauline Gall and Jodie Pickinall – Family Support Workers

All available via *firstname.surname*@limetrust.org

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DATA PROTECTION

4.1 This section of the policy will be enacted in conjunction with the Lime Trust Data Protection Policy.

4.2 Staff members will be responsible for adhering to GDPR principles when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.

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

4.4 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.

4.5 Parents' and learners' up-to-date contact details will be collected prior to the period of remote learning.

4.6 All contact details will be stored in line with the Data Protection Policy. Please note:
- Any breach of confidentiality of any type will be dealt with in accordance with the Trust **GDPR Policy** for dealing with breaches under ICO guidelines.
- Any intentional breach of confidentiality will be dealt with in accordance with the Trust's **Data Protection Policy**.

ONLINE SAFETY

5.1 This section of the policy will be enacted in conjunction with Lime Academy Orton **Safeguarding Policy**.

5.2 All staff and learners using video communication (where this is deemed appropriate) must:
- 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.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in Lime Academy Orton.
- 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 if the offer is live delivery.

5.3 Lime Academy Orton will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for learners with further complex needs or in situations of crisis. This will be decided and approved by the SLT, in collaboration with the teacher and may include an observer at both ends of the live feed, a TA for example.

5.4 We 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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5.5 We 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 discussed with parents.

5.6 We will ensure that all 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.

5.7 We will communicate to parents via letter, email or telephone 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. Our learners will need support when using technology in the home.

5.8 During the period of remote learning, Lime Academy Orton will maintain regular contact with parents and carers 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.
- Expect parents to regularly check controls on devices and internet filters can block malicious websites.
- Direct parents to useful resources to help them keep their children safe online.

5.9 We will not be responsible for providing access to the internet off the premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by Lime Academy Orton or the Trust.

MONITORING

6.1 Staff will monitor the academic progress of learners with and without access to the online learning resources and discuss additional support or provision during a teaching and learning review.

RESOURCES

Learning materials

7.1 For the purpose of providing remote learning, we may make use of:
- Work booklets
- Online learning portals, including a shared portal hosted by the LA. For this purpose instruction will be given about the colour block area which should be accessed for learning activities. Other websites may also be used.
- Other Educational websites including EFL (or similar) where appropriate
- Practical activities which can be supported or delivered at home
- Recorded webinars or similar
- Pre-recorded video or audio lessons
- Live lessons
- Sensory resources
- Activities based upon the advice of a speech and language, OT or physiotherapist

7.2 Reasonable adjustments will be made to ensure that all learners have access to the resources needed for effective remote learning. Where further changes are made to EHCP provision this will be recorded in line with their EHCP review paperwork.

7.3 Lesson plans will be adapted to ensure that the curriculum remains accessible via remote learning, where practical – where this is not practical, we will ensure learners can catch up on these areas of the curriculum when they return in discussion with parents and carers.

7.4 Teaching staff will liaise with the SLT/Teaching, Learning Leads and other relevant members of staff to ensure all learners remain fully supported for the duration of the remote learning period.

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

7.6 Learners will be required to use their own or family-owned equipment to access remote learning resources, unless we agree to provide or loan equipment, e.g. laptops, ipad etc when and if these are available

7.7 Learners and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.

7.8 Teaching staff will oversee progression for the duration of the remote learning period and will review and provide feedback.

7.9 The arrangements for any 'live' classes, e.g. webinars, will be communicated via email in advance, telephone no later than one day before the allotted time and kept to a reasonable length of no more than 30 minutes per session.

7.10 The ICT service staff member is not responsible for providing technical support for equipment that is not owned by Lime Academy Orton or the Lime Trust.

SAFEGUARDING

8.1 This section of the policy will be enacted in conjunction with our **Safeguarding Policy & Child Protection Policy**, which has been updated to include safeguarding procedures in relation to remote working.

8.2 The **Headteacher and DSL** will identify 'vulnerable' learners (learners who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.

8.3 The **DSL** will arrange for regular contact to be made with vulnerable learners, prior to the period of remote learning.

8.4 Phone calls made to vulnerable learners will be made using Lime Academy Orton phones where possible. Where this is not possible; hide personal number (via use of 141 prefix) if working from home, for example in the case of remote working when bubble closure

8.5 The **DSL** will arrange for regular contact with vulnerable learners **once** per **week** at minimum, with additional contact, including home visits, arranged where required and with the agreements of parents/carers- these may include 3rd party contact e.g. Social worker or Physio etc.

8.6 All contact with vulnerable learners will be recorded in line with the safeguarding procedures in the setting and suitably stored on the MyConcern system in line with the data protection policy.

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

8.8 All home visits must:
- Have at least one suitably trained individual present.
- Be suitably recorded on MyConcern , so that the DSLs has access to them.
- Actively involve the learner and parents/carer.

8.9 Vulnerable learners/families will be provided with a means of contacting the **DSL** or any other relevant member of staff – this arrangement will be set up by the **DSL** prior to the period of remote learning.

8.10 The **DSL** will review safeguarding cases or referrals and meet (in person or remotely) with the relevant members of staff **once** per **week** to discuss new and current safeguarding arrangements for vulnerable learners learning remotely.

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

8.12 Learners 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 Lime Academy Orton will also signpost families to the practical support that is available for reporting these concerns.

MONITORING ARRANGEMENTS

9.1 This policy will be reviewed on an **ad-hoc basis** by the **Headteacher**.

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

FURTHER CLOSURE

10.1 If further closures or measures are announced, the policy will be reviewed and changed in accordance with government guidance for educational settings.

10.2 All staff will be informed before any changes occur.

10.3 All parents and guardians will be informed before any changes occur.

CONCLUSION

By introducing Remote Learning to our Teaching and Learning practices, we aim to encourage an

inclusive approach to education which achieves better outcomes for our learners at Lime Academy Orton.

Linked Documents:

Online Home Learning Prospectus
Device Loan Agreement
Remote Learning Checklist
Covid -19 Catch Up Funding
School Covid-19 Webpage