Remote Learning Policy

Written by:	A Burkes
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Chairs Signature	

Mission Statement

The Acorn Trust is a Multi-Academy Trust established with the aim of providing outstanding learning and opportunities for the children within its care.

Children are our nation's most precious resource. Their school life and learning experience will shape them for the whole of their lives

Safeguarding Statement

At the Acorn Trust we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We work to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The procedures contained in the Safeguarding Policy apply to all staff, volunteers and governors.

Contents:

Statement of intent

At the Acorn Trust, 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.

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:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Positive Behaviour Policy
- Accessibility Policy
- Marking and Feedback Policy
- Online Safety Policy
- Health and Safety Policy
- Attendance Policy
- ICT Acceptable Usage IT Agreement
- Staff Code of Conduct
- Data Protection Policy
- Children Missing Education Policy

2. Roles and responsibilities

2.1.   The Trustees 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
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- Evaluating the effectiveness of the school's remote learning arrangements.

2.2.   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.
- Arranging any additional training staff may require to support pupils during the period of remote learning.
- Conducting reviews regularly of the remote learning arrangements to ensure pupils' education does not suffer.

2.3.   The Trust Finance Officer is responsible for:

- Arranging the procurement of any equipment or technology required for staff to teach remotely and for pupils to learn from home (where it is deemed appropriate).
- 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 the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the Headteacher.
- 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.

- Liaising with the ICT providers/ technicians to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online.
- Liaising with the ICT providers/ technicians to ensure 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.
- Liaising with the ICT providers/ technicians to ensure 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.
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.

2.4. The Trust DPO 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 pupils 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.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.

2.5. The DSL is responsible for:

- Remaining in contact with safeguarding agencies within the period of remote learning for identified vulnerable pupils.
- Identifying vulnerable pupils who may be at risk if they are learning remotely.
- Following up any safeguarding issues that occur during the remote learning period.
- Ensuring that child protection plans are enforced while the pupil is learning remotely, and liaising with pastoral teams 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 on CPOMs and reported.

2.6. The Inclusion Manager is responsible for:

- Liaising with the Trust Finance Officer 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 EHCP plans continue to have their needs met while learning remotely, and liaising with the Headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs if deemed appropriate.
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely.
- Making contact with SEND team (Wigan LA SEND number is: 01942 486136) if further advice is needed during period of remote learning.
- 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. Staff members of the Trust are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the Trust Finance 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 /DSL.
- Reporting any defects on school-owned equipment used for remote learning to the Trust Finance Officer and Abtec support.
- Adhering to the Trust's Acceptable IT Usage Agreement.
- Adhering to the Staff Code of Conduct at all times.

2.8. Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely 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 learning material if times specified by the school.
- Reporting any absence in line with the terms set out in paragraph 9.5
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Adhering to the Parent Code of Conduct at all times.
- Adhering to the Trust's Acceptable IT Usage Agreement.

2.9. Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely at the times set by school, and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to an adult / their class teacher as soon as possible.
- Ensuring they have access to remote learning 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 learning as intended.
- Adhering to the Trust's Positive Behaviour Policy at all times.
- Adhere to Trust's Acceptable IT Usage Agreement.

3. Resources

Learning materials

3.1. For the purpose of providing remote learning, the schools within the Trust **may** make use of:

- Work booklets
- Email
- Online learning portals
- Educational websites
- Educational Apps
- 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 materials 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 Inclusion Manager 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 Trust 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.

3.9. If the Trust decide to use any 'live' classes, e.g. webinars, this will be communicated via class dojo no later than 1 day before the allotted time and kept to a reasonable length of no more than 45 minutes per session.

3.10. The Trust is not responsible for providing technical support for equipment that is not owned by the school.

Food provision

3.11. The Trust will signpost parents via parent mail towards additional support for ensuring their children continue to receive the food they need, e.g. food banks.

3.12. Where applicable, the Trust may provide the following provision for pupils who receive FSM:

- During the period of coronavirus, Schools will provide every eligible child with access to food whether through a daily packed lunch, weekly hamper to be collected from school or a weekly shopping voucher worth £15 to spend at supermarkets while schools are closed. Parents will be informed of the Trusts intention regarding this and any change to provision. If a voucher scheme is used, these

will be sent to families electronically, or as a gift card for those without internet access.

Costs and expenses

3.13. The Trust will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.

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

3.15. The Trust will not reimburse any costs for childcare.

3.16. If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the Trust's Acceptable IT Usage Agreement prior to commencing remote learning.

4. Online safety

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

4.2. Pupils and staff work online following the Trust's Acceptable IT Usage Agreement.

4.3. Where possible, all interactions will be textual and public.

4.4. If the Trust choose to use to use any form of video communication for teaching and learning, all staff and pupils 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 '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 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.

4.5. Before a school in the Trust chooses to use live streaming for teaching and learning, the staff member must adhere to the above points in 4.3 and the following additions:

- Follow guidance by Trust on how much, if any, live streaming takes place. Once a week may be sufficient.
- Live streaming should **only** be used if it is safe, reliable and will enhance learning.
- Do not use a system the Trust has not approved.
- The Trust and IT support (e.g. Abtec) have audited the settings first (who can chat? who can start a stream? who can join?) to ensure all safety measures are in place.
- Only use school /Trust registered accounts, never personal ones.
- For approved systems, check the link in an incognito tab to make sure it isn't public.
- Don't turn on streaming for students by mistake – joining a stream ≠ starting a stream
- Ensure pupils (like staff) have a safe and appropriate place to access learning with no bedrooms or inappropriate objects/information visible.
- Do not record, store, or distribute live stream material without permission.
- Never start without another member of staff in the 'room' and without the Headteacher or members of the senior leadership team being aware this meeting is taking place.
- The Trust will decide on a set of ground rules for usage which will be shared with staff. E.g. When a student can speak and how.
- Staff keep a log of everything - what, when, with whom and anything that went wrong. Report to a member of DSL /SLT immediately if any concerns.

4.6. If the Trust choose to use audio communication for teaching and learning, all staff and pupils 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.

4.7. Parents /carers will be informed immediately if pupils are not using devices or software as intended and the Trust's Positive Behaviour Policy will be followed. This misuse may be reported to other agencies if deemed appropriate.

4.8.   The Trust 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.

4.9.   The Trust will consult with parents where possible at least **a week** prior to the period of remote learning about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.

4.10.   The Trust 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.

4.11.   The schools within the Trust will communicate to parents via letter or parent mail 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.

4.12.   The Trust will not be responsible for providing access to the internet off the schools' 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 Trust's Child Protection and Safeguarding Policy.

5.2.   The DSL, SLT and pastoral 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 learning.

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

5.4.   Phone calls made to vulnerable pupils will be made using school phones.

5.5.   The DSL will arrange for regular contact with vulnerable pupils with additional contact being arranged when required. E.g. through Startwell worker, Social Care or other outside agencies links.

5.6.   All contact with vulnerable pupils will be recorded and suitably stored in line with data protection policy using CPOMs and Microsoft Teams.

5.7. The DSL / Pastoral team 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. Where the DSL has a concern, contact will be made with Startwell or Social Care. If deemed necessary, the Police will be contacted to carry out a welfare check.

5.9. Vulnerable pupils will be provided with a means of contacting the DSL, their deputy, or any other relevant member of staff – this arrangement will be set up by the DSL prior to or during the period of remote learning.

5.10. The DSL will communicate with the relevant members of staff regularly 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.

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. Staff members will use the Trust's remote access system when accessing video and audio communication for remote learning so it can be tracked on the Trust's device monitoring and management device e.g. Senso.

6.4. Any personal/sensitive 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 Trust's Data Protection Policy.

6.7. The Trust will not permit paper copies of contact details to be taken off the school premises.

6.8. Staff and 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 data will be dealt with in accordance with the Trust's Data Protection Policy.

6.10. Any intentional breach of confidentiality will be dealt with in accordance with the Trust's Positive Behavioural Policy or the Trust's Disciplinary Policy and Procedure.

7. Marking and feedback

7.1. Where deemed appropriate, schoolwork set through remote learning must be:

- Complete when returned to the relevant member of teaching staff.
- Returned before the deadline set by the relevant member of teaching staff.
- Completed to the best of the pupil's ability.
- The pupil's own work.
- Marked in line with the Marking and Feedback Policy.

7.2. The Trust expects pupils and staff to maintain a good work ethic and a high quality of work during the period of remote learning. There will be a focus on maintaining a good level of basic skills during anytime of absence.

7.3. Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via class dojo if their child is not completing their schoolwork or their standard of work has noticeably decreased.

7.4. Work that cannot be completed for genuine reasons will be completed when the pupil returns to school if deemed appropriate.

7.5. 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 or Inclusion Manager as soon as possible.

7.6. Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the Inclusion Manager as soon as possible.

8. Health and safety

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

8.2. Teaching staff and the Trust Finance Officer will ensure pupils and parents are provided with relevant information on how to use the necessary school provided 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 5-minute screen breaks every hour.

8.4. Screen break frequency will be adjusted to ten minutes every hour for younger pupils or pupils with medical conditions who require more frequent screen breaks.

8.5. If any incidents or near-misses occur in a pupil's home, they or their parents are required to report these to the class teacher immediately so that appropriate action can be taken.

9. School day and absence

9.1. Whilst clearly determined by age, setting tasks may be more manageable than timetabling lessons online. Specific tasks will be set with the expectation they are completed by specific deadlines.

9.2. Pupils are expected to complete work set daily within school hours. There is an expectation that children have regular breaks in the morning, afternoon and at lunchtime.

9.3. Pupils are not expected to do schoolwork outside the school times of 9am and 3.15pm.

9.4. If the Trust choose to provide learning through webinars or live streaming, pupils who are unwell are not expected to be present for these until they are well enough to do so.

9.5. Parents will inform their child's teacher no later than 8:45am if their child is unwell and unable to access a remote learning activity being led by the teacher.

10. Communication

10.1. The Trust and the schools within it, may decide to set up a staff communication group e.g. 'What's App' group as a way of keeping in touch during a time of school closure. Children or families must NOT be discussed /named on this. What's app must not be used at any time for business as it is against their terms and conditions. What's App is owned by Facebook and data can be shared between them.

10.2. The schools will ensure adequate channels of communication are arranged in the event of an emergency.

10.3. The schools will communicate with parents via parent mail and/or the school website about remote learning arrangements as soon as possible.

10.4. The Headteacher will communicate with staff as soon as possible via email and or Team Chat about any remote learning arrangements.

10.5. 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.

10.6. 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.

10.7. Members of staff will have regular contact with the Headteacher or member of SLT.

10.8. Pupils will have contact with a member of teaching staff at least **once** per **week** via **class dojo.** Verbal contact with a member of teaching or pastoral staff will be also be made regularly through a system determined appropriate by the Trust. Staff will inform the Headteacher and pastoral manager if there are particularly pupils not engaging through Class Dojo so they can instigate further communications.

10.9. Parents will inform the relevant member of staff as soon as possible if schoolwork cannot be completed by their child.

10.10. Issues with remote learning or data protection will be communicated to the pupils' teacher via class dojo as soon as possible so they can investigate and resolve the issue.

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

10.12. The Headteacher/SLT will review the effectiveness of communication on a weekly basis and ensure measures are put in place to address gaps or weaknesses in communication.

10.13. Staff will not use personal telephone numbers (e.g. personal mobile phone) or personal emails to contact parents /carers at any time.

11. Monitoring and review

11.1. This policy will be reviewed on an annual basis by the Trust.

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

11.3. The next scheduled review date for this policy is March 2021.