Duddon Saint Peter's CE School

Pupil Remote Learning Policy

Staff understand the need to continually deliver high quality education, including during periods of remote learning, 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 learning, such as online safety, access to educational resources, data protection, and safeguarding. From 22nd October 2020, the provision of remote learning has become a statutory requirement for schools.

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.

Roles and responsibilities
The governing body is responsible for:
• ensuring that the school has robust risk management procedures in place.
• ensuring that the school has a business continuity plan in place, where required.
• evaluating the effectiveness of the school's remote learning arrangements.

The headteacher is responsible for:
• ensuring that staff, parents and pupils adhere to the relevant policies at all times.
• ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
• ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
• overseeing that the school has the resources necessary to action the procedures in this policy.
• reviewing the effectiveness of this policy 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.

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- conducting reviews of the remote learning arrangements to ensure pupils' education does not suffer.

The 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.

The Safeguarding Lead is responsible for:

- attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- liaising with the ICT technicians to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online.
- 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 head teacher 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.

The SENDCO is responsible for:

- ensuring that pupils with EHC 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.
- 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.

Staff members are responsible for:

- adhering to this policy at all times during periods of remote learning.
- reporting any health and safety incidents to the health and safety officer and asking for guidance as appropriate.
- reporting any safeguarding incidents to the SL and asking for guidance as appropriate.
- taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.

- reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the headteacher.
- reporting any defects on school-owned equipment used for remote learning to an ICT technician.
- adhering to the Staff Code of Conduct at all times.

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 during the times set out.
- reporting any absence in line with the school's policy.
- ensuring their child uses the equipment and technology used for remote learning as intended.
- adhering to the Parent Code of Conduct at all times.

Pupils are responsible for:

- adhering to this policy at all times during periods of remote learning.
- ensuring they are available to learn remotely 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 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.

The school will accept a range of different teaching methods during remote learning to help explain concepts and address misconceptions easily. For the purpose of providing remote learning, the school may make use of:

Work booklets
Email
Past test papers
Current online learning portals
Educational websites
Reading tasks
Pre-recorded video or audio lessons

- Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources.

- Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.

- Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.

- 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.

- Where possible, work packs will be made available for pupils who do not have access to a printer – these packs can be collected from school.

- Teaching staff will liaise with the SENDCO and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.

- The SENDCO will arrange additional support for pupils with SEND which will be unique to the individual's needs, e.g. via weekly phone calls.

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

- Pupils will be required to use their own or family-owned equipment to access remote learning resources, unless the school agrees to provide or loan equipment, e.g. laptops.

- For pupils who cannot access digital devices at home, the school will, where possible, give technology support.

- Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work.

- The ICT technicians are not responsible for providing technical support for equipment that is not owned by the school.

Online safety
Where possible, all interactions will be textual and public.
All staff and pupils using video communication 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.

The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved in collaboration with the SENDCO.

The school will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.

The school will 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.

The school will communicate to parents via letter 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.

During the period of remote learning, the school 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.
- the school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

Safeguarding
The head teacher (SL) 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.
The SL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning. Phone calls made to vulnerable pupils will be made using school phones where possible.

The SL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged where required.

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

All members of staff will report any safeguarding concerns to the DSL immediately.
Pupils and their parents will be encouraged to contact the SL 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.

Data protection
This section of the policy will be enacted in conjunction with the school's Data Protection Policy.

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

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

Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.

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

All contact details will be stored in line with the Data Protection Policy.

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

Any breach of confidentiality will be dealt with in accordance with the school's Data and E-Security Breach Prevention Management Plan.

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

Marking and feedback
All schoolwork completed through remote learning should be:

- finished when returned to the relevant member of teaching staff.
- returned on or 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 Policy.
- returned to the pupil, once marked, as soon as possible.

The school expects pupils and staff to maintain a good work ethic during the period of remote learning.

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

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.

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

The school accepts a variety of formative assessment and feedback methods, e.g. through quizzes and other digital tools from teachers, and will support them with implementing these measures for remote learning where possible.

Communication
The school will ensure adequate channels of communication are arranged in the event of an emergency.

The school will communicate with parents via letter, text, email and the school website about remote learning arrangements as soon as possible.

The head teacher will communicate with staff as soon as possible via email about any remote learning arrangements.

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 to be contacted by other members of staff if necessary.

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.

Members of staff will have contact with the head teacher once per week.

As much as possible, all communication with pupils and their parents will take place within school hours.

Pupils/parents will have contact with a member of teaching staff at least once per week.

Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.

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.

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

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.

Signed: ……………………………………….   Governor responsible

Signed: ……………………………………….   Head teacher

Date: *September 2020*   Date of review *Autumn 2022*