



Osborne
Co-operative Academy Trust

Self-help
Self-responsibility
Equity
Equality
Democracy
Solidarity

Remote Learning and Working Policy

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Version Control

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L. Coates	June 2020	1.0	Draft Approved by Trust Board 21/7/2020

Osborne Co-operative Academy Trust

Osborne Co-operative Academy Trust is a multi-academy trust (MAT) incorporated around the principles and values of the international co-operative movement. These are Equality, Equity, Democracy, Self-help, Self-Responsibility and Solidarity, along with the ethical values of openness, honesty, social responsibility and caring for others. These values and principles underpin all our actions.

Statement of Intent

Education activities will be created in a range of formats, so that they are accessible to all, reducing the risk of any pupil being left behind. In England the Department for Education has no expectations that teachers should live stream or pre-record lessons. Schools should consider the approaches that best suit the needs of their pupils and staff (DfE, 2020)

At **name of school**, 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. The school will consult with parents/carers as swiftly as possible prior to the period of remote learning about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.

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/carer, 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:

_____ Headteacher/Head of School

Date: _____

_____ Chair of Governors

Date: _____

Legal framework

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

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'
- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'

This policy operates in conjunction with the following school policies:

- Accessibility Plan
- Assessment Policy
- Attendance Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Children Missing Education Policy
- Curriculum Policy
- Data Handling and Security Policy
- Data Protection Policy
- Health and Safety Policy
- ICT Acceptable Use Policy
- Marking and Feedback Policy
- Online & ICT Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Staff Code of Conduct

Roles and responsibilities

The Local 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/Head of School is responsible for:

- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning
- Ensuring all staff, parents/carers, and pupils are aware of the data protection principles outlined in the GDPR
- Ensuring that staff, parents/carers 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

- Identifying any teachers who may need additional support with delivering remote learning opportunities and establish training
- 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 a bi-annual basis, unless there is a change in legislation, and communicating any changes to staff, parents/carers, 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

The Health and Safety Co-ordinator is responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the Headteacher/Head of school
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents

The DSL is responsible for:

- Ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required
- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period
- Liaising with the Network Manager 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 Headteacher/Head of School 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
- Ensuring that all contact with vulnerable pupils is recorded on CPOMs and suitably stored in line with the Records Management Policy
- 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
- Informing all pupils, parents/carers and staff 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

The SENCO is responsible for:

- Maintaining effective communication channels with SEND pupils and their families signposting to appropriate resources
- Liaising with the Network Manager 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 EHC plans continue to have their needs met while learning remotely, and liaising with the Headteacher/Head of School 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

The Network Managers are responsible for:

- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018
- Ensuring any equipment on loan has been Portable Appliance Tested and is in good working order
- 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 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
- Working with the SENCO to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.
- Communicate to parents/carers 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

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 co-ordinator 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/Head of School
- Reporting any defects on school-owned equipment used for remote learning to a Network Manager
- Adhering to the Staff Code of Conduct at all times

Parents/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 the times set out in 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 learning material during the times set out in this policy
- Reporting any absence in line with school policy
- Ensuring their child uses the equipment and technology used for remote learning as intended

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 out in 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 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 Behaviour Policy at all times, pupils not using devices or software as intended will be disciplined in line with the Behaviour Policy

Mental Health & Well-being of Staff and Pupils

Staff are responsible for:

- Taking reasonable care of their own health, safety and well-being
- Maintaining a healthy workstation
- Taking regular breaks away from the computer or iPad to engage in other professional duties such as online training i.e. listening to a webinar
- Participating in frequent interaction either in person or via face to face technology in order to avoid feelings of isolation and loneliness
- Advising their manager if they are concerned about issues relating to their workload, working pattern or health and safety risks
- Replying to messages, setting work and giving feedback on activities during the normal teaching hours, 9.00am-2.55pm

Parents/Carers are responsible for:

- Ensuring that children take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities
- Ensuring that their children only send messages and queries that are in relation to tasks set by the teacher or in response to questions that the teacher may ask them directly
- Adhering to the Acceptable Use Policy and refrain from taking screenshots or copying any information, messages or posts to share on social media

Resources

Learning materials

For the purpose of providing remote learning, the school may make use of:

- Work booklets
- Email
- Past and mock exam papers
- Online learning portals
- Educational websites
- Reading tasks
- Live webinars
- 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 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. 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 of no more than one hour per session.

Marking and feedback

All 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
- Returned to the pupil, once marked, by an agreed date

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

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

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

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/Head of School as soon as possible.

Food provision

The school will signpost parents/carers via letter towards additional support for ensuring their children continue to receive the food they need, e.g. food banks.

Where applicable, the school may provide the following provision for pupils who receive FSM:

- Keeping the school canteen open during lunchtimes
- Making food hampers available for delivery or collection
- Providing vouchers to families

Costs and expenses

- The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax
- The school will not reimburse any costs for childcare
- If a pupil is provided with school-owned equipment, the pupil and their parent/carer will sign and adhere to the ICT Acceptable Use Agreement prior to commencing remote learning
- 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

Online safety

This section of the policy will be enacted in conjunction with the school's Online Safety & ICT Policy and The Acceptable use Policy. 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.

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

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

During the period of remote learning, staff will only make calls to homes of children from the school site and in the presence of another member of staff. The school will maintain regular contact with parents/carers to:

- Reinforce the importance of children staying safe online
- Ensure parents/carers 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/carers to useful resources to help them keep their children safe online

Home Visits

All home visits **must**:

- Have at least one suitably trained individual present
- Be undertaken by no fewer than two members of staff
- Be suitably recorded on CPOMS and the records stored so that the DSL has access to them
- Actively involve the pupil

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 using the onedrive links
- Parents'/Carers' 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 and retained in line with the Records Management Policy
- The school will not permit paper copies of contact details to be taken off the school premises
- Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data
- Any breach of confidentiality will be dealt with in accordance with the Trust Code of Conduct Policy
- Any intentional breach of confidentiality will be dealt with in accordance with the Trust Disciplinary Policy

School day and absence

Pupils will be present for remote learning by 9:00am and cease their remote learning at 2:55pm from Monday to Friday, with the exception of breaks and lunchtimes, as outlined below 9.2.

Breaks and lunchtimes will take place at the following times each day:

- Morning break will take place at **10:30am** until **10:45am**
- Lunchtime will take place between **12:00pm** and **12:45pm**
- Afternoon break will take place at **2:00pm** until **2:15pm**

Pupils are not expected to do schoolwork during break times.

Pupils with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their breaks.

Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.

Parents/carers will inform the school no later than 8.30am if their child is unwell via the usual reporting procedure. The school may monitor absence and lateness in line with the **Attendance Policy** and guidance from the DfE.

Health and safety

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

- 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
- If using electronic devices during remote learning, pupils will be encouraged to take a five minute screen break every two hours
- Screen break frequency will be adjusted to five minutes every hour for younger pupils or pupils with medical conditions who require more frequent screen breaks

Monitoring and review

This policy will be reviewed on an annual basis by the Headteacher/Head of School or following a significant school closure such as during a pandemic.

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

Pupil Equipment Loan

The laptop computer or tablet will be loaned to you while you are a pupil is at this school.

While the laptop/tablet is in your care, the following should be noted:

1. The laptop/tablet remains the property of School and is only for the use of the pupil to whom it is loaned.
2. The laptop/tablet will only be used for school work, and not for any private work.
3. If used at home, insurance cover is the responsibility of the individual to whom the laptop/tablet is loaned. You will need to ensure that your home insurance covers the replacement of the computer if necessary, noting the interest of School as the owner. It is recommended that this is obtained in writing.
4. Only software licensed to the school, authorised by the Headteacher/Head of School and installed by the school ICT staff may be used.
5. Should any faults occur, the school ICT staff must be advised as soon as possible so they may undertake any necessary repairs. Under no circumstances should you attempt to fix suspected faults.
6. Training on the use of the laptop/tablet and how to access the Internet, email and installed programs may be provided, as necessary, by the ICT staff. ICT staff remain your first point of contact should you have any concerns or queries about the use or function of the laptop/tablet.
7. Any telephone charges incurred by you accessing the internet from home (where possible) are not chargeable to the school.
8. If the laptop/tablet is damaged through negligence whilst in your care, you will be required to pay the costs of replacement. This would include but is not limited to, damage caused by liquid spillage or screens being shut whilst there are objects on the keyboard.
9. All users of the laptop/tablet must adhere to LA and school policies regarding appropriate use, data protection, computer misuse and health and safety.

I agree to the terms and conditions above.

Signed _____ Date:

Laptop/tablet Make:

Model:

Serial Number:

Network name:

Loaned to:

Authorised by:

Rules for using the computers and the Internet

You are responsible for good behaviour while using the computers and the internet just as you are when in a classroom or in a school corridor. General school rules still apply.

The internet is provided for you to carry out research, type documents or to communicate with others. Remember that using the computers is a privilege, not a right.

When using the Internet and computers, you are responsible for your own behaviour and any communications or contact with other people you make over the network.

Your teachers may look at any files you have saved on the network and any communications you may have made to insure that you are using the computers responsibly. You should not expect your files stored on the network to be private.

As well as the general rules above, the following also apply:

You must not:

1. Send or display offensive messages or pictures.
2. Deliberately access unsuitable material, or show your friends any such material which you might have found by accident.
3. Use any chat rooms except those which your teacher has told you to use.
4. Interfere with or damage any of the computers, keyboards, mice or any other computer equipment or cables.
5. Break any copyright laws
6. Log on to the network using any username except you own, unless told to by your teacher.
7. Look at any other persons' files or folders if you find that they have left themselves logged on.
8. Waste resources such as paper or printer toner etc.

Sanctions you may receive if you break any of these rules:

1. You may be banned from using the computers or the internet for a set period of time or even permanently.
2. Additional punishments may be given in line with existing school rules on inappropriate language or behaviour.
3. If necessary, the police or local authorities may be involved.

I have read these rules and agree not to break them. I will use the school network and the internet in a responsible way and observe all the rules above, and any other rules that my teachers tell me.