

DOVE HOUSE SCHOOL ACADEMY TRUST

Remote Learning Policy

Policy Title		Remote Learning Policy	
Author / Reviewer		SLT/ Remote Learning Lead	
Board/Committee		Headteacher	
Signed by Chris Toner (Interim Headteacher)			
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1. Introduction

Due to unprecedented times as a result of the COVID-19 pandemic, it is necessary for us to put measures in place so that every student has the opportunity to continue with education during this time.

It should be noted that this policy may be updated in response to changing circumstance related to the on-going pandemic and to reflect changes in DfE guidance / requirements. This policy has been developed in-line with the DfE guidance and aims to be fully compliant with all requirements in this respect:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

Specifically, we are required to integrate remote learning into our school curriculum that demonstrates the best interests and needs of our pupils. We have decided to use **Microsoft Teams** as our online platform to deliver remote learning.

'Remote Learning' refers to the provision of work, teacher support, assessment and feedback from teachers to pupils in the event that normal lessons are unable to be delivered 'face-to-face' as normal.

1.1 Who is it for?

Situations where this policy may apply include:

- Full or partial school closure
- Pupils unable to attend school due to a period of advised self-isolation but who otherwise remain well.
- Pupils who remain well but are unable to attend due to medical conditions or advice.

This policy does not apply in situations such as:

- A student who absents themselves from school without prior authorisation from the school, with or without parental permission, e.g. a family holiday taken in term time
- A parental decision to absent their child as a precaution against an outbreak of infectious disease but contrary to official medical advice from Public Health England, the UK Government or the World Health Organisation.
- Pupils absent from school due to illness

2. Aims

This remote learning policy for staff aims to:

- Ensure high quality and consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning on Microsoft Teams.
- Ensure students' and teachers' safety whilst learning/teaching remotely
- Provide appropriate guidelines for data protection

3. Roles and Responsibilities

The school accepts its responsibility to provide remote learning opportunities for students who are required to self-isolate at home during the current COVID-19 pandemic or for when there is a full or partial school closure.

In addition, if teachers are required to self-isolate, and are well enough to do so, they must continue to support the education of students from home in whatever ways are deemed practicable.

3.1 Teachers

When providing remote learning, teachers must be available during normal school hours.

If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- Setting work for the lessons they would normally have taught and are responsible for at the appropriate level for that individual class.
- Providing feedback and support to pupils to support their remote learning (through Teams and use of school email).

- Ensuring consistency across the subject to make sure pupils with limited access to devices can still complete learning and work.
- Ensuring work is uploaded the previous evening for their timetabled lessons on that day, in the correct class area within Microsoft Teams.
- Ensuring any links to resources on the internet or apps are appropriate and safe to use.

In order for teachers to keep in touch with pupils, teachers will during a normal school day:

- Be available during the normal school day to respond to any questions/comments from pupils within Microsoft Teams.
- Respond to emails from parents/pupils during the normal school day
- Undertake weekly phone calls to their tutees for those pupils that have not had face to face contact via tutor Teams call.

3.2 Teaching assistants (Dove House LSA3s or HLTAs)

When providing remote learning, teaching assistants must be available during normal school hours.

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.

When providing remote learning, teaching assistants are responsible for:

- Setting work for the lessons they would normally have taught and are responsible for at the appropriate level for that individual class.
- Providing feedback and support to pupils to support their remote learning (through Teams and use of school email).
- Ensuring consistency across the subject to make sure pupils with limited access to devices can still complete learning and work.
- Ensuring work is uploaded the previous evening for their timetabled lessons on that day, in the correct class area within Microsoft Teams.
- Ensuring any links to resources on the internet or apps are appropriate and safe to use.

In order for teaching assistants to keep in touch with pupils, teaching assistants will:

- Be available during the normal school day to respond to any questions/comments from pupils within Microsoft Teams.
- Respond to emails from parents/pupils during the normal school day.
- Undertake weekly phone calls to their tutees.

3.3 Learning support assistants

When assisting with remote learning, teaching assistants must be available to support the teaching staff during normal school hours.

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.

When assisting with remote learning, learning support assistants are responsible for supporting pupils who aren't in school with learning remotely under the direction of the teacher.

3.4 SEND Therapy staff

When providing remote learning, therapy staff must be available during normal school hours.

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.

When providing remote learning, therapy staff are responsible for:

- Setting programmes of work/therapy for pupils they would normally have supported and are responsible for as stated in the pupil's EHCP.
- Providing feedback and support to pupils (through Teams and use of school email).
- Ensuring any links to resources on the internet or apps are appropriate and safe to use.

In order for therapy staff to keep in touch with pupils, they will:

- Be available during the normal school day to respond to any questions/comments from pupils within Microsoft Teams.
- Respond to emails from parents/pupils during the normal school day.
- Where appropriate design programmes that may be delivered in pupils homes by the parent /carer.

3.5 Faculty leaders

Alongside their teaching responsibilities, faculty leaders are responsible for:

- Considering whether any aspects of the subject curriculum need to be modified to accommodate learning from home.
- Working with teachers in their faculty to make sure all work set is appropriate and consistent.
- To ensure cover work is provided within their faculty if staff are absent through illness
- Monitoring the remote work set by teachers in their faculties, including the quality of response to pupil's work
- Alerting teachers to resources and strategies they can use to teach their subject remotely effectively.

3.6 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school with the Remote Learning Lead
- Monitoring the effectiveness of remote learning through regular meetings with faculty leaders and teachers, reviewing work set and reaching out for feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

3.7 Designated Safeguarding Lead

Details of the responsibilities of the Designated Safeguarding Lead (DSL) are stated in the school's Child Protection Policy. In relation to remote learning, the DSL is responsible for reviewing the safeguarding aspects of remote learning system.

3.8 Remote Learning Lead

The Remote Learning Lead is responsible for:

- Identification and day to day management of the remote learning system.
- Ensuring staff are trained in the use of the remote learning system.
- With the support of the COVID Catch Up LSA ensure that pupils are able to access work either through the system or through an alternative provision.
- Resolving issues with systems used to set and collect work.

3.9 IT Manager

The IT Manager is responsible for:

- Helping staff, pupils and parents with any technical issues they are experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

3.10 Pupils and parents

Staff can expect pupils learning remotely to:

- Access the work set from home, at some point during the school day.
- Seek help if they need it from teachers (using Microsoft Teams and their school email)
- Complete work set on Microsoft Teams within any specified timescale.
- Be respectful and kind to teachers, teaching assistants and pupils, when communicating on class posts

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Encourage their child to complete as much work as appropriate
- Seek help from the school if they need it
- Be respectful when communicating with the school with any issues or concerns.

3.11 Board of Trustees

The Board of Trustees is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

4. Who to contact?

If there are any questions or concerns about remote learning, please contact the following individuals:

- Issues in setting work: Faculty Leader or Remote Learning Lead (Lois Hill)/Assistant Head teacher (Andrea Merritt)
- Issues with behaviour: Head of Pastoral (Rebecca Wilson)
- Issues with IT: IT Manager (Jess Thomas) or Remote Learning Lead (Lois Hill)
- Concerns about data protection: Data Protection Lead (Jayne Humphrey)
- Concerns about safeguarding: DSL (Karen Ollive)
- Concerns about the Curriculum Diet (quality and suitability of provision): Interim Head of School (Brigid Ryan) and Deputy Headteacher (Dave Dupont)
- Issues with staff workload or wellbeing: individual line manager

5. Data protection

Staff members will be responsible for adhering to GDPR principles outlined in the school's **Data Protection Policy**, when teaching remotely.

Not all staff will have access to school laptops or devices but if they do then it is the school's expectation that these **must** be used rather than personal IT equipment.

5.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will access the data through the school's secure remote network. For some staff, it might be necessary for them to use a memory stick; this must be one issued by the school which is encrypted. No school data is to be stored on a home computer, or un-encrypted storage device

5.2 Processing personal data

Staff members may need to collect and/or share personal data such as pupils' school email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online through Microsoft Teams and e-mail.

5.3 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- ensuring passwords are complex, kept confidential and changed regularly when requested to
- ensure devices are logged off or locked when left unattended
- Installing anti-virus and anti-spyware software
- Keep operating systems up to date (installing latest updates)

Any breach of confidentiality, whether intentional or not, should be reported immediately to the Data Protection Lead who will deal with it in line with the school's Data Protection Policy and Data Breach Protocol.

6. Safeguarding

To safeguard both pupils and staff:

- All communication between pupils and teachers will be textual via Microsoft Teams posts (public) or school e-mail accounts (which are monitored).
- Teachers may create pre-recorded videos for pupils to access through Microsoft Teams, if needed to enhance the learning (see Appendix 1: Staff Acceptable Use Agreement for Microsoft Teams).
- Pupils are not allowed to screen record or screenshot any videos teachers publish, or live lessons within Microsoft Teams.
 - Pupils that do not following the acceptable use agreement instructions for live lessons, will be given one warning and will then be removed from the lesson if they continue.
- Any inappropriate behaviour or breach of the Pupil Acceptable Use Agreement for Microsoft Teams (see Appendix 2) will be reported to the pastoral team and be dealt with appropriately, in accordance with the school's Behaviour Policy.
- All live sessions will have at least 2 members of staff in attendance
- No live lessons will be recorded
 - Staff and pupils must be appropriately dressed when joining live lessons, and this expectation applies to anyone else in the household.

For further measures in place to safeguard pupils and teachers, please refer to the Safeguarding Policy, Child Protection Policy and Covid 19 Addendum.

7. Monitoring arrangements

This policy will be reviewed at least every 12 months, or when new guidance is published by the DfE, by the Senior Leadership Team and Remote Learning Lead. At every review, it will be approved by the Headteacher.

8. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child Protection policy
- Safeguarding policy
- Data Protection policy
- Staff IT Acceptable Use Agreement
- Pupil Acceptable Use Agreement
- Staff Code of Conduct

9. Appendices

Appendix 1: Staff Acceptable Use Agreement (Microsoft Teams & Remote Learning)

Appendix 2: Pupil & Parent/Carer Acceptable Use Agreement (Microsoft Teams & Remote Learning)

Appendix 1:

STAFF ACCEPTABLE USE AGREEMENT Microsoft Teams & Remote Learning

As a school user of Microsoft Teams, I hereby confirm that I have read and understood the Remote Learning Policy and I agree to follow the rules set out within this policy on its use (outline below). This is in addition to the school IT Acceptable Use policy. I will use Microsoft Teams in a responsible way and observe all the restrictions in place. If I am in any doubt, I will consult the Headteacher. I agree to:

- Only communicate with pupils via agreed methods (posts on Microsoft Teams & school e-mail).
- Follow the protocol for pre-recorded videos or live lessons:
 - Ensuring these are recorded against a neutral (or unidentifiable) background, if not being recorded at school.
 - Using a private space free from interruption (any accidental interruptions, staff must mute microphone and camera immediately).Bedrooms and bathrooms must not be used for recording.
 - Dressing appropriately in accordance with the school's Code of Conduct
 - Using professional and appropriate language
 - Preventing 1-1 situations by only accepting pupils from the waiting room once there is a second adult in the room.
 - Ensuring other tabs, windows or browsers that are not needed to deliver the lesson content, are closed on the device I am recording or screen sharing from.
 - Disconnecting **all** pupils from Teams at the close of live lessons.
 - Reminding pupils of their responsibilities at the start of the lesson
 - Ensuring pupils mute their microphones from the start of the live lesson.
 - Giving one warning, if a pupil is not following the acceptable use agreement and then removing them from lesson if continued.
- Log off/lock Microsoft Teams when left unattended.
- Ensure my login details and passwords are complex, kept secure and regularly updated.
- Report any inappropriate behaviour through normal school procedures (CPOMs, Pastoral Team).
- Report any safeguarding concerns through normal school procedures (CPOMs, DSL).

- Report any breaches of personal data through normal school procedures (report to Data Protection Lead).
- Follow the responsibilities outlined in section 3 of the policy which are relevant to my role at Dove House.
- Only use the chat and post function in Microsoft Teams with other staff for professional discussion.
- Follow the school's Staff Code of Conduct and IT Acceptable Use Policy when using Microsoft Teams.
- Follow the school's Safeguarding policy

If I do not comply with the rules, I understand that this may result in loss of access to these resources as well as other disciplinary action.

I understand that staff under reasonable suspicion of misuse in terms of time or content may be placed under retrospective investigation or have their usage monitored.

I understand that the School will monitor communications to uphold this policy and to maintain the School's network (as set out within this policy).

Signed Date

Print name

Appendix 2:

PUPIL & PARENT/CARER ACCEPTABLE USE AGREEMENT Microsoft Teams & Remote Learning

The use of Microsoft Teams and school e-mail is now a crucial part of learning, both at school but more importantly at home when remote learning is needed. We want all pupils to be safe and responsible while using these valuable resources.

Pupils are expected to discuss this agreement with their parent / carer and then to sign and follow the terms of the agreement. Any concerns can be discussed with a member of the senior leadership team.

- I will use Microsoft Teams and my school e-mail for school purposes only.
- I will not use the 'chat' function within Microsoft Teams
- I will not create any teams (classes) and will only join teams (classes) which have been set up by my class teacher.
- I will not share my password and login details.
- I will be responsible, sensible and treat others with respect when using Microsoft Teams and my school e-mail, to communicate with teachers and other staff.
- I will not share my own or other people's personal information such as name, phone number or address details, or arrange to meet somebody.
- I will not record, copy, screenshot or share any audio, video or images of staff or pupils.
- Any videos downloaded to a device must be deleted and removed once watched.
- I will dress appropriately when joining live lessons, as will anyone else in my household.
- I will take part in live lessons in a quiet space where possible or use headphones
- I will be responsible for my online behaviour, any instances of inappropriate behaviour or bullying, I will inform my teacher immediately.
- I will support the Dove House approach to online safety and my online activity. Both within and outside of school premises, I will not cause distress to my school, staff, pupils or bring the community into disrepute.
- If I see something online that makes me feel uncomfortable, I will inform my class teacher.
- I understand the school may check my e-mail and Microsoft Teams account for monitoring purposes.

- I understand my use on e-mail and Microsoft Teams can be monitored and the information made available to my teachers.
- I understand these rules are designed to keep me safe and that, if violated, school sanctions will be applied and my parent/carer may be contacted. If there is a serious breach of these rules the police may be involved.
- If I am not following the acceptable use agreement I will be given one warning and I will be removed from the lesson if I continue.
- I will turn my camera and microphone off if instructed to by my teacher

Parent / Carer / Pupil

We have discussed the acceptable use agreement for remote learning and..... (child's name) agrees to follow these rules and to support the safe use of Microsoft Teams and school e-mail remotely at Dove House School Academy.

Parent/Carers signature

Pupil's signature

Pupil's tutor group Date