

## Remote Learning Policy

### Purpose

Since the first lockdown in March 2020, we have been guided by our values and mission. We have also been guided by information, advice and guidance for education providers issued by the Government, Public Health England (PHE), Health and Safety Executive and other key bodies. When taking account of this guidance, our first consideration is the safety and well-being of our learners and staff. This had meant that during national lockdowns some of our children and young people have had to access their learning remotely.

In the event of a college closure, the college is committed to providing continuity of education to its learners and will do so through a process of remote (online) learning using Microsoft Teams as the main portal. For those young people unable to access learning online we will put in place a differentiated offer including learning packs and keeping in touch calls.

Remote learning would apply in the following situations:

- The college is closed or partly closed due to government advice in order to reduce the spread of Covid-19 amongst learners and staff.
- When learners have been in contact with another person who has tested positive for Covid-19 and then under Public Health England guidance we are informed that they must self-isolate for a period of time.
- When a learner is on a fixed term exclusion, work can be provided remotely (the work is likely to be photocopied and sent via post on the first day of exclusion) however, if follow up work is required, this may be the most convenient and quickest method for the learner to receive it.
- When a learner is absent due to a long-term illness, but the learner is still able to complete work at home.

Remote learning will not be provided for the following reasons:

- Learners who are absent, with or without parental permission, in contravention to college and government guidance or learners whose parents keep them at home as a “precaution” against an outbreak of an infectious disease against the college and government guidance.
- Learners who are taken on holiday during term time.

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for learners who are not in college.
- Set out expectations for all members of the college community with regards to remote learning.
- Provide appropriate guidelines for data protection.
- Ensure learners are still able to access teacher input and develop learning and the importance of this.

This policy should be read in conjunction with:

- Code of Conduct Policy and Procedure
- Adult at Risk Safeguarding and Protection Policy
- Child Protection Policy and Procedure

- Behaviour Policy
- Exclusions Policy
- Data protection Policy
- Home-college agreement
- ICT Acceptable Use Policy and Procedure
- E-Safety Policy
- Compliments and Complaints Policy

## Roles and Responsibilities

### Teachers

When providing remote learning, teachers must be available during their normal working 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, teachers are responsible for:

- Setting work for all groups and classes they teach that directly relate to current targets.
- Loading work to the relevant online platform in a timely manner.
- Co-ordinating their approach through the Transdisciplinary Team.
- Ensuring learners with limited access can complete work.
- Not assuming that learners have access to a printer or device for all tasks.
- Sharing timely feedback with learners about completed work.
- Keeping in touch with learners who aren't in college and their parents. This will also be supported by named keyworkers.
- Where a teacher is unable to make contact, this should be raised to SLT.
- Keeping a record of contact made and attempted contact.
- Ensuring personal devices are only used in accordance with the Authorised User Policy (AUP) and not share their personal contact details e.g. phone number, personal e-mail or personal social media.
- If the teacher uses a personal device, they must ensure this has been cleared by the Head of College, records are kept, and they are withholding their number using 141.
- Ensuring all communication is within normal working hours.
- Reporting all concerns and complaints made by parents to SLT, escalating to the Designated Complaints Officer as required.
- Following up non-engagement with learning with the learner's parent.
- Attending virtual meetings with staff, parents and learners.
- Dressing appropriately according to the Code of Conduct.
- Ensuring lessons/virtual meetings take place from an appropriate location (e.g. avoid areas with background noise, nothing inappropriate in the background) but preferably in a college setting.

### Learning Support Staff

When assisting with remote learning, learning support staff and other support staff must be available during their working hours. If they're 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 staff are responsible for:

- Supporting learners who are not in college with learning remotely as directed by the teacher or SLT.

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- Keeping in touch with learners who are not in college and their parents as directed by class lead/teacher or SLT.
- Ensuring personal devices are only used in accordance with the AUP and not share their personal contact details e.g. phone number, personal e-mail or personal social media.
- If Support Staff use a personal device, they must ensure this has been cleared by the Head, records are kept, and they are withholding their number using 141.
- Attending virtual meetings with teachers, parents and learners.
- Dressing appropriately according to the Code of Conduct.
- Ensuring lessons/virtual meetings take place from an appropriate location (e.g. avoid areas with background noise, nothing inappropriate in the background) but preferably in a college setting.

## Senior Leaders

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the college.
- Monitoring the effectiveness of remote learning with class teachers and whether the work set is responsive to the needs of learners.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Monitoring engagement in the remote learning offer.
- Ensuring the offer is universal and accessible to all, putting in place delivery of learning materials where necessary.

## Designated Safeguarding Lead (DSL)

The role and responsibilities of the DSL is set out in the college Child Protection Policy and Adult at Risk Safeguarding Policy. Ideally a trained DSL will be on site at all times. Where this cannot be achieved, a DSL will be available by phone (for example, when working from home). The DSL will:

- Continue to engage with social workers and other key contacts for families and attend all multi-agency meetings either remotely or by phone.
- Have key contact details available to them, even when working from home.
- Ensure that staff can contact a DSL.
- Ensure the security of remote learning systems is monitored, including data protection and child protection concerns.
- Undertake weekly keeping in touch calls for any learners where there are safeguarding concerns.

## IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff and parents with any technical issues they're experiencing.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the Data Protection Officer and SLT without delay.
- Assisting learners and parents with accessing the internet or devices.
- Creating and maintaining staff and learner accounts for online learning platforms.
- Setting up e-mail addresses for parents to contact college staff.
- Keeping operating systems up to date.
- Troubleshooting of IT issues.
- Alerting the DSL of any safeguarding concerns.

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- Supporting admin teams with the distribution of devices to learners at home where appropriate/required

## Learners and parents

Staff can expect learners learning remotely to:

- Be contactable during the college day – although consider they may not always be in front of a device the entire time.
- Complete work to the deadline set by teachers.
- Seek help if they need it, from teachers or teaching assistants or adults at home. Alert teachers if they're not able to complete work.

Staff can expect parents with children learning remotely to:

- Make the college aware if their child is sick or otherwise can't complete work.
- Support their child(ren) as best as they are able given their own home circumstances, health, work commitments etc.
- Seek help from the college if they need it.
- Be respectful when making any complaints or concerns known to staff.
- Contact the college staff by e-mail or learning platform.
- Read guidance and updates from the college on online safety and use resources such as those on the [Ambitious about Autism website](#) to support keeping their children and young people safe online at home.

## Governing Body

The Governing Body is responsible for:

- Monitoring the college 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.
- Supporting staff and learner well-being.
- Checking how the college is safeguarding the learners, including those in college and those remaining at home, and be aware of any themes arising from this.

## Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – talk to the relevant subject lead or SLT.
- Issues with behaviour – talk to a colleague, class teacher, Behaviour Analyst.
- Issues with IT – talk to IT staff.
- Issues with their own workload or wellbeing – talk to their line manager.
- Concerns about data protection – talk to the Data Protection Officer or SLT.
- Concerns about safeguarding – talk to the DSL.

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## Data protection

### Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Only use their official college e-mail account and never use personal messaging systems.
- Only access personal data if it necessary for the purposes of remote teaching and learning.
- Only connect to personal data on the college network using approved tools e.g. College Microsoft 365 account, Google drive, SIMs.

### Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and telephone numbers as part of the remote learning system. As long as this processing is necessary for the college'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. Staff must not put sensitive information at risk of compromise of confidentiality through the use of non-authorised accounts.

### Keeping devices secure

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

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol).
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device.
- Making sure the device locks if left inactive for a period of time.
- Not sharing the device among family or friends.

### Reporting data breaches

All staff members will report data breaches within 2 hours to the Data Protection Officer and their SLT. There are strict time limits for reporting and acting swiftly can mitigate any potential adverse impact on data subjects.

### Safeguarding

The college's/college Child Protection Policy has been updated in light of Covid-19. You can find this on the college's website.

### Monitoring arrangements

This policy will be reviewed bi-annually by the Governing Body and will be approved by the Director of Education.

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