

Saints Peter and Paul
Catholic College

Pupil Remote Learning
Policy

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Statement of intent

At **Saints Peter and Paul Catholic College**, 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.

REMOTE EDUCATION - TEMPORARY CONTINUITY DIRECTION

Starts October 22nd

- Ends July 2021 (or earlier if revoked)
- Legal duty to provide immediate access to remote education
- Schools must have regard for the remote education expectations as set out in the guidance for full school opening

Signed by:

_____	<u>Principal</u>	Date: _____
_____	<u>Chair of governors</u>	Date: _____

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 runs in conjunction with the following school policies:

- **Child Protection and Safeguarding Policy**
- **Data Protection Policy**
- **Special Educational Needs and Disabilities (SEND) Policy**
- **Behavioural Policy**
- **Accessibility Policy**
- **Marking and Feedback Policy**
- **Assessment Policy**
- **Online Safety Policy**
- **Health and Safety Policy**
- **Attendance Policy**
- **ICT Acceptable Use Policy**
- **Staff Code of Conduct**

2. Roles and responsibilities

2.1. The **governing board** 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.

2.2. The **Principal** is responsible for:

- Ensuring that staff, parents, and pupils always adhere to the relevant policies.
- 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 on an **annual** basis 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.
- Conducting reviews on a **weekly** basis of the remote learning arrangements to ensure pupils' education does not suffer.

2.3. The **health and safety officer** are responsible for:

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

2.4. 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.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.
- Ensuring that staff are aware of the risks associated with using personal electronic devices and the importance of storing and recording sensitive information directly onto the school network through Access 24 or via Office 365.

2.5. The **Designated 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 **Principal** 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 recorded and reported.

2.6. The **SENCO (Special Educational Needs Co Ordinator)** is responsible for:

- Liaising with the **ICT technicians** 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 **Principal** 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.

2.7. The **School Business Manager** is responsible for:

- Assessing the necessity for and feasibility of procuring 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 the school has adequate insurance to cover all remote working arrangements.

2.8. The **ICT technicians** are responsible for:

- 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 many 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.
- Where appropriate facilitating the use of personal home devices in a safe and secure way by utilising secure portals like Access 24 and Office 365.

2.9. Staff members are responsible for:

- Adhering to this policy always 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, E-Safety incidents to the **DSL (Designated Safeguarding Lead)** 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 Designated Safeguarding Lead
- Reporting any defects on school-owned equipment used for remote learning to an **ICT technician**.
 - Adhering to the **Staff Code of Conduct** always. Parents are responsible for:
 - Adhering to this policy always during periods of remote learning.
 - Ensuring their child is available to learn remotely at the times set out in paragraphs 9.1 and 9.2 of 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.
 - Reporting any absence in line with the terms set out in paragraph 9.6.
 - Ensuring their child uses the equipment and technology used for remote learning as intended.
 - Adhering to the **Parent Social Media Agreement** always.

2.10. Pupils are responsible for:

- Adhering to this policy always during periods of remote learning.
- Ensuring they are available to learn remotely at the times set out in paragraphs 9.1 and 9.2 of this policy, and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to **ICT technicians** 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 ill 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 **Behavioural Policy/Acceptable use agreement** always.

3. Resources

Learning materials

- 3.1. To providing remote learning, the school will make use of:
 - Office 365 accounts
 - Class notebooks via OneNote – all work will be available via these notebooks
 - Work booklets for students with no IT (Information Technology) access or specific needs
 - Email
- 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 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.
- 3.4. Teaching staff will communicate with the **SENCO** 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 school 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 and will mark and provide feedback on work in line with **section 7** of this policy the arrangements for any 'live' classes, e.g. webinars, will be communicated via TEAMS and Satchel One pupils will follow the school timetable.
- 3.9. The **ICT technicians** are not responsible for providing technical support for equipment that is not owned by the school.

Food provision

- 3.10. The school will signpost parents via **letter** towards additional support for ensuring their children continue to receive the food they need, e.g. food banks.
- 3.11. 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
 - If this is unable to be sustained, e vouchers will be issued.

Costs and expenses

- 3.12. The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.
- 3.13. The school will not reimburse any costs for travel between pupils' homes and the school premises.
- 3.14. The school will not reimburse any costs for childcare.
- 3.15. If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the **Technology Acceptable Use Agreement** prior to starting remote learning.

4. Online safety

- 4.1. This section of the policy will be enacted in conjunction with the school's **E-safety Policy and school code of conduct**
- 4.2. Where possible, all interactions will be **textual and public.**
- 4.3. Pupils not using devices or software as intended will be disciplined in line with the **Behavioural Policy.**
- 4.4. 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.
- 4.5. Parents will be informed of what remote learning will be available.
- 4.6. 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.
- 4.7. 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.
- 4.8. 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.

5. Safeguarding

- 5.1. This section of the policy will be enacted in conjunction with the school's **Child Protection and Safeguarding Policy**.
- 5.2. The **DSL** and **Principal** will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) and assess the suitability of remote learning for them
- 5.3. The **DSL** will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
- 5.4. Phone calls made to vulnerable pupils will be made using school phones where possible.
- 5.5. The **DSL** will arrange for regular contact with vulnerable pupils **once** per **week** at minimum, with additional contact, including home visits, arranged where required.
- 5.6. All contact with vulnerable pupils will be recorded on paper and appropriately stored in line with the **Records Management Policy**.
- 5.7. The **DSL** will stay connected with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- 5.8. All home visits **must**:
 - Have at least **one** trained individual present.
 - Be undertaken by no fewer than **two** members of staff.
 - Be properly recorded on paper and the records stored so that the **DSL** has access to them.
 - Actively involve the pupil.
- 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 the period of remote learning.
- 5.10. The **DSL** will 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.
- 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 always ensure the confidentiality and integrity of their devices.
- 6.3. Sensitive information will not be transferred out of school secure storage systems. Access to them will be completed via Access 24 and should remain within SIMS.
- 6.4. In exceptional circumstances, any data that is transferred between devices will be properly 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 **Data Protection Policy** The school will not allow paper copies of contact details to be taken off the school premises.
- 6.7. Pupils are not permitted to let their family members or friends use any school-owned equipment which holds personal data.
- 6.8. Any breach of confidentiality will be dealt with following the school's **Data Protection Policy**.
- 6.9. Any intentional breach of confidentiality will be dealt with following the school's **Behavioural Policy** or the **Disciplinary Policy and Procedure**.

7. Marking and feedback

- 7.1. All schoolwork set through remote learning will be marked in line with school marking and feedback policy
- 7.2. The school expects pupils and staff to maintain an excellent work ethic and a high quality of work during the period of remote learning.
- 7.3. Pupils are accountable for the completion of their own schoolwork during the period of remote learning. Work that cannot be completed for genuine reasons will be completed when the pupil returns to school.
- 7.4. Where possible, teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the **SENCO** as soon as possible

8. Health and safety

- 8.1. This section of the policy will be enacted in conjunction with the school's **Health and Safety Policy**.
- 8.2. Teaching staff and **ICT technicians** will ensure pupils are shown how to use the necessary 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 a **five-minute** screen break every **two hours**.
- 8.4. Screen break frequency will be adjusted to **five minutes** every **hour** for younger pupils or pupils with medical conditions who need more frequent screen breaks.
- 8.5. If any incidents or near-misses occur in a pupil's home, they or their parents must report these to the **health and safety officer** or other relevant member of staff immediately so that proper action can be taken.

9. School day and absence

- 9.1. Pupils are not expected to do schoolwork outside of school hours. Pupils with SEND or additional medical conditions who need more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their breaks.
- 9.2. Pupils who are ill are not expected to be present for remote working until they are well enough to do so.
- 9.3. Parents will inform the School via the app should the child be unfit to learn.

10. Communication

- 10.1. The school will ensure adequate channels of communication are arranged in case of an emergency.
- 10.2. The school will communicate with parents via **email/app** and the **school website** about remote learning arrangements as soon as possible.
- 10.3. The **Principal** will communicate with staff as soon as possible via **email** about any remote learning arrangements.
- 10.4. Members of staff involved in remote teaching will ensure they have a working mobile device that is available to take internal phone calls during their agreed working hours.
- 10.5. 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.**
- 10.6. Members of staff will have contact with their line manager via email parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 10.7. Issues with remote learning or data protection will be communicated to the **ICT technicians** as soon as possible so they can investigate and resolve the issue.
- 10.8. The **Principal** will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.

10.9. The **Principal** will review the effectiveness of communication on a **weekly** basis and ensure measures are put in place to address gaps or weaknesses in communication.

11. Monitoring and review

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

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 01/09/2021

