

## CONTENTS

- 1.0 INTRODUCTION
- 2.0 AIMS
- 3.0 ROLES AND RESPONSIBILITIES
- 4.0 TEACHERS
- 5.0 TEACHING ASSISTANTS
- 6.0 SUBJECT LEADS
- 7.0 SENIOR LEADERSHIP TEAM
- 8.0 DESIGNATED SAFEGUARDING LEAD
- 9.0 ICT STAFF
- 10.0 PUPILS AND PARENTS
- 11.0 BOARD OF GOVERNORS
- 12.0 SAFEGUARDING
- 13.0 MONITORING ARRANGEMENTS

**For specific documentation relating to Covid-19, please refer to the school's Covid-19 Risk Assessment.**

### 1.0 INTRODUCTION

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This policy complies with the Independent School Standards – Part 3 – Welfare, Health and Safety of Pupils, in particular paragraph 7a 'arrangements are made to safeguard and promote the welfare of pupils at the school'. This school's responsibility to safeguard pupils extends beyond the classroom to encompass online learning and remote education.

The policy also complies with Para 32 (1) (k) which states:

'Particulars of the arrangements for meeting the requirement to provide remote education in paragraph 2 of The Coronavirus Act 2020, Provision of Remote Education (England) Temporary Continuity Direction given on 30th September 2020 by the Secretary of State for Education are published and maintained on the school's website, or where no such website exists, are provided to parents'

In the event that pupils are not able to access the school facilities due to reasons relating to the pandemic. Remote learning will be provided.

### 2.0 AIMS

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This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

### 3.0 ROLES AND RESPONSIBILITIES

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The Senior Leadership Team will:

- Liaise with parents and outline the process for online learning including safety expectations and safeguarding processes.
- Obtain written for pupils to participate and access online systems, microphones and video cameras.
- Ensure that all staff are using appropriate school approved platforms
- Make sure that staff are aware of expectations when teaching remotely
- Carry out regular quality assurance activities to ensure that pupils are accessing learning that is appropriate to their stages and appropriately challenging, building on what they already know

Subject Leads will:

- Ensure that pupils are accessing linked learning that builds upon what they already know and can already do
- Maintain regular contact with pupils, ensuring work is frequently marked with developmental feedback

The SENCo's will:

- Check engagement and provide supporting strategies for pupils who are struggling to access
- Ensure that learning is adapted to ensure accessibility

All staff will:

- Raise any potential safeguarding concerns through the appropriate channels

### 4.0 TEACHERS

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When providing remote learning, teachers and support staff must be available between 8:00am and 4:00pm

If teachers and support staff 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, making contact with SLT before 8am. This allows leaders to provide cover in a timely manner.

When providing remote learning, teachers are responsible for:

Setting work:

- For all pupils who would ordinarily be studying their subject in school
- As a minimum
  - 4 hours per day for pupils in Key Stage 2
  - 5 hours per day for pupils in Key Stages 3 and 4
- Before 3pm the previous day so that pupils are prepared in advance
- Through the ADL platform and hosting live sessions using the same system
- Attend morning meeting (on site or virtually) to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work

Providing feedback on work:

- Ensuring pupils are given realistic timescales to submit work
- Making sure work is marked in accordance with the school's marking policy

Keeping in touch with pupils who aren't in school and their parents:

- Follow usual absence reporting procedures
- Maintain weekly feedback contact with parents and carers
- Respond to parents emails within working hours
- Should any parent be unhappy or wish to share concerns, please direct them to the SLT
- Share any behavioural concerns with parents

Attending virtual meetings with staff, parents and pupils:

- Dress code should remain formal, i.e. teacher uniform or business dress
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

Teachers working on the school site will also be required to stream live lessons where pupils are unable to attend the school in person. The same guidelines apply as above.

## **5.0 TEACHING ASSISTANTS**

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When assisting with remote learning, teaching assistants must be available between 8.00am and 4.00pm.

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, outlined above.

When assisting with remote learning, teaching assistants are responsible for:

Supporting pupils who are not in school with learning remotely:

- TA's will support their usual class as directed by the subject teachers
- Subject teachers will outline the level of support required

Attending virtual meetings with teachers, parents and pupils:

- Dress code should remain formal i.e. staff uniform or business dress
- Staff should avoid accessing remote learning from areas with background noise, making sure there is nothing inappropriate in the background

Teaching Assistants may also be working in the school setting, during which time they will be expected to support in classes where pupils may be accessing live streamed learning.

## **6.0 SUBJECT LEADS**

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Alongside their teaching responsibilities, subject leads are responsible for:

Considering whether any aspects of the subject curriculum need to change to accommodate remote learning

Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent

Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other

Monitoring the remote work set by teachers in their subject – through regular meetings with teachers or by reviewing work set

Alerting teachers to resources they can use to teach their subject remotely

Carrying out quality assurance to make sure work is meeting the standards expected by the school

## **7.0 SENIOR LEADERSHIP TEAM**

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Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Carrying out frequent quality assurance activities to ensure that work meets the school's expectations

## **8.0 DESIGNATED SAFEGUARDING LEAD**

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The school's safeguarding arrangements ensure that

- There will always be at least one Designated Safeguarding Lead on site at all times
- Daily safeguarding calls will be in place to households where children are not attending school
- Staff visits and welfare packs will be made available for families in need
- Detailed risk assessments will be conducted to ensure the safe operation of school
- Individual pupil risk assessments will be in place to identify the most vulnerable and ensure an appropriate supporting plan is in place
- Risks identified will be reported on swiftly in accordance with school's procedures
- Where educational support via an online learning portal:
  - All sessions are recorded and parents provide consent for pupils to access the digital platform.
  - Staff will deliver learning in pairs to ensure that they are providing an additional layer of safeguarding.
  - Chat facilities are also recorded as an additional safeguard.
  - Parents must provide full written consent for pupils to access the learning platform, use microphones and video cameras.
  - Parents are reminded that pupils need to be dressed in school uniform and in an appropriate location to access learning.
  - Parents are advised that staff are duty bound to follow the school's safeguarding procedures should they have any concerns.

- As always, the school will maintain contact with parents to make them aware of inappropriate websites, content and unsafe online practices.

## **9.0 ICT STAFF**

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ICT staff are responsible for:

Monitoring the effectiveness of the online systems and resolving any issues with systems used to set and collect work

Helping staff and parents with any technical issues they may be experiencing

Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

Assisting pupils and parents with accessing the internet or devices

## **10.0 PUPILS AND PARENTS**

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Staff can expect pupils learning remotely to:

Be contactable during the school 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

Alert teachers if they're not able to complete work

Report any concerns, issues or worries in the same way that they would if they were on site

Staff can expect parents with children learning remotely to:

Make the school aware if their child is sick or otherwise can't complete work

Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here

Be respectful when making any complaints or concerns known to staff

Make staff aware of any concerns they may have

## **11.0 BOARD OF GOVERNORS**

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The board of governors 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

## 12.0 SAFEGUARDING

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A section relating to online and remote learning is available within our Safeguarding Policy. This is available on the school's website and hard copies are available from the school office.

## 13.0 MONITORING ARRANGEMENTS

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This policy will be reviewed annually.