



**Hillcrest School and Sixth Form Centre**

**Remote Learning Policy**

**September 2020**

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## Statement of intent

At Hillcrest School and Sixth Form Centre, 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, parents/carers, 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	Date:	_____
_____	Chair of governors	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 (2020) '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 operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- GDPR Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Behaviour Policy
- Assessment and Feedback Policy
- Health and Safety Policy
- Attendance Policy
- ICT Acceptable Use Policy
- Staff Code of Conduct
- Children Missing Education Policy

## 2. Roles and responsibilities

2.1. The 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.

2.2. The headteacher is responsible for:

#### Education

- 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.
- 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 every year 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.

#### Health & Safety

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes.
- 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.

#### ICT

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all staff, parents/carers, 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.

2.3. 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 school-owned 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 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.

2.4. The SENCO is responsible for:

- Liaising with the ICT technicians to ensure that the school-owned 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 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.

2.5. The School Business Manager is responsible for:

- Arranging the procurement of any equipment or technology required for staff to teach remotely, enabling 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.

2.6. 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 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.

2.7. 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 headteacher and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the 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 headteacher.
- Reporting any defects on school-owned equipment used for remote learning to an ICT technician.
- Adhering to the Staff Code of Conduct at all times.

2.8. 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, that the schoolwork set is completed on time and to the best of their child's ability.
- Notifying the Attendance Officer, if their child is feeling unwell or are unable to complete the schoolwork they have been set. A phone call to the school or an email should be sent to: [enquiry@hillcrest.bham.sch.uk](mailto:enquiry@hillcrest.bham.sch.uk)
- Reporting any technical issues to the school as soon as possible.
- Ensuring that their child has access to remote learning material or informing the school that they require paper-based learning resources.
- Reporting any absence in line with the terms set out in paragraph 9.3.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Adhering to the Parent Code of Conduct to support their child during remote learning.

2.9. Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to IT Support as soon as possible – [enquiry@hillcrest.bham.sch.uk](mailto:enquiry@hillcrest.bham.sch.uk)
- Ensuring they have access to remote learning material and notifying their College Leader if they do not have access.
- Ensuring they use any equipment and technology for remote learning as intended.
- Adhering to the Behaviour Code of Conduct.

### **3. Resources**

#### **Learning materials**

- 3.1. For the purpose of providing remote learning, the school may make use of:
  - Printed work booklets
  - Online learning portals, such as Microsoft Teams, Hegarty Maths, Show my Homework etc.
  - Educational websites – for example: Oaks National Academy
  - Reading tasks
  - Pre-recorded video or audio lessons
- 3.2. Reasonable adjustments will be made to ensure that all pupils have access to resources needed for effective remote learning.
- 3.3. Remote teaching will endeavour to follow the school curriculum wherever possible – where this is not practical, the school will identify areas in which pupils will need to catch up when they return to school.
- 3.4. Teaching staff will liaise 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. If you do not have access to family-owned equipment, the school will provide printed work packs.
- 3.7. Pupils and parents/carers 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 provide feedback based on the school's assessment and feedback policy.
- 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 ParentMail 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:
  - Making food available for delivery or collection



## **4. Online safety**

- 4.1. Where possible, all interactions will be textual and public.
- 4.2. Staff will not use live video to communicate with individual pupils or families, however the use of recorded video is permitted.
- 4.3. All staff and pupils using video recordings must:
  - Be situated in a suitable public area within the home with an appropriate background
  - Wear suitable clothing – this includes others in their household.
  - 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.
  - Always remain aware that they are visible.
- 4.4. Pupils not using devices or software as intended will be disciplined in line with the school's Behaviour Policy.
- 4.5. 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.
- 4.6. The school will communicate to parents via ParentMail 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.
- 4.7. 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 Designated Safeguarding Lead will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.
- 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. All contact with vulnerable pupils will be recorded on paper and suitably stored.

- 5.6. The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- 5.7. 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.
- 5.8. 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.
- 5.9. 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 GDPR Data Protection Policy.
- 6.2. 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.
- 6.3. Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- 6.4. Parents/Carers and pupils' up-to-date contact details will be collected prior to the period of remote learning.
- 6.5. All contact details will be stored in line with the GDPR Data Protection Policy.
- 6.6. The school will not permit 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 contains personal data.
- 6.8. Any breach of confidentiality will be dealt with in accordance with the school's normal policies.

## **7. Assessment and feedback**

- 7.1. 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.
  - Reviewed and returned to the pupil, by an agreed date.
- 7.2. The school expects pupils and staff to maintain a good 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 – The relevant College Leader will contact parents/carers if their child is not completing their schoolwork or their standard of work has noticeably decreased.
- 7.4. 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 as soon as possible.
- 7.5. 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.

## **9. School day and absence**

- 9.1. Pupils will be present for remote learning Monday to Friday, during term time.
- 9.2. Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.
- 9.3. Parents/carers must inform the attendance officer if their child is unwell.
- 9.4. The school will monitor absence in line with the Attendance Policy.

## **10. Communication**

- 10.1. The school will ensure adequate channels of communication are arranged in the event of an emergency.
- 10.2. The school will communicate with parents via ParentMail and the school website about remote learning arrangements.
- 10.3. SLT will communicate with staff via email about any remote learning arrangements.
- 10.4. Members of staff will have contact with their line manager once per week.
- 10.5. Parents/Carers and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 10.6. Issues with remote learning or data protection will be communicated to the pupils' teacher as soon as possible so they can investigate and resolve the issue.
- 10.7. The school will keep parents/carers and pupils informed of any changes to the remote learning arrangements or the schoolwork set.
- 10.8. SLT 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 headteacher.
- 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 March 2021.