



# Darlinghurst

## ACADEMY

### **Remote Learning Policy - Draft**

September 2020

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## Statement of intent

At Darlington Academy, 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.
- Set out expectations for all members of the school community with regards to remote learning

## 2. Legal framework

2.1. 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 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

2.2. 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'
- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'

2.3. This policy operates in conjunction with the following academy policies:

- Child Protection and Safeguarding Policy (including Covid-19 Addendum)
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Promoting Positive Behaviour Policy
- Marking Policy
- Curriculum Policy
- Assessment Policy
- E-Safety Policy
- Health and Safety Policy
- Attendance Policy
- Staff Code of Conduct Policy (Legra)
- Social Media Policy (Legra)
- Home-School Agreement

Commented [TG1]: Do we have one of these?

## 3. Roles and responsibilities

3.1. The **governors** are responsible for:

- Ensuring that the academy has robust risk management procedures in place.
- Evaluating the effectiveness of the academy's remote learning arrangements. Monitoring the academy'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

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

- Ensuring that staff, parents 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 on a half termly 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 fortnightly basis of the remote learning arrangements to ensure pupils' education remains at the forefront

3.3. The **Vice Principal and Health & 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.

Commented [TG2]: Is this the right person?

3.4. The **Data Protection Officer and Data Protection Lead** are responsible for:

- Overseeing that all academy-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 IT equipment used for remote learning is resilient and can efficiently recover lost data.

3.5. The **Designated Safeguarding Lead** in the academy:

- has ultimate lead responsibility for child protection.
  - manages child protection referrals, working with other agencies, undertaking specific safeguarding training and raising awareness of all child protection policies and procedures.
  - ensures that everyone in the academy has access to child protection policies and procedures and that they are used appropriately.
  - acts as a source of advice and support for other staff on child protection matters and ensure that timely referrals are made to Children's Services (MASH+) (Multi-agency Safeguarding Hub) or for Early Help Family Support Assessment, as appropriate) in accordance with current SET procedures.
  - Works with the Local Authority and other agencies as required and ensure that information is shared appropriately.
- If, for any reason, the Designated Safeguarding Lead is unavailable, the Deputy Designated Safeguarding Lead(s), who are trained to the same standard as the Designated Safeguarding Lead, will act in their absence.

3.6. The **Inclusion Leader** is responsible for:

- Liaising with the IT manager 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 class teachers, Principal and other organisations to make any alternate arrangements for pupils with EHC plans.
- Supporting the class teachers to develop activities or interventions that meet the need of pupils with SEND in order for them to 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.

3.7. The **IT Manager and Finance Officer** are responsible for:

- Arranging the procurement of any 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 academy has adequate insurance to cover all remote working arrangements.
- The Finance Officer is be responsible for arranging food parcels etc. for children eligible for FSM (Not universal) in conjunction with Inclusion Leader.

3.8. The **IT Manager** is responsible for:

- Ensuring that all academy-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 Inclusion Leader to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

3.9. **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 Vice Principal and Health and Safety Officer, and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the DSL via Safeguard 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.
- Meeting the needs of children by ensuring that scaffold is used to support and challenge.
- Consider how live teaching meets the needs of all should one bubble be closed or multiple be closed i.e. allocation of adults/groupings on Teams/live intervention sessions
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the Principal.
- Reporting any defects on school-owned equipment used for remote learning to the IT manager.
- Adhering to the Staff Code of Conduct at all times.

3.10. **Parents** are responsible for:

- Adhering to this policy at all times during periods of remote learning and following the guidance sheet provided by the academy.
- Ensuring their child is available to learn remotely and that the work set is completed on time and to the best of their child's ability.
- Reporting any technical issues to the IT Manager via email as soon as possible.
- Ensuring that their child always has access to remote learning material.
- Notifying the Attendance Officer if their child is feeling unwell and are unable to complete the work they have been set for this reason.
- Ensuring their child uses the equipment and technology used for remote learning as intended.

- Adhering to the home-school agreement at all times.
- Seeking help from the academy if they need it, whether this be academically or with the emotional wellbeing of their child or themselves.
- Being respectful when making any complaints or concerns known to staff.

3.11. **Pupils** are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely for the period of time set out in set weekly planner, and that their work is completed on time and to the best of their ability.
- Reporting any technical issues to their class teacher or the IT Manager 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 unwell or are unable to complete the work they have been set.
- Ensuring they use any equipment and technology for remote learning as intended.
- Adhering to the Promoting Positive Behaviour Behavioural Policy and Home-School agreement at all times.

## 4. Resources

### Learning materials

4.1. For the purpose of providing remote learning, the academy may make use of:

- Work packs
- Email
- Past and mock exam papers
- Online learning portals
- Educational websites
- Reading tasks
- Live sessions, pre-recorded lessons and additional platforms (Teams)

4.2. Teachers will review the DfE's list of online education resources (e.g. Oak Academy, BBC Bitesize) and utilise these tools as necessary, in addition to existing resources.

4.3. Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.

4.4. The curriculum remains accessible via remote learning, where practical – where this is not practical, the academy will ensure pupils can catch up on these areas of the curriculum when they return to the academy through teacher assessment and targeted interventions.

4.5. Teaching staff will liaise with the Inclusion Leader and other relevant members of staff to ensure all pupils remain fully supported emotionally for the duration of the remote learning period.

4.6. Any defects or issues with remote learning resources will be reported as soon as possible to the relevant member of staff.

4.7. Pupils will be required to use their own or family-owned equipment to access remote learning resources, unless the academy is able to provide loan equipment e.g. laptops.

4.8. Pupils and parents will be required to maintain the upkeep of any loaned equipment

they use to access remote learning resources in accordance with the loan agreement.

- 4.9. 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 8 of this policy.
- 4.10. The arrangements for any 'live' classes, e.g. webinars, will be communicated via email no later than one day before the allotted time and kept to a reasonable length of no more than fifty minutes per session in line with the academic timetable where possible.
- 4.11. The ICT Manager is **not** responsible for providing technical support for equipment that is not owned by the academy.

## 5. Online safety

This section of the policy will be enacted in conjunction with the school's e-safety Policy.

- 5.1. Where possible, all interactions will be textual and public.
- 5.2 All staff and pupils using video and/or audio communication must:
- Communicate in groups.
  - Wear suitable clothing – this includes others in their household.
  - Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
  - Use appropriate language – this includes others in their household.
  - Maintain the standard of behaviour expected in the academy.
  - Use the necessary equipment and computer programs as intended.
  - Not record, store, or distribute video material without permission.
  - Ensure they have a stable connection to avoid disruption to lessons.
  - Always remain aware that they are visible.
- 5.3 The academy will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by the Senior Leadership Team.
- 5.4 Pupils not using devices or software as intended will be disciplined in line with the Promoting Positive Behaviour Policy.
- 5.5. The academy 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.
- 5.6 The academy will ensure that all academy-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.
- 5.7 The academy will communicate to parents via letter/email 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.
- 5.8 During the period of remote learning, the academy will maintain regular contact with parents to:
- Reinforce the importance of children staying safe online.

- Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
- Direct parents to useful resources to help them keep their children safe online.

5.9 The academy will not be responsible for providing access to the internet off the academy site and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the academy.

## 6. Safeguarding

This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy, and Covid-19 Addendum.

- 6.1 The DSL (Designated Safeguarding Lead) and Principal 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 in conjunction with any allocated social worker and other outside agencies.
- 6.2 The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
- 6.3 Phone calls made to vulnerable pupils will be made using school phones where possible.
- 6.4 The DSL will arrange for regular contact with vulnerable pupils at least once a week.
- 6.5 All contact with vulnerable pupils will be recorded and suitably stored in line with the Records Management Policy.
- 6.6 The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- 6.7. All home visits (if deemed necessary and Covid-safe to do) must:
- Have at least one suitably trained member of school or outside agency staff present.
  - Be undertaken by no fewer than two members of staff.
  - Be suitably recorded and the records stored so that the DSL has access to them.
  - Actively involve the pupil.
- 6.8 All pupils will be provided with a community page to contact members of the pastoral team, if needed.
- 6.9 The DSL will meet (via Teams) with the relevant members of staff on a regular basis to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.
- 6.10 All members of staff will report any safeguarding concerns to the DSL immediately via Safeguard in accordance with normal procedures and the Covid-19 Addendum.
- 6.11 Pupils and their parents will be encouraged to contact the DSL if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying via the Anchor Room Community page, by phone or through [generalenquireis@darlinghurst.co.uk](mailto:generalenquireis@darlinghurst.co.uk).

## 7. Data protection

This section of the policy will be enacted in conjunction with the school's Data Protection Policy.

7.1 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.

7.2 Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching which will be password protected.

7.3 Any data that is transferred between devices will be suitably 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.

7.4 Parents' and pupils' up-to-date contact details will be collected when parents ring in to report an absence.

7.5 All contact details will be stored in line with the Data Protection Policy and retained in line with the Records Management Policy.

7.6 The academy will not permit paper copies of contact details to be taken off the academy premises.

7.7 Pupils are not permitted to let their family members or friends use any academy owned equipment which contains personal data.

7.8 Any intentional breach of confidentiality will be dealt with in accordance with the academy's Promoting Positive Behavioural Policy or the Disciplinary Policy and Procedure.

## 8. Marking and feedback

8.1 All schoolwork set through remote learning must be:

- Complete and returned to the relevant member of teaching staff.
- Returned on the deadline set by the relevant member of teaching staff and via DB Primary.
- Completed to the best of the child's ability.
- The child's own work.
- Checked/marked.

8.2 The academy expects pupils and staff to maintain a good work ethic and a high quality of work during the period of remote learning.

8.3 Pupils are accountable for the completion of their own schoolwork – class teachers will contact parents via email/telephone if their child is not completing their schoolwork or their standard of work has noticeably decreased. If class teachers continue to be concerned this will be passed to Year Leads who will contact parents via email/telephone. RSLs will contact parents if concerns are raised about a child's engagement across a range of subjects.

8.4 Work that cannot be completed for genuine reasons may be completed when the pupil returns to the academy

8.5 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 RSL as soon as possible.

8.6. Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the Inclusion Lead and RSL as soon as possible.

## 9. Health and safety

This section of the policy will be enacted in conjunction with the academy's Health and Safety Policy.

9.1 If using electronic devices during remote learning, pupils will be encouraged to take a five minute screen break at least every two hours. Screen break frequency will be adjusted to at least five minutes every hour for younger pupils or pupils with medical conditions or Special educational Needs who require more frequent screen breaks.

## 10. School day and absence

10.1 Pupils will be present for remote learning for a minimum of 3 hours a day.

10.2 Pupils with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their breaks.

10.3 Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.

10.4 Parents will inform the academy's office no later than 8:30am if their child is unwell.

10.5 The academy will monitor absence line with the Attendance Policy.

## 11. Communication

11.1 The academy will ensure adequate channels of communication are arranged in the event of an emergency.

11.2 The academy will communicate with parents via letter, PING and the academy website about changes to the remote learning arrangements as soon as possible.

11.3 The Principal will communicate with staff as soon as possible via email about any changes to remote learning arrangements.

11.4 Members of staff involved in remote teaching will ensure they have their Teams up and running so that they can take calls during their agreed working hours.

11.5 The academy 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 will only take place during school hours when they are learning from home.

11.6 Members of staff will have contact with their line manager once per week whilst working remotely.

11.7 As much as possible, all communication with pupils and their parents will take place within the school hours of 8:30am to 4:00pm.

11.8 Pupils will have regular contact with their class teacher via DB Primary email or Teams.

11.9 Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.

11.10 Issues with remote learning or data protection will be communicated to the pupil's class teacher or the IT Manager as soon as possible so they can investigate and resolve the issue.

11.11 The Principal will keep parents and pupils informed of any changes to the remote learning arrangements or the school work set.

11.12 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.

## **12. Monitoring and review**

12.1 This policy will be reviewed on a half termly basis by the Principal.

12.2 Any changes to this policy will be communicated to all members of staff and other stakeholders.