

Ormiston Academies Trust



## Remote Learning and Intervention Policy

### Policy version control

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## Contents

1. Statement of Trust philosophy .....	4
2. Aims .....	4
3. To whom does this policy apply? .....	5
4. Roles and responsibilities .....	5
4.1. Teachers .....	5
4.2. Teaching assistants .....	6
4.3. Subject leads/Heads of Department.....	7
4.4. Senior leaders .....	7
4.5. Designated safeguarding lead .....	8
4.6. The SENCO .....	8
4.7. IT staff .....	8
4.8. Pupils and parents .....	9
4.9. Governing body and regional directors .....	9
5. Who to contact .....	9
6. Data protection.....	10
6.1. Accessing personal data .....	10
6.2. Processing personal data.....	10
6.3. Keeping devices secure .....	10
7. Safeguarding.....	11
7.1. All staff members must adhere to the following guidance: .....	11
7.2. 1:1 Sessions, break out rooms, and conducting counselling or other confidential services on-line .....	12
7.3. Recorded lessons .....	12
7.4. Confidential on-line sessions .....	13
7.5. Counselling .....	13
7.6. Use of online break out rooms .....	13
8. Useful links/resources .....	13

# 1. Statement of Trust philosophy

1.1. All schools in Ormiston Academies Trust align to our three core purposes, which are to teach and develop our pupils, while we effect change so that we can create schools where no one is disadvantaged. In addition, the OAT 8 identifies safeguarding as our number 1 priority and as a theme through everything that we do. Our strategy for remote learning and intervention continues this.

## 2. Aims

2.1. This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who aren't in school through use of quality online and offline resources and teaching videos.
- Ensure the remote education provided is equivalent in length to the core teaching pupils would receive in school and will include both recorded or live direct teaching time, and time for pupils to complete tasks and assignments independently
- Provide clear expectations for members of the school community regarding the delivery of high quality interactive remote learning.
- Ensure continuous delivery of the school curriculum, so far as is possible.
- Consider continued education for pupils by staff and parents.
- Support effective communication between the school and families and support attendance.
- Ensure the safety of children and staff
- Comply with Government requirements

### 2.2. What is remote learning?

2.2.1. Typically 'remote education' is used to describe situations where children are being taught remotely in their own homes rather than at school in a classroom. However, 'remote education' also includes situations where a teacher is working remotely and teaching a class of pupils at school, e.g., the teacher is teaching from home because they are self-isolating or shielding.

2.2.2. 'Remote education' is often used to refer to teaching and learning that takes place online. However, it also covers teaching and learning using hard copy resources such as textbooks and worksheets.

2.2.3. 'Blended learning' refers to learning that involves a combination of face-to-face teaching and remote education which may be delivered online or through hard copy resources. It is a particularly important consideration in respect of those pupils who may need to attend school sites because they have been identified as vulnerable or are the children of key workers.

## 3. To whom does this policy apply?

3.1. All pupils, teachers, support staff and approved adults providing support/advice or guidance to children, as a result of having to access or deliver sessions remotely from home due to Covid related reasons i.e., National Lockdown, isolating, shielding, self-isolation etc.

## 4. Roles and responsibilities

### 4.1. Teachers

4.1.1. When providing remote learning, teachers must be available during their normal working school hours.

4.1.2. 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.

4.1.3. When providing remote learning, teachers are responsible for:

4.1.3.1. Setting work for their classes which is commensurate with what they would normally set and in line with the school curriculum.

- In case of lockdown or whole year groups not attending school: Students will attend 'live lessons' via Microsoft Teams that follow their usual timetable, the lessons will be 40 minutes of online learning rather than an hour. Staff must schedule the lessons via Teams at the start of the week and ensure their classes receive invitations to all lessons. Each class has a Teams channel for all of their subjects. Teachers should set the work in the channel and save documents, files, assignments in the Teams channel for all classes so students can access everything in one place. Class Work can be duplicated onto class work in SMHW if teachers wish however Teams is the priority.

Teachers must set work from the scheme of learning and cover the same topics as students would cover if in school. Curriculum leaders will co-ordinate this. Paper copies of work can be made available to students who do not have access to the internet or an appropriate device, teachers should liaise with Heads of year and Assistant Heads of year to ensure work is sent home or collected from reception. Work packs will be available for pick up from the school reception In the case of an individual student self-isolating.

4.1.3.2. Providing feedback on work:

Students will submit work electronically via Microsoft Teamss .If an assignment has been set by the teacher students can submit or turn it in and teachers will receive the work easily. Students can alos upload their work into the classroom notes, via email, a word document or upload a photograph of their work. Teachers will set and mark a weekly assignment to check understanding This will continue for the duration of time that a student is not in school. Students who are using work packs should submit their work on paper when they return to school.

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

Students will attend a weekly online assembly with their Head or year and will be required to attend two weekly tutor sessions with their form tutor. Wellbeing phone calls from members of the pastoral team will be made to SEN and vulnerable students. Parents can contact teachers and other staff via email or Microsoft Teams. Teachers should respond in a timely manner (within 24 hours) to emails or messages from students and parents. If the query is not related to their work, teachers should pass this to an appropriate member of staff.

If there is a concern around the level of engagement of a pupil or pupils the parents should be contacted via phone to assess whether school intervention can assist engagement.

In addition, staff should be alert to wider reasons for lack of engagement, and report any safeguarding concerns immediately using the school's procedures (CPOMS)

4.1.4. Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL and CPOMS.

## 4.2. Teaching assistants

4.2.1. When assisting with remote learning, teaching assistants must be available between 8:30am and 3pm.

4.2.2. 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.

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

- Making a weekly welfare check to students with an Educational Health Care Plan (EHCP) and/or Known (K) Special Educational Needs and/or Disabilities (SEND).
- Sharing key/important information with teaching staff, the pastoral team and relevant Heads of Year (HOY) regarding difficulties that students/families are having with remote education and/or mental health and wellbeing.
- Daily monitoring of engagement with online learning. Follow up on non-attendance with phone calls/emails home.
- Collation of work packs to support students/families that do not have access to remote learning.
- Supervising students that are attending the academy to ensure they are engaging with remote learning.
- On request of student/teacher logging in to lessons to support EHCP and K students with learning.
- Monitoring on-going interventions, keeping parents and key staff informed on attendance.

#### 4.2.3.1. Supporting pupils who are not in school with learning remotely:

- See points above

#### 4.2.3.2. Attending virtual meetings with teachers, parents and pupils.

If teaching assistants will also be working in school, where relevant explain who will cover the responsibilities above during this time.

- In situations where cover is required there are other teaching assistants/members of staff onsite (as per rota) who can supervise students

### 4.3. Curriculum leaders

**4.3.1.** Alongside their teaching responsibilities, curriculum leads are responsible for:

- 4.3.1.1. Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- 4.3.1.2. Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- 4.3.1.3. Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and appropriate deadlines are being set
- 4.3.1.4. Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- 4.3.1.5. Alerting teachers to resources they can use to teach their subject remotely
- 4.3.1.6. Monitoring pupil engagement and progress with remote learning and reviewing the quality of learning achieved.
- 4.3.1.7. All of the above should be communicated with their teams in a timely manner.

### 4.4. Senior leaders

4.4.1. Alongside any teaching responsibilities, senior leaders are responsible for:

- 4.4.1.1. Co-ordinating and refining the remote learning approach across the school
- 4.4.1.2. Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject key stage leaders, monitoring live lessons, reviewing work set and reaching out for feedback from pupils and parents
- 4.4.1.3. Monitoring the security of remote learning systems, including safeguarding, data protection, on-line filtering and monitoring systems.

## 4.5. Designated safeguarding lead

- 4.5.1. Ensuring children, staff and parents are regularly reminded and given information on how to stay safe online
- 4.5.2. Ensuring all staff are aware of signs to look out for which may indicate a child is at risk
- 4.5.3. Monitoring the security of remote learning systems, including, data protection, on-line filtering and monitoring systems.
- 4.5.4. *Students will keep their cameras switched off in live lessons and only use the mic when requested to do so by their teacher.*

## 4.6. The SENCO

- 4.6.1. The SENCO is responsible for:
  - 4.6.1.1. 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.
  - 4.6.1.2. 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
  - 4.6.1.3. Identifying the level of support
  - 4.6.1.4. Providing guidance, strategies and advice to staff who are remotely educating SEND students.

## 4.7. IT staff

- 4.7.1. IT staff are responsible for:
  - 4.7.1.1. Fixing issues with systems used to set and collect work
  - 4.7.1.2. Helping staff and parents with any technical issues they're experiencing
  - 4.7.1.3. Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection lead
  - 4.7.1.4. Ensuring safeguarding filtering and monitoring systems are working effectively and efficiently
  - 4.7.1.5. Assisting pupils and parents with accessing the internet or devices



## 4.8. Pupils and parents

4.8.1. Staff can expect pupils learning remotely to:

4.8.1.1. Be contactable during the school day

4.8.1.2. Complete work to the deadlines set by teachers

4.8.1.3. Seek help if they need it, from teachers, Heads/Assistant Heads of year or teaching assistants

4.8.1.4. Alert teachers if they're not able to complete work

4.8.1.5. Adhere to the code of conduct when on-line

4.8.1.6. Alert the school if they have any safeguarding concerns about themselves or their peers

4.8.1.7. Conduct themselves in a mature and considerate manner whilst learning remotely and in live lessons

4.8.2. Staff can expect parents with children learning remotely to:

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

4.8.2.2. Ensure children are ready to learn, logged onto their device and attending all online lessons

4.8.2.3. Be respectful when making any complaints or concerns known to staff

4.8.2.4. Alert the school if they have any safeguarding concerns about their child or another child at the school

## 4.9. Governing body and regional directors

4.9.1. The governing body and regional directors are responsible for:

4.9.1.1. Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible

4.9.1.2. Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

## 5. Who to contact

5.1. If staff have any questions or concerns about remote learning or the health and safety of pupils during a period of remote learning, they should contact the following individuals:

- 5.1.1. Issues in setting work – talk to the relevant subject lead, Head of year or SENCO
- 5.1.2. Issues with behaviour – talk to the Head of year or behaviour leads:  
[amcculloch@ormistonpark.org.uk](mailto:amcculloch@ormistonpark.org.uk) [hrashid@ormistonpark.org.uk](mailto:h rashid@ormistonpark.org.uk)
- 5.1.3 Issues with IT – talk to IT support [opa-ithelpdesk@ormistonpark.org.uk](mailto:opa-ithelpdesk@ormistonpark.org.uk)
- 5.1.4 Issues with their own workload or wellbeing – talk to line manager.
- 5.1.5 Concerns about data protection – talk to the data protection [rpritchard@ormistonpark.org.uk](mailto:rpritchard@ormistonpark.org.uk)
- 5.1.6 Concerns about safeguarding – talk to the [DSLs\\_sgakungu@ormistonpark.org.uk](mailto:DSLs_sgakungu@ormistonpark.org.uk)  
[mwoodfield@ormistonpark.org.uk](mailto:mwoodfield@ormistonpark.org.uk)

## 5 Data protection

### 5.14 Accessing personal data

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

Be supported to access the data remotely, such as on a secure cloud service or a server in the IT network

Staff should not log into Teams with their personal email addresses.

### Processing personal data

5.14.2 Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. In line with GDPR, as long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

5.14.3 However, staff are reminded to collect and/or share as little personal data as possible online.

### 5.15 Keeping devices secure

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

5.15.1.1 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)

5.15.1.2 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

5.15.1.3 Making sure the device locks if left inactive for a period of time

- 5.15.1.4 Not sharing the device among family or friends
- 5.15.1.5 Installing antivirus and anti-spyware software
- 5.15.1.6 Keeping operating systems up to date – always install the latest updates

## 6 Safeguarding

### 6.14 All staff members must adhere to the following guidance:

- 6.14.1 Staff must be constantly vigilant to student behaviours- both poor behaviour and being withdrawn, this may indicate a safeguarding concern. This includes, but is not exclusively limited to: non-engagement with on-line lessons, work not handed in or substandard completion of work. Any concerns must be logged immediately via CPOMs and the designated safeguarding leads will be notified.
- 6.14.2 Staff should adhere to professional standards as outlined in the school code of conduct and check with the participants that they are aware of the school's expectations. When delivering a live online lesson staff must:
- Dress appropriately
  - Be in a professional location where personal information is not on show. It is recommended that laptop cameras are switched on and set to focus on the teacher from the shoulders up. Where possible, teachers should enable the 'blur background' function or choose a background from Teams
  - It is recommended that where possible student cameras are switched on, student mics will be switched on where necessary.
- 6.14.3 Pupils will be informed that when engaging in a live online lesson they should be in a safe space..
- 6.14.4 At the start of each live online lesson, the teacher should ensure that pupils understand the rules and expectations. This will ensure the safeguarding of both teacher and pupils. 1:1 lessons between pupil and teacher should not take place unless they meet the guidelines below. If a live online lesson has been set and only one pupil is waiting in the lobby the staff member will need to reschedule the session to a later date with more pupils.
- 6.14.5 Teachers Must record all online lessons and meetings. Students will be informed the lesson is being recorded, the video will be useful for students who are absent and for safeguarding purposes to protect the student and teacher.

## 6.15 1:1 Sessions, break out rooms, and conducting counselling or other confidential services on-line

6.15.1 In some circumstances, 1:1 sessions are necessary and appropriate. This may be the case where pupils are undertaking specialist interventions such as reading intervention, tutoring, peripatetic music tuition, careers advice and guidance or receiving counselling support etc. To ensure children are protected from harm, and staff are protected from false allegations the following safeguards and mitigations will be considered, on a case by case basis, and risk assessments carried out.

6.15.2 No 1:1 Sessions will be conducted without SLT/DSL risk assessment and consent.

6.15.3 SLT/DSL should ask, as part of their assessment of risk:

- Is it appropriate and possible for another adult be present, e.g., a parent or a colleague?
- Can the session/lesson be rearranged to a more suitable time to allow another adult to be present?
- Could the session/lesson be conducted over the phone rather than a meeting involving video?
- Can a 1:1 session be delivered to another child at the same time?
- Does the adult delivering the session have appropriate safeguarding knowledge, skills and understanding?
- Has the school obtained written consent from the child, parent and staff member that they are happy to proceed with a 1:1 session, that they understand the benefits and risks and are clear as to the purpose? (NB – DSLs must ensure that no parent is contacted about supportive or intervention sessions if it will put the child at risk ie – where a child, who is Gillick/Fraser competent, has agreed to, for example counselling or receiving sexual health advice, but does not wish a parent/carer to be informed (see [Gillick competence and Fraser guidelines | NSPCC Learning](#) | NSPCC Learning for more information )
- The academy should make it clear, that where appropriate, the sessions must be recorded and the recording held, SLT/line managers will complete unannounced drop ins to monitor consistency and for safeguarding purposes

## 6.16 Recorded lessons

6.16.1 If staff are recording lessons, they must ensure that they have sent the GDPR compliance letter to pupils, parents and carers found in the Teaching and Training > Remote Learning > Resources for Parents section on OATnet.

6.16.2 Staff should only circulate recorded lessons if they are appropriate for use.

6.16.3 To comply with GDPR all recorded lessons should be deleted after 30 days unless they are required for safeguarding or another legitimate reason. The reason for keeping the recording needs to be documented clearly.

6.16.4 Where the hosting platform provides the functionality for customised retention periods, these should be set to avoid recordings being kept for longer than 30 days

## 6.17 Confidential on-line sessions

6.17.1 Children's emotional and mental health, particularly during periods of lockdown, is of great concern and it may be necessary to offer on-line counselling to a small number of children. In addition, some children may require access to confidential health advice and support which can only be accessed on-line through an academy. Careers advice and guidance is most effective when tailored to an individual's needs and where a child feels comfortable in sharing information. In all of these cases the academy will have, at the forefront of its practice, a child's safety.

## 6.18 Counselling

6.18.1 All the above safeguards should be in place and counsellors should adhere to the British Association for Counselling and Psychotherapy, Ethical Framework for Counselling Professions [BACP Ethical Framework for the Counselling Professions](#)

## 6.19 Use of online break out rooms

6.19.1 Where 'break out' rooms are used, staff will have in place a plan to ensure they are 'safe spaces' and are regularly monitored.

6.19.2 Staff should be vigilant to any signs of abuse or bullying in these rooms and act on any concerns immediately, in line with the school policies on behaviour for learning, anti-bullying and Safeguarding and Child protection

# 7 Useful links/resources

- [Safeguarding and remote education during coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](#)
- [Undertaking remote teaching safely during school closures | NSPCC Learning](#)
  
- [CEOP](#) - for advice on making a report about online abuse
- [Childline](#) - for support
- [Childnet](#) - a toolkit to support parents and carers to start discussions about their child's online life
- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [Let's Talk About It](#) - advice for parents and carers to keep children safe from online radicalization
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and careers from the NSPCC
- [NHS Coronavirus](#) webpages
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Report Harmful Content](#) - to report and remove harmful online content
- [Support to stay safe online](#) includes security and privacy settings, blocking unsuitable content, and parental controls
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online

- [Support for parents and carers to keep children safe from online harms](#), includes advice about specific harms such as online child sexual abuse, sexting, and cyberbullying
- [UK Safer Internet Centre](#) - advice for parents and carers