



Royal Cross Primary School

Lancashire's school for deaf children

Policy Title:	Remote Learning and Communication Policy
Date of Issue:	16/09/2020
Date of Review:	Autumn Term 2021
Author and Role:	Bev Hennefer, Headteacher with reference to School Bus.
Ratified by:	Governors Policy Committee
Responsible Signatory:	Clive Gregory
Date of signature:	
Details:	This Policy: This policy aims to clarify and address the key concerns associated with remote working, such as online safety, access to educational resources, data protection, and safeguarding.
Cross reference:	Assessment, Recording and Reporting Policy Teaching and Learning Policy Confidentiality Policy Child Protection & Safeguarding Policy Online Safety Policy

EQUALITY AND DIVERSITY STATEMENT

Royal Cross School is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.

POLICY REVIEW

To ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please contact the author of the policy.

Rationale

Extensive remote learning would apply particularly in a situation in which the school is closed for an extended period of time, but a high proportion of students and teachers are healthy, and able to work as normal from home.

This policy does not normally apply in the event of short-term school closures (e.g. as a result of inclement weather) or a short-term student absence.

Remote learning may also be appropriate in situations when students, in agreement with the school, have a period of absence but are able to work at home, at least to some extent. This may apply in cases such as exclusion from school, or longer term illness, assuming students are able to complete school work at home.

Another relevant instance would be if, following an infectious disease outbreak, students are self-isolating at home but are not suffering with relevant symptoms. There is no obligation for the school to provide continuity of education to students who absent themselves from school, with or without parental permission, in contravention to school or government guidance.

Statement of intent

At name of school, we understand the need to continually deliver high quality education, and communication 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 should they need it.

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.
- Ensure provision is in place so that all pupils / families have access to support from school.
- 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.

Definitions

- Remote learning occurs when a learner and teacher are separated by time and/or distance and therefore cannot meet in a traditional classroom setting.
- Information is typically transmitted via technology such as email, discussion boards, video conferencing, online platforms etc.
- No physical presence is required
- For the purpose of this policy 'Communication' is included within remote contact between home/school.
- Pupils at Royal Cross School are profoundly deaf and most are dependent upon visual and signed (BSL) communication. This means that remote visual communication is essential for wellbeing, social interaction and learning.

Legal framework

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

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'

This policy operates 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
- Curriculum Policy
- Assessment Policy
- Online Safety Policy

- Health and Safety Policy
- Attendance and Truancy Policy
- ICT Acceptable Use Policy
- Staff Code of Conduct
- Data and E-Security Breach Prevention and Management Plan
- Children Missing Education Policy

Roles and responsibilities

The governing board is responsible for:

- Evaluating the effectiveness of the school's remote learning arrangements.

The Headteacher 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 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 regular basis of the remote learning arrangements.

The School Business Manager in collaboration with the Health & Safety Governor are responsible for:

- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.

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.

The DSL is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote communication / lockdown period.

- 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 communicating with school during a lockdown period.
- 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 on CPOMS.

The SENCO is responsible for:

- Liaising with the School Business Manager (SBM) to ensure that the technology /platforms used for remote learning/communication 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.
- Identifying the level of support or intervention that is required while pupils learn remotely.

The School Business Manager (SBM) is responsible for:

- Arranging the procurement of any equipment or technology required for staff to communicate remotely and for pupils to learn from home.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.
- Ensuring that all school-owned devices used for remote communication have suitable anti-virus software installed.

Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning/communication.
- Reporting any health and safety incidents to the SBM and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the DSL 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 and on CPOMS.

- Reporting any defects on school-owned equipment used for remote communication.
- Adhering to the Staff Code of Conduct at all times.

Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning/communication.
- Ensuring their child is available to learn/communicate remotely at the times set by school, 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.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Conducting online sessions respectfully and with due consideration to all home school agreements and online safety guidance dress codes.

Pupils are responsible for:

- Ensuring they are available to learn/communicate remotely at the times set by school.
- That schoolwork set is completed on time and to the best of their ability
- Notifying a responsible adult of any technical issues as soon as possible.
- Adhering to the Behavioural Policy at all times.
- Conducting online sessions respectfully and with due consideration to all home school agreements and online safety guidance dress codes.

Resources

Learning materials

The school will accept a range of different teaching methods during remote learning/communication to help explain concepts and address misconceptions easily.

For the purpose of providing remote learning, the school may make use of:

- Work booklets
- School Dojo
- Class Dojo
- Email
- Current online learning portals
- Educational websites
- Reading tasks
- Live webinars

- Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.
- Teachers will ensure the programmes chosen for online learning have a range of accessibility features to support deaf pupils /families.
- Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning wherever possible.
- The school will review the resources pupils have access to and adapt learning to account for all pupils needs by using a range of different formats, e.g. providing work on PDFs which can easily be printed from a mobile device.
- Work packs will be made available for pupils who do not have access to a printer – these packs can be collected or posted from school.
- 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.
- The SENCO will arrange additional support for vulnerable pupils via weekly phone calls.
- Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- Pupils will be required to use their own or family-owned equipment to access remote learning resources.
- For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through their LA.
- Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.
- Teaching staff will oversee academic progression for the duration of the remote learning period and provide feedback on work in line with school's policy and realistic expectations during covid-19 conditions.
- The SBM is NOT responsible for providing technical support for equipment that is not owned by the school.

Food provision

- The school will signpost parents towards additional support for ensuring their children continue to receive the food they need, e.g. food banks.
- Where applicable, the school may provide the following provision for pupils who receive FSM by providing vouchers / supermarket gift cards to families

Costs and expenses

- The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.
- The school will not reimburse any costs for childcare.

- 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 commencing remote learning.

Online Platforms

The primary platforms the school will use to deliver continuity of education, home/school contact and Education Health and Care Plan meetings are:

- Office 365: Microsoft Teams - This is accessed via the relevant app or desktop application, or via the following URL: <https://teams.microsoft.com>. Families and colleagues can be invited to participate as guests.
- Skype – preferred by Children’s Social Care Services
- School Dojo - will be the primary means of communication with families signposting them to work and resources.
- School web site – additional links to resources & information.
- Class Dojo – for more individualised links to learning support from key staff to families

Online safety

This section of the policy will be enacted in conjunction with the school’s Online Safety Policy.

- **All interactions will be textual and public.**
- Pupils not using devices or software as intended will be disciplined in line with the Behavioural Policy.
- The school will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed.

All staff and pupils using video communication must:

- Communicate in groups – **one-to-one sessions are not permitted.**
- 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 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.

All staff and pupils using audio communication must:

- 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 audio material without permission.
- Always remain aware that they can be heard.

Prior arrangements

- 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.
- The school will consult with parents prior to the period of remote learning/communication to check arrangements/equipment - alternate arrangements will be made where necessary.
- The school will communicate to parents via letter about any precautionary measures that need to be put in place if their child is learning/communicating remotely using their own/family-owned equipment and technology.

Home/school contact

During the period of remote learning, the school 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.

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.

Safeguarding

- This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy, which has been updated to include safeguarding procedures in relation to remote working.
- The DSL and Headteacher will identify 'vulnerable' pupils prior to the period of remote learning/communication.
- The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning/communication.
- Phone calls made to vulnerable pupils will be made using school phones.
- The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact where required.
- All contact with vulnerable pupils will be recorded on CPOMS.
- The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.

- **At this time of localised intervention measures there will be no home visits made by staff.**
- 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/communication.
- The DSL will meet remotely or within school, with the relevant members of staff on a regular basis or as needed to discuss new and current safeguarding arrangements for vulnerable pupils.
- All members of staff will report any safeguarding concerns to the DSL immediately and record on CPOMS.
- Pupils and their parents will be encouraged to contact the DSL if they wish to report safeguarding concerns.
- Through the web site and school Dojo, school will also signpost families to the practical support that is available for reporting these concerns.

Data protection

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

- Staff members will be responsible for adhering to the GDPR when teaching/communicating remotely and will ensure the confidentiality and integrity of their devices at all times.
- Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and communication.
- 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.
- Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning/communication.
- All contact details will be stored in line with the Data Protection Policy and retained in line with the Records Management Policy.
- The school will not permit paper copies of contact details to be taken off the school premises.
- Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.
- Any breach of confidentiality will be dealt with in accordance with the school's Data and E-Security Breach Prevention Management Plan.
- Any intentional breach of confidentiality will be dealt with in accordance with the school's Behavioural Policy or the Disciplinary Policy and Procedure.

Marking and feedback

All schoolwork completed through remote learning must be:

- Completed to the best of the pupil's ability.
- The pupil's own work.
- Marked in line with the Marking and Feedback Policy and realistic expectations during covid-19 conditions and staff availability.
- 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.
- The school accepts a variety of formative assessment and feedback methods from teachers, and will support them with implementing these measures for remote learning where possible.

Health and safety

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

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

School day

- Families will be supported and encouraged to structure their child's learning as a regular timetabled event.
- Families will be encouraged and supported to work at a pace that is appropriate to their child's age; developmental ability, communication needs and preferred style of learning.
- Pupils who are unwell are not expected to be working until they are well enough to do so.

Communication

- The school will ensure adequate channels of communication are arranged in the event of an emergency.
- The school will share information about remote learning arrangements as soon as possible to parents by:
 - Text (deaf families)
 - Parent text
 - Phone
 - Email
 - School Dojo

- Class Dojo
 - Letter
 - School website
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- The Headteacher will communicate with staff as soon as possible via email about any remote learning/communication arrangements.
 - Members of staff involved in remote support will ensure they have a working school mobile device that is available to take/respond to messages during their agreed working hours.
 - The school understands that all remote communication between pupils/staff/families is only permitted during school hours.
 - Members of staff will have contact with a member of the senior leadership at least once per week or more if required.
 - Pupils will have contact with a member of teaching staff at least once per week.
 - Issues with remote learning/communication or data protection will be communicated to the pupils' teacher as soon as possible so they can investigate and resolve the issue.
 - The pupils' teacher will keep parents and pupils informed of any changes to the remote learning/communication arrangements.
 - The Headteacher will review the effectiveness of communication on a regular basis and ensure measures are put in place to address gaps or weaknesses in communication.

Monitoring and review

This policy will be reviewed on an annual basis by the Headteacher.

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

Remote Learning during the Coronavirus (COVID-19) Pandemic

Updated September 2020

Local Lockdowns

Within the ever-changing circumstances we are currently living through, we must be prepared for local lockdowns. In the event of a local lockdown, the school will implement provision for remote learning to ensure pupils never miss out on education.

We will ensure that our curriculum is inclusive and accessible to all. This policy annex outlines how we will deliver remote education during the pandemic.

[Updated] Legal framework

This policy has due regard to all relevant legislation, statutory and good practice guidance including, but not limited to, the following:

- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'
- DfE (2020) 'Adapting teaching practice for remote education'
- DfE (2020) 'Guidance for full opening: schools'
- DfE (2020) 'Get help with technology during coronavirus (COVID-19)'
- DfE (2020) 'Get laptops and tablets for children who cannot attend school due to coronavirus (COVID-19)'
- DfE (2020) 'Laptops, tablets and 4G wireless routers provided during coronavirus (COVID-19)'

Contingency planning

- The school will open to all pupils at the start of the autumn term, in line with national and local guidance.
- The school will work closely with the LA to ensure the premises is 'COVID-secure', and will complete all necessary risk assessments.
- The school will work closely with the local health protection team when entering into a local lockdown and implement the provisions set within their contingency plan.
- The school will communicate its plan for a local lockdown with parents, including whether it will remain open to vulnerable pupils and children of critical workers, or if remote working will be applicable for all.
- If there is not a local lockdown, but a single class or 'bubble' needs to self-isolate, the school will immediately implement remote learning for that group.

Teaching and learning

In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the Headteacher will assess this need, keeping pupils' best interests in mind, and will not take the decision lightly.

Personal devices should NOT be used to participate in live communications with families or pupils.

- There is no expectation of teachers to carry out live sessions.
- Microsoft Teams allows for resources to be shared, teachers to provide exposition, and students to ask questions in 'real-time'
- All pupils will have access to high-quality education when remote working.
- For the purpose of providing remote learning, the school may make use of:
 - Work booklets
 - School Dojo
 - Class Dojo
 - Email
 - Current online learning portals
 - Educational websites
 - Reading tasks
 - Live webinars
- Teachers will ensure lessons are inclusive for all pupils and can be adapted to account for the needs of disadvantaged pupils and deaf pupils.

When supporting pupils who are working remotely, teachers will:

- Set pupils meaningful and ambitious work.
- Provide frequent, new content through high-quality curriculum resources, including through links to educational videos.
- Assess progress by using questions, feedback.
- Be clear on how regularly work will be checked.
- Adjust the pace or difficulty of work as appropriate to individual pupils.
- Teachers will continue to make use of formative assessments throughout the academic year.

Assessment

- Providing timely and helpful feedback is a cornerstone of good teaching and learning, and whilst this may be more challenging with remote learning, teachers will endeavour to provide regular feedback to pupils and families on the work they are doing at home
- Under normal circumstances, not all pieces of work are formally assessed by teachers and this would continue to be the case should the school employ remote learning.
- Feedback can be a workload issue and any assessment should be an appropriate and effective approach, manageable by individual teachers.

DfE's 'Get help with technology during coronavirus (COVID-19)' scheme.

- The school will utilise the support available through the DfE's 'Get help with technology during coronavirus (COVID-19)' scheme. Under the scheme, the school can order laptops, tablets and 4G wireless routers to support the following groups of pupils if they do not have access to a digital device or the internet through other means:
 - Pupils in Years 3 to 11
 - Clinically extremely vulnerable children across all year groups who are shielding or self-isolating in line with government advice
 - Children in all year groups who are unable to access remote education whilst attending school on a hospital site

Before distributing devices, the school will ensure:

- The devices are set up to access remote education.
- Appropriate safeguarding controls and support are in place to help pupils and their families use the devices safely.
- Once devices are ready for collection, the school will either arrange for them to be collected by families from school or delivered to pupils' homes, ensuring infection control measures are adhered to as part of this process.

Returning to school

- The Headteacher will work with the LA to ensure pupils only return to school when it is safe for them to do so.
- After a period of self-isolation, or the lessening of local lockdown rules, the Headteacher will inform parents when their child will return to school.
- The Headteacher will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

Monitoring and review

This policy annex will be reviewed in line with any updates to government guidance.

All changes to the policy will be communicated to relevant members of the school community.

ANNEXE A

If Teachers Are Using Teams for Live Video Communications

- These **MUST** only be led from on school premises by staff.
- Parental Consent **MUST** have been confirmed prior to the session beginning.

Teachers should:

- Sit against a neutral background or 'blur' the background.
- Wherever possible it is advisable to have another member of staff present in the room.
- Dress, where possible, like they would for school (see Code of Conduct in the Staff Guide)
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen
- Use professional language

Teachers should also:

Script: At the start of a 'live' lesson, teachers should say the following words to their students:

- *Good morning.*
- *Before we begin, please make sure that you are working in in a shared space and not in your bedroom.*
- *Make sure that you are dressed appropriately, as you would for a non-uniform day at school.*
- *Remember or school Behaviour codes of conduct!*

ANNEXE B

General Further Considerations

- No 1:1s - groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Live sessions should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day
- Language must be professional and appropriate at all times.
- There should be no other persons in the background for live streaming.
- Parents will need to give their consent for their child to participate in remote learning/communication using these platforms. They will also need to sign an agreement to agree that their child (or they) will not share footage of recorded online lessons/meetings. This will be organised by the School Business Manager (SBM).
- If teachers are creating live lessons or recorded lessons using 'off the shelf' resources, they need to ensure that these are not subject to broadcasting copyright policies.
- When possible, teachers should attempt to have another adult in the meeting/live lesson, although it is recognised that this is not always possible.

In producing this document, guidance from the NEU and NASUWT has been considered.

ANNEXE C – to be copied onto school headed letter

Live Lesson Protocol

Over the course of the coming weeks your son/daughter will be invited to attend a live TEAMS session from Royal Cross School.

The following protocols must be followed for this form of remote teaching to continue.

Your child must:

- Complete the live lesson in a shared space and NOT in a bedroom
- Should be dressed appropriately as he/she would for a non-uniform day
- Should make others in the house aware that this lesson is taking place and that they may be heard by others
- Not record (video or voice), screenshot or attempt to copy any part of the session.
- Use appropriate language, used in school, when speaking within the lesson

If any of these conditions are NOT met then this may result in the live session ending.

We hope that you agree to allow your child attend these sessions as we feel that they will enhance and engage them in their learning and communication over the coming weeks.

If you have any further questions, please do not hesitate to **contact school.**

<p>I give permission for</p> <p>To take part in live communication sessions from Royal Cross School.</p> <p>Signed Dated</p>
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