Remote Learning Policy

Central Hub Brighton

The Connected Hub and Brighton and Hove Pupil Referral Units

Approved by:	Co-HeadTeachers	**Date:** January 2023
Last reviewed on:	January 2023	
Next review due by:	January 2025	

This policy is a joint policy of Central Hub Brighton (CHB). Central Hub Brighton includes Brighton and Hove Pupil Referral Units (BHPRU) and The Connected Hub (TCH). Where procedures differ between the entities, this will be made clear. References to the governing body or governors refer to the Management Committee and members of the Management Committee.

Contents

1. Aims and Definition

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- Meet the criteria as set out in the updated guidance from October 2022 for remote learning – Providing remote education: guidance for schools - GOV.UK (www.gov.uk)

What is Remote Education/Learning?

- Remote education: a broad term encompassing any learning that happens outside of the classroom, with the teacher not present in the same location as the pupils.
- Digital remote education: often known as online learning, this is remote learning delivered through digital technologies.
- Blended learning: a mix of face-to-face and remote methods. An example would be the 'flipped classroom', where main input happens remotely (for example through video), while practice and tutoring happen in class.
- Synchronous education: this is live; asynchronous education is when the material is prepared by the teacher and accessed by the pupil at a later date.

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available during their usual working hours unless otherwise agreed.

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.

When providing remote learning, teachers are responsible for:

- Setting work
  - The amount of work they need to provide
  - Where work should be uploaded
  - How they should co-ordinate with other teachers, including those teaching in school to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work.
- Providing feedback on work
- Keeping in touch with pupils who aren't in school and their parents, during working hours
- Handling any behavioural issues, such as failing to complete work, or complaints/concerns raised by pupils or their parents
- Attending virtual meetings with staff, parents and pupils.

2.2   Teaching Assistants

When assisting with remote learning, teaching assistants must be available during their usual working hours unless otherwise agreed.

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

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

- Supporting pupils who aren't in school with learning remotely
- Attending virtual meetings with teachers, parents and pupils.

2.3   Subject Teachers

Alongside their teaching responsibilities, teachers are responsible for:

- Considering whether any aspects of the curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject teachers and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines being set an appropriate distance away from each other
- Monitoring the remote work set
- Being alert to resources they can use to teach their subject remotely

2.4   Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning, though regular meetings with teachers, reviewing work set or reaching out for feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5   Designated Safeguarding Lead

The DSL or DDSL at each site is responsible for:

- Ensuring detailed, accurate, secure written records of child protection and welfare concerns and referrals are input on CPOMS and appropriate action taken

2.6   IT

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

2.7   Pupils and Parents/Carers

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

2.8   Management Committee

The Management Committee is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to Contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – speak to the relevant teacher
- Issues with behaviour - speak to the relevant Head of Key Stage, Assistant Head or co-head teacher
- Issues with IT – contact Gavin Thorp. gavinthorp@chb.org.uk
- Issues with their own workload or wellbeing – speak to their line manager

- Concerns about data protection – speak to Gavin Thorp
- Concerns about safeguarding – speak to the DSL for the relevant site.

4. Data protection

4.1   Accessing Personal Data

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

- How they can access the data, such as on a secure cloud service or a server on our IT network
- Which devices they should use to access the data – staff should use school laptops where possible rather than their own personal devices

4.2   Processing Personal Data

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

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

4.3   Keeping Devices Secure

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

- Keeping the device password protected – strong passwords are at least 8 characters, with a combination or upper and lower case letters, numbers and special characters (e.g. asterisk or currency symbol)
- 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
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Please see the current Child Protection and Safeguarding Policy. We must continue to have regard to the statutory safeguarding guidance, keeping children safe in education.

We will endeavour to have will have a trained DSL (or deputy) available on each site. However, if this is not the case:
• a trained DSL (or deputy) from the school can be available to be contacted via phone or online video, for example working from home and/or
• the DSL from another site should be contacted

Where a trained DSL (or deputy) is not on site, in addition to one of the above options, a senior leader should take responsibility for co-ordinating safeguarding on site.

6. Monitoring Arrangements

This policy will be reviewed annually by the Executive Headteacher and will be approved by the Management Committee/Governing Body

7. Links with Other Policies

This policy is linked to our:

- Inclusion and relationships (behaviour) policy
- Child Protection Policy and the Child Protection and Safeguarding Addendum
- Data protection policy and privacy notices
- ICT & Online Safety Policy