

Applefields School



Remote Learning Policy

January 2021

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Review	Annually	January 2022
Approved by FGB		

POLICY STATEMENT

This policy applies to Applefields School which includes any students on roll and working off-site. This policy is reviewed and updated annually. This policy is informed by the following guidance and advice:

- Keeping Children Safe In Education (September 2020) ('KCSIE')
- Safeguarding and remote education during coronavirus
<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Safeguarding and Child Protection Policy
- NSPCC <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/online-abuse/>
- CEOP <https://www.ceop.police.uk/safety-centre/>
- Veritau- Assurance services for the public sector

This policy also takes into account the guidance offered by City of York Council, North Yorkshire County Council, East Riding of Yorkshire Council and Hull City Council as part of the interagency safeguarding procedures set up by Local Safeguarding Children Boards.

STATEMENT OF INTENT: Wellbeing & Pastoral Care

At Applefields School we are committed to safeguarding children and young people (CYP) and we expect everyone who works in our school to share this commitment and join us in creating a culture of vigilance.

- This policy has been created to ensure that all our pupils are effectively safeguarded whilst they access online learning opportunities from their homes.
- Adults in our schools take all welfare concerns seriously and encourage CYP to talk about anything that worries them and be confident that they will be listened to and taken seriously. We will always act in the best interests of the CYP and we recognise the importance of maintaining an attitude of 'it could happen here'.
- We continue to take a whole school approach to safeguarding and child protection, so that awareness is raised within the entire school community. This policy applies to all members of staff, including permanent, temporary and ancillary staff, Council Members, volunteers, contractors and external service or activity providers.
- We teach pupils about safeguarding, including online, through various teaching and learning opportunities, as part of a broad and balanced curriculum. Ofsted guidance seeks to ensure that children 'recognise when they are at risk and how to get help when they need it'.
- A secure and caring culture is essential in creating a safe learning environment for each CYP and we aim to create a caring, positive, safe and stimulating environment that promotes the social, physical, emotional and moral development of the CYP. We recognise our school plays a significant part in the prevention of harm to our pupils and that creating an overall ethos of protection with good lines of communication are essential and will further support those CYP who may have heightened vulnerability

in addition to their SEND, those suffering peer-on peer abuse and those vulnerable to radicalisation or exposed to extremist views.

- Safeguarding and child protection is everyone's responsibility. Everyone who comes into contact with children and families has a role to play. Our school is a community and all those directly connected, staff members, parents, families and pupils, have an essential role to play in making it safe and secure.
- Applefields School has responsibility to maximise opportunity for the CYP to access learning at all times - a lack of technology should not be a barrier to any child
- Expectations that all children will always participate in 'live' is to be balanced with opportunities to access recordings that better match parental employment (home working, for example) and wider family commitments.
- It is school Extended Leadership Team (ELT's) responsibility to provide on-going staff CPD to support remote learning and provide a rich CPD offer.
- We ensure that information and support is available to all our parents and carers so that they are confident in ensuring children are protected from any online exploitation or criminal activity.
- It is a continuous and rigorous process to be aware, open to and proactive in the identification of any early signs of abuse, harm or maltreatment of a child.

STAFF RESPONSIBILITIES for remote teaching

Online platforms:

We will use Google Meet, Zoom and Teams live platforms for teaching online video-based lessons. These platforms may be used for live communication with parents when necessary, or for staff dialling into sessions from home.

In the instance of Teaching Staff delivering a lesson through a live platform, they will observe the following procedures:

- a) Each teacher must initiate the session. A new invite must be used for each separate session.
- b) Parents are made aware that any 1-1 lessons are recorded and therefore need to withdraw should they not want this to take place.
- c) When staff are hosting an online lesson, it must be set up with an @applefieldsschool or school domain email address.

- d) Online classroom participants must consist of 2 or more students unless otherwise agreed with ELT.
- e) For certain CYP, one to one learning may be deemed necessary. In this instance the teacher must:
- Inform the DSL who will have oversight of all CYP receiving 1:1 sessions
 - Sessions will always be recorded and retained for the allocated period agreed by Veritau (6 months).
 - Recorded sessions must be shared with a member of ELT on the shared drive.
 - Receive confirmation from the student's parent that they are happy for a 1 to 1 teaching session to be taught.
 - Ensure that the CYP parent is in the same room or in close enough proximity to see and hear all interactions on all calls.
 - Meeting invites will always be shared with relevant ELT member
- f) Once a teacher has scheduled an online classroom, the teacher must only send the link to the parent's email account (not to a student directly).
- g) When teaching in an online classroom, staff need to be business-like when giving lessons: presenting themselves as professionally as they would if they were giving a face-to-face lesson, in dress and in manner: Staff should remember that they need to observe their usual high professional standards at all times.
- h) The broadcast should only take place from an appropriate communal area of their house or area of work. E.g. living rooms, kitchens, home offices and gardens. They must not take place in bedrooms or bathrooms. Protocols must be agreed before the session, e.g. sitting down
- i) If delivering lessons from home, be aware of material that may be visible in the background. Avoid revealing any personal teacher information or other sensitive data.
- j) The teacher of the hosted classroom must remove any students from the online classroom who have not followed the school conduct or are deemed to be wearing inappropriate clothing or in a location that is deemed 'private'. The student may join the classroom again once the issues have been resolved.

Emailing:

All lesson plans, work and communication is accessed through the agreed school platforms.

Staff are only permitted to email parents from their own school account and should record correspondence as a diary entry on PBS. Any concerns arising of a safeguarding nature **MUST** be recorded on PBS as a Safeguarding log.

Applefields School Remote Learning Offer.

'Remote Learning' refers to the provision of work, teacher support, assessment and feedback from teachers to pupils in the event that normal lessons are unable to be delivered 'face-to-face' as normal.

Situations where this policy may apply include:

- Pupils unable to attend school due to a period of advised self-isolation but who otherwise remain well (**Individual remote learning**) for some pupils at Applefields School this may include extended pupils absence due to medical reasons ie operation recovery.
- An extended period of school closure (**A Period of School Closure**)

Individual Remote Learning

This section of this policy applies in situations where school remains open and working as normal, but an individual student is unable to attend lessons as normal, but is otherwise well and able to work, e.g. a period of advised self-isolation or an absence that has been authorised by the school in advance.

Across the school a Teacher or allocated Teaching Assistant will maintain contact with children who are not in school, tasks and learning activities will be provided based on the class teachers MTP for the half term. These will be shared with parents via email or Google Classroom, these will mirror class based activities for the half term. Resources and activities such as school work boxes may be provided should a pupil require them, these may be collected by parents, if appropriate, or dropped off by a member of the team. Information will be collated on a 'Keeping in Touch' document for pupils who are not in school and will be added to their Education, Health and Care Plan (EHCP).

A Period of School Closure

Applefields School is committed to providing continuity of education for its students in the event of an extended school closure. While such situations are inevitably highly varied in their causes and ramifications, we will endeavour to provide continued learning for our students during any period of closure.

(a) Short-Term Closure

For a short-term closure (up to 10 working days) class teachers will coordinate the relevant material and liaise, where applicable, via emails, phone calls and Google Classroom updates with parents and carers. If required, paper packs will be emailed/ posted from school where they can be printed and made available for collection by parents. Some classes may offer remote learning activities as part of the school daily timetable, ie "Good Morning", "story sessions" or others which are appropriate and accessible to the group of students. This could also include daily pre-recorded teacher led sessions.

(b) Longer-Term Closure

In the event that the school / pod / class is closed for longer than 10 working days, we will move to a model by which the classes in school will set work using Google Classroom and paper based plans which will be emailed to parents. Contact will remain weekly and more often should it be required. Placements will be reviewed and where possible alternatives explored such as; distanced visits, rota of places, and involvement of social care.

Some classes may offer remote learning activities as part of the school daily timetable, ie “Good Morning”, “story sessions” or others which are appropriate and accessible to the group of students.

The school reserves the right to vary the methods described in the light of developing situations surrounding the reasons behind any closure.

Expectations of Staff

Assuming they are well enough to work, staff are expected to:

- Plan lessons which are relevant to the curriculum focus and endeavour to replicate this throughout Google Classroom links for home learning.
- Teachers will review the DfE’s list of online education resources and utilise these tools as necessary, in addition to using existing resources from Oak National Academy and other educational online tools.
- Create videos/ provide material for key sessions across the curriculum making reasonable adjustments to ensure that all pupils have access to the resources needed for effective remote learning.
- Ensure that work is set and made available on Google Classroom/ by parental email/ work packs to cover the calendar week ahead.
- Be familiar with the use of email, Google Classroom and online platforms permitted and to be available online through Meet to liaise with other members of their school team.
- Staff must be available for their normal contracted hours. 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.
- Set daily and weekly work including home learning, sometimes via pre-recorded learning sessions, planning ideas and activities and class newsletters. Where appropriate, feeding back on work
- Handle any complaints and make sure they are passed on to the relevant line manager.

- Ask all students to abide in the correct manner when being taught remotely. Enforce this via the Behaviour Policy.
- Attend virtual meetings.
- Wear appropriate clothing, use appropriate language.
- Teachers liaise with teaching assistants/ support staff with regards to subject content.
- Carry out welfare calls to students and their families.
- The class teacher/ TAs must make contingency plans for the sessions to be led by another member of staff should they be unwell.
- The school understands that pupils learning remotely have the right to privacy out-of-hours and should be able to separate their school and home lives – video communication is only permitted during school hours. As much as possible, all email communication with pupils and their parents will take place within the school hours.

ELT will monitor all Google Classroom accounts, PBS diary entries (sample) and check remote education for students unable to access online learning. In addition, ELT will liaise with the wellbeing team on welfare calls. Staff should continue to flag issues up with ELT rather than assuming all diary entries will be read for every student.

A range of learning materials can be made available to children and families for the purpose of providing remote learning, the school may make use of:

- Practical tasks - ie work packs of resources.
- Educational websites links and online activities-Oak National Academy.
- Reading tasks
- Live webinars
- Pre-recorded video or audio lessons

Expectation of parents

- Where possible it is beneficial for children to maintain a regular and familiar routine which maintains the structure similar to a school day. Families should make plans to complete the work where possible as long as it doesn't cause the student/ family unnecessary distress due to the nature of their own work or the pupils' SEND.
- Should anything be unclear in the work which is set, parents can communicate this via the school team/ email address
- Work which CYP complete at home should be shared via Google Classroom/ staff email.

- Parents/ Carers/ Students reserve the right to withdraw their child from any 'in school' or 'at home' video/ photographic communication whether this is live or pre-recorded and should inform the school if they wish to do so.
- Parents/ Carers/ Students must not redistribute any material sent by school. They must not record or take stills of any live or pre-recorded sessions. Sharing of any material on social media is strictly prohibited.

Every effort will be made by staff to ensure that work is set promptly, but school cannot guarantee that the platforms will work on all devices. Should accessing home learning be an issue then please contact school promptly who will look into alternative solutions.

Any online contact between students and staff must only take place through official school channels, which are: xxx@applefieldsschool.co.uk xxx@applefields.york.sch.uk email address only. No personal email addresses will be used by staff.

Any live contact between parents and staff must only take place through official school channels. This includes emails from parents to teachers

Contact between students and staff through personal telephones or personal email accounts, or any other third-party messaging software or video conferencing software (e.g. WhatsApp, Skype etc.), is strictly prohibited unless agreed by at least two members of ELT and is recorded.

Personal telephone can be used by staff if they follow school procedure on concealing their phone number.

Staff Illness

When staff are unwell during a period of school closure, they should follow the usual absence procedure and contact the school via a telephone call as soon as they can. If they are able to set work for any lessons that require it then they should do so, otherwise responsibility for work falls to a designated delegated colleague.

If a member of staff is self-isolating due to being a contact, they must be available to work from home during their isolation period, this may include creating resources, joining the class via google meet as part of a planned session etc. This will be in discussion with ELT and class teachers.

Safeguarding

During any period of school closure, the Safeguarding and Child Protection Policy still applies.