Children's Remote Learning Policy

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Aims of this policy

At Sheringham Nursery School and Children's Centre, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual child or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all children 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 children's education and the delivery of the curriculum. • Ensure provision is in place so that all children have access to high quality learning resources.
- Protect children from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and child 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 children 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.

This policy has due regard to all relevant legislation, statutory and good practice guidance (e.g. our own school policies, and policies from the Department for Education and Newham Council)

1. Contingency planning

1.1 Our key aim is to remain open to all children, in line with national and local guidance.

1.2 The school will work closely with the LA to ensure the premises is 'COVID secure', and will complete all necessary risk assessments – results of the

opening risk assessment will be published on the school's website.

1.3 The school will work closely with the local health protection team and follow all relevant advice and instructions.

1.4 In the event of a local lockdown, the school will communicate its plan with parents, including whether it will remain open to vulnerable children and children of critical workers, or if remote working will be applicable for all.

1.5 If there **is not** a local lockdown, but children or groups of children need to self-isolate, the school will immediately implement remote learning for that child or that group.

2. Teaching and learning

2.1 All children will have access to high-quality education when remote working. We will use our WhatsApp broadcast groups, Zoom and our YouTube channel for these purposes

2.2 The school will use an appropriate range of teaching methods

2.3 Teachers will ensure lessons are inclusive for all children and can be adapted to account for individual needs, including where children have SEND.

2.4 When teaching children who are working remotely, teachers will:

- Arrange activities for children every day which are suitable and ambitious.
- Deliver a planned, coherent and well-sequenced curriculum.

2.5 All provisions for remote learning will be subject to the class group's age and meet children's learning needs (including children with SEND).

1. Roles and responsibilities

1.1. The governing board is responsible for:
- Ensuring that the school has robust risk management procedures in place.
   Ensuring that the school has a business continuity plan in place, where required.
- Evaluating the effectiveness of the school's remote learning arrangements.

1.2. The headteacher and deputy headteacher are responsible for:

- Ensuring that staff, parents and children 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 children.
- Arranging any additional training staff may require to support children during the period of remote learning.
- Conducting reviews on a weekly basis of the remote learning arrangements to ensure children' education does not suffer.

1.3. The health and safety officer is responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the headteacher.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that children 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.

1.4. The Data Protection Officer 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 children 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 ICT equipment used for remote learning is resilient and can efficiently recover lost data.

1.5. The Designated Safeguarding Leads (DSLs) are responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the ICT technicians to ensure that all technology used for remote learning is suitable for its purpose and will protect children online.
- Identifying vulnerable children who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the child is learning remotely, and liaising with the headteacher and other organisations to make alternate arrangements for children who are at a high risk, where required.
- Identifying the level of support or intervention required while children learn remotely and ensuring appropriate measures are in place. • Liaising with relevant individuals to ensure vulnerable children receive the support required during the period of remote working Ensuring all safeguarding incidents are adequately recorded and reported.

1.6. The SENCO is responsible for:

- Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all children and that reasonable adjustments are made where required.
- Ensuring that children 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 children with EHC plans and IHPs.
- Identifying the level of support or intervention that is required while children with SEND learn remotely.
- Ensuring that the provision put in place for children with SEND is monitored for effectiveness throughout the duration of the remote learning period.

1.7. The School Business Manager is responsible for:
- Arranging the procurement of any equipment or technology required for staff to teach remotely and for children to learn from home.
- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote

working arrangements.

1.8. The ICT technicians are responsible for:

- Ensuring that all school-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 SENCO to ensure that the equipment and technology used for learning remotely is accessible to all children and staff.

1.9. 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 **health and safety officer** 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**. • Reporting any defects on school-owned equipment used for remote learning to an **ICT technician**.
- Adhering to the **Staff Code of Conduct** at all times.

1.10. Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning. • Ensuring their child is available to learn remotely
  - Reporting any technical issues to the school as soon as possible.
- Ensuring that their child always has access to remote learning material. • Reporting any absence in line with the terms set out in paragraph 9.6.

2. Resources

Learning materials

2.1. The school will use a range of different teaching methods during remote learning, for example:

- Live sessions e.g. key group times
- Links to appropriate educational websites
- Pre-recorded video or audio

2.2. Teachers will review the DfE's list of online education resources and Hungry Little Minds campaign, and utilise these tools as necessary, in addition to existing resources.

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

2.4. The school will review the resources children have access to and adapt learning to account for all children needs by using a range of different formats,

2.5. Teaching staff will liaise with the **SENCO** and other relevant members of staff to ensure all children remain fully supported for the duration of the remote learning period.

2.6. The **SENCO** will arrange additional support for children with SEND which will be unique to the individual's needs, e.g. via weekly phone calls.

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

2.8. Children will be required to use their own or family-owned equipment to access remote learning resources

2.9. Children and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.

2.10. The **ICT technicians** are not responsible for providing technical support for equipment that is not owned by the school.

Additional emergency support

2.11. The school will signpost parents towards additional support from the Children's Centre so that any emergency family needs are met whilst children are at home.

3. Online safety

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

3.2. All staff and children must:

• Use appropriate language – this includes others in their household. • Maintain the standard of behaviour expected in school.
• Always remain aware that they can be heard.

3.3. 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.

3.4. During the period of remote learning, the school will maintain regular contact with parents to:

• Check children can access learning online, and make alternative arrangements if they cannot

• 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.

3.5. 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.

4. Safeguarding

4.1. 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.

4.2. The **DSL** and **headteacher** will identify 'vulnerable' children (children who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.

4.3. The **DSL** will arrange for regular contact to be made with vulnerable children, prior to the period of remote learning.

4.4. Phone calls made to vulnerable children will be made using school phones where possible. If using home/mobile phones, staff will use 141 prior to making a call to protect personal numbers.

4.5. The **DSL** will arrange for regular contact with vulnerable children **once** per **week** at minimum, with additional contact, including home visits, arranged where required.

4.6. All contact with vulnerable children will be recorded on Safeguard.

4.7. The **DSL** will keep in contact with vulnerable children's social workers or other care professionals during the period of remote working, as required.

4.8. All home visits **must**:

- Have at least **one** suitably trained individual present.
- Be undertaken by no fewer than **two** members of staff.
- Be suitably recorded on paper and the records stored so that the **DSL** has access to them.
- Actively involve the child.

4.9. The **DSL** will meet (in person or remotely) with the relevant members of staff **once** per **week** to discuss new and current safeguarding arrangements for vulnerable children learning remotely.

4.10. All members of staff will report any safeguarding concerns to the **DSL** immediately.

4.11. Children 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. The school will also signpost families to the practical support that is available for reporting these concerns.

5. Data protection

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

5.2. 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.

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

5.4. 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.

5.5. Parents' and children' up-to-date contact details will be collected prior to the period of remote learning.

5.6. All contact details will be stored in line with the **Data Protection Policy**

5.7. Any breach of confidentiality will be dealt with in accordance with the school's policy.

5.8. Any intentional breach of confidentiality will be dealt with in accordance with the school's policies

6. Feedback

6.1. Teaching staff will monitor the progress of children with and without access to the online learning resources and discuss additional support or provision with the **headteacher** as soon as possible.

6.2. Written feedback on Tapestry posts will be shared between the staff team.

6.3. Teaching staff will monitor the progress of children with SEND and discuss additional support or provision with the **SENCO** as soon as possible.

7. Health and safety

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

8. Communication

8.1. The school will ensure adequate channels of communication are arranged in the event of an emergency.

8.2. The school will communicate with parents via **letter, Tapestry posts** and the **school website** about remote learning arrangements as soon as possible.

8.3. The **headteacher** will communicate with staff as soon as possible via verbally or **email** about any remote learning arrangements.

8.4. Members of staff involved in remote teaching will ensure they have a working mobile device that is available to take phone calls during their

agreed working hours.

8.5. As much as possible, all communication with children and their parents will take place within the school hours.

8.6. Children will have verbal contact with a member of teaching staff at least **once** per **week**.

8.7. Issues with remote learning or data protection will be communicated to the **children' teacher** as soon as possible so they can investigate and resolve the issue.

8.8. The **headteacher** will review the effectiveness of communication on a **weekly** basis and ensure measures are put in place to address gaps or weaknesses in communication.

9. Returning to school

9.1. The **headteacher** will work with the LA to ensure children only return to school when it is safe for them to do so.

9.2. 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.

9.3. 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.

10. Monitoring and review

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

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