



The  
**Maltby** Learning Trust

# MLT Remote Learning Guidance

Date Last Reviewed: August 2020  
Reviewed by: ICT Team Leader  
Approved by: CEO

## STATEMENT OF INTENT

Maltby Learning Trust understands the need to continually deliver high quality education, including during periods of remote working – whether for an individual student or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all students have access to the learning resources and support they need to succeed.

Through the implementation of this guidance, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection, and safeguarding.

This guidance aims to:

- Minimise the disruption to students' education and the delivery of the curriculum.
- Ensure provision is in place so that all students have access to high quality learning resources.
- Protect students from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and student 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 students 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.

## 1. LEGAL FRAMEWORK

1.1. This guidance 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

1.2. This guidance has due regard to national guidance including, but not limited to, the following:

- DfE (2019) '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'

## 2. ROLES AND RESPONSIBILITIES

2.1. The Local Governance Committee is responsible for:

- Ensuring that the Academy has robust risk management procedures in place.
- Ensuring that the Academy has a business continuity plan in place, where required.
- Evaluating the effectiveness of the Academy's remote learning arrangements.

2.2. The Principal is responsible for:

- Ensuring that staff, parents and students 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 Academy has the resources necessary to action the procedures in this guidance.
- Arranging any additional training staff may require to support students during the period of remote learning.

2.3. The Academy 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 students 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.

2.4. The Designated Safeguarding Lead is responsible for:

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

2.5. The SENDCO is responsible for:

- Liaising with the ICT support team to ensure that the technology used for remote learning is accessible to all students and that reasonable adjustments are made, where required.
- Ensuring that students with EHC plans continue to have their needs met while learning remotely, and liaising with the Principal and other organisations to make any alternate arrangements for students with EHC plans and IHPs.
- Identifying the level of support or intervention that is required while students with SEND learn remotely.
- Ensuring that the provision put in place for students with SEND is monitored for effectiveness throughout the duration of the remote learning period.

2.6. The ICT support team are responsible for:

- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection 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 SENDCO to ensure that the equipment and technology used for learning remotely is accessible to all students and staff.

2.7. Staff members are responsible for:

- Adhering to this guidance at all times during periods of remote learning.
- 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 guidance, 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 Principal.
- Reporting any defects on school-owned equipment used for remote learning to an ICT support team.
- Adhering to the Staff Code of Conduct at all times.

2.8. Parents/Carers are responsible for:

- Adhering to this guidance at all times during periods of remote learning.
- Ensuring their child is available to learn remotely at the times set out in this guidance, and that the school work set is completed on time and to the best of their child's ability.
- Reporting any technical issues to the Academy as soon as possible.
- Ensuring that their child always has access to remote learning material during the times set out in this guidance.
- Ensuring that, wherever possible, home learning takes place in a supervised environment.
- Ensuring their child uses the equipment and technology for remote learning as intended.

2.9. Students are responsible for:

- Adhering to this guidance at all times during periods of remote learning.
- Ensuring they are available to learn remotely at the times set out in this guidance, and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to their teacher as soon as possible.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.

- Ensuring they use any equipment and technology for remote learning as intended.

### 3. RESOURCES

#### LEARNING MATERIALS

- 3.1. For the purpose of providing remote learning, the Academy may make use of:
  - Work booklets
  - Email
  - Past and mock exam papers
  - Online learning portals, Microsoft 365, Teams, SharePoint
  - Educational websites
  - Reading tasks
  - Pre-recorded video or audio lessons
  - Live audio or video conferencing
- 3.2. Only Office 365 and Teams should be used for the purpose of remote learning. Staff should contact ICT Support for advice regarding this.
- 3.3. Reasonable adjustments will be made to ensure that all students have access to the resources needed for effective remote learning.
- 3.4. Lesson plans will be adapted to ensure that the curriculum remains fully accessible via remote learning, where practical.
- 3.5. Teaching staff will liaise with the SENDCO and other relevant members of staff to ensure all students remain fully supported for the duration of the remote learning period.
- 3.6. Any defects or issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- 3.7. Students will be required to use their own or family-owned equipment to access remote learning resources. If a device is loaned to you by the Trust, you must adhere to the Loan Device Home/Academy Agreement
- 3.8. Students and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.
- 3.9. Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work submitted by students in line with Academy/Trust guidance
- 3.10. The ICT support team are not responsible for providing technical support for equipment that is not owned by the Academy.

#### COSTS AND EXPENSES

- 3.11. The Academy/Trust will not contribute to any household expenses incurred while students learn remotely, e.g. heating, lighting, or council tax.
- 3.12. The Academy/Trust will not reimburse any costs for travel between students' homes and the school premises.
- 3.13. The Academy/Trust will not reimburse any costs for childcare.

## 4. ONLINE SAFETY

- 4.1. Where possible, all interactions will be by text in Office 365 and Microsoft Teams.
- 4.2. All staff, when creating and using recorded video and audio content, must:
  - Maintain the standard of behaviour expected in the Academy.
  - Use the necessary equipment and computer programs as intended.
  - Use appropriate language – this includes others in their household.
  - Always remain aware that they can be heard.

In addition, all staff creating and using recorded video content must also:

- Wear suitable clothing – this includes others in their household. Be situated in a suitable 'public' living area within the home with an appropriate background when recording. Microsoft Teams allows you blur your background.
    - Inform students when you are recording lessons and give them the option to turn off their video and audio if they don't want to be recorded
    - When finishing the session ensure you 'end meeting' for all users, do not log off leaving students in a session unattended.
- 4.3. Staff should use the appropriate class channel to distribute audio and video content to the intended audience. By default, Microsoft Teams automatically saves the recorded video content to Microsoft Stream and make this available on your class channel. This access can be overridden by the 'owner' of the content. Only you as the owner can download this content. Do not download these videos to your personal devices.
  - 4.4. Permission should be sought by the managers of approved school social media channels before posting any content publicly. No personal accounts should be used for posting school content publicly.
  - 4.5. No personal social media accounts should be used to interact with students
  - 4.6. All staff and students, when using live video/audio communication for teaching and learning, must:

- Use only pre-arranged sessions, organised by the teacher, within normal school hours. This will allow all involved to be prepared, with software loaded.
- Communicate in groups – one-to-one sessions are not permitted without the expressed permission of the Principal.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in the Academy.
- 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.

In addition, all staff and students using live video/audio communication, for teaching and learning, must also:

- 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.
- Always remain aware that they are visible.

- 4.7. Students not using devices or software as intended will be disciplined in line with the Academy behaviour guidance.
- 4.8. The Academy will risk assess the technology used for remote learning prior to use.
- 4.9. The Academy will consult with parents prior to the period of remote learning about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.
- 4.10. The Academy will communicate to parents about any precautionary measures that need to be put in place if their child is learning remotely using their own/family-owned equipment and technology, e.g. ensuring that their internet connection is secure.
- 4.11. The Academy 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.

## 5. DATA PROTECTION

- 5.1 This section of the guidance will be enacted in conjunction with the Trust's Data Protection Guidance.
- 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 students' 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 and retained in line with the Records Management Policy
- 5.7 The Academy will not permit paper copies of contact details to be taken off the school premises.
- 5.8 Staff are not permitted to let their family members or friends use any school-owned equipment which contains personal data. Staff should not leave work devices or accounts logged in when unattended
- 5.9 Any breach of confidentiality will be dealt with in accordance with the Trust's E-Safety Policy
- 5.10 Any intentional breach of confidentiality will be dealt with in accordance with the Academy's Behavioural Policy or the Disciplinary Policy and Procedures.

## 6. MARKING AND FEEDBACK

- 6.1. All schoolwork set through remote learning must be:
  - Complete when returned to the relevant member of teaching staff.
  - Returned before the deadline set by the relevant member of teaching staff.
  - Completed to the best of the student's ability.
  - The student's own work.
  - Returned to the student, once marked, by an agreed date.
- 6.2. The Academy expects students and staff to maintain a good work ethic and a high quality of work during the period of remote learning.
- 6.3. Students are accountable for the completion of their own schoolwork – teaching staff will contact parents if their child is not completing their schoolwork or their standard of work has noticeably decreased.
- 6.4. Work that cannot be completed for genuine reasons will be completed when the student returns to school.

- 6.5. Teaching staff will monitor the academic progress of students with and without access to the online learning resources and discuss additional support or provision with the Principal as soon as possible.
7. Teaching staff will monitor the academic progress of students with SEND and discuss additional support or provision with the SENDCO as soon as possible.

## 8. SCHOOL DAY AND ABSENCE

- 8.1. Students will be present for remote learning during normal school hours from Monday to Friday, with the exception of breaks and lunchtimes. (See academy specific timetables)
- 8.2. Students are not expected to do schoolwork outside of the normal school times as outlined in this guidance.
- 8.3. Students with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their breaks.
- 8.4. Students who are unwell are not expected to be present for remote working until they are well enough to do so.

## 9. SCHOOL DAY AND ABSENCE

- 9.1. The Academy will ensure adequate channels of communication are arranged in the event of an emergency.
- 9.2. The Academy will communicate with parents via various methods, including the MyEd app and the website about remote learning arrangements as soon as possible.
- 9.3. The Principal will communicate with staff as soon as possible about any remote learning arrangements.
- 9.4. Members of staff involved in remote teaching will ensure they can be contacted directly during their agreed working hours. ICT Support can advise on the use of corporate communication software such as Microsoft Teams.
- 9.5. The Academy understands that students learning remotely have the right to privacy out-of-hours and should be able to separate their school and home lives – communication is only permitted during school hours.
- 9.6. Members of staff will have contact with their line manager once per week.
- 9.7. Parents and students will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.

- 9.8. Issues with remote learning or data protection will be communicated to the student's teacher as soon as possible so they can investigate and resolve the issue.
- 9.9. The Academy will keep parents and students informed of any changes to the remote learning arrangements or the schoolwork set.
- 9.10. The Principal will review the effectiveness of communication on a weekly basis and ensure measures are put in place to address gaps or weaknesses in communication.

## 10. MONITORING AND REVIEW

- 10.1. This guidance will be reviewed on an annual basis by the Executive Leaders.
- 10.2. Any changes to this guidance will be communicated to all members of staff and other stakeholders.