

GREENHEART

LEARNING PARTNERSHIP

Trust Remote Learning Policy

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1. Remote Learning

During periods of disruption to the usual delivery of education, Greenheart Learning Partnership expects its academies to deliver learning online, via the use of a secure learning portal. The work will reflect the Academy's usual procedures for lesson planning, teaching and feedback. Work may also be completed by pupils online where appropriate. A range of educational software packages should be used by Academies to help meet the needs of their pupils alongside the prepared lessons.

When delivering online learning, academies should ensure:

- their learning platform is in place to distribute work and communicate between home and school
- there are subscriptions and or licenses to relevant online learning resources when required
- lessons are placed online using the academy's agreed planning approach
- work is completed online where possible and marked online to provide feedback (feedback may be text and/or audio based)
- links to online safety advice are present
- links to safeguarding advice is present
- there are forums for discussions and teacher announcements
- protocols are in place for staff, parents and pupils to keep everyone safe

2. Live remote delivery

In England, the Department for Education (DfE) has no expectation that teachers should livestream or pre-record lessons. Schools should consider the approach that best suit the needs of their pupils and staff (DfE, 2020). Greenheart fully supports the view that Academies are best placed to decide what is best for their pupils.

Should an academy plan to record or livestream lessons via an online platform, this must be subject to an appropriate risk assessment and actions to minimise any possible harm. This includes support for staff working from home.

When delivering a live remote lesson:

- acceptable use policies must be in place and agreed by all participants
- clear expectations are shared and fully understood by pupils, parents and staff
- the pupil to teacher ratio must never be 1:1 and should include a minimum of two academy staff in the lesson
- academy leaders must ensure that teachers deliver in a neutral area where nothing personal or inappropriate can be seen or heard in the background.

Additional guidance is detailed in Appendix: Protocols for Online Teaching

3. Platform

Remote learning provision should occur only through Microsoft Teams, unless agreed with the Greenheart Executive Leadership Team. This should only be accessed through Academy accounts where privacy settings are fully in place.

4 Contacting Children at Home

While schools are closed staff might need to contact children individually, for example to give feedback on homework. Staff should only contact children during normal Academy hours, or at times agreed by the Academy leadership team (DfE, 2020).

Contact with pupils must only be done via an Academy email address and be to a student email address or via the home phone number and with an adult also present (parent or another member of staff). See the **Greenheart E-Safety Policy** for further guidance.

5 Data Protection

Remote learning falls under the purview of GDPR; accordingly, all data should be handled in line with the **Greenheart Data Protection Policy**

6. Safeguarding

Greenheart expects leaders to ensure all staff are fully aware of the safeguarding and child protection policies and procedures. Concerns should be raised with the DSL immediately and recorded appropriately and in full compliance with existing policy.

7. Online Safety

During periods of school disruption, pupils are likely to spend more time online. Staff should ensure that parents and pupils are fully aware of the benefits and risks of the online world. See the **Greenheart E-Safety Policy** for further guidance.

Appendix: Protocols for Online Teaching

Lesson Provision

Lessons taking place should be normal teaching practice and the online environment should be considered a 'classroom'. Teachers will have the same expected professional behaviours and safeguarding roles as set out in the academy's existing policies and procedures including the Staff Code of Conduct.

Academy accounts are only to be used for Academy business and are not permitted to be used for private or social purposes.

Teacher delivery:

- Lessons should take place in front of a neutral plain blurred background
- Lessons should take place in a suitable quiet space, without intrusions from others, or movement taking place behind the teacher visible on camera.
- Teachers are advised to situate themselves so that their webcam is not pointing towards a window. This will help to make their video stream clearer.
- Teachers must know how to act if they have any concerns about a student/ parent/carer.

Advanced security procedures must be implemented within the setting to ensure the learning environment is safe and secure. These include:

- Teachers rooms being fully controlled by the Teacher
- Sessions can only be started by a teacher
- Pupil screen sharing is disabled (a teacher can temporarily make a pupil co-host for the purpose of screen sharing)
- Pupil cameras and mics are disabled by the Teacher
- File sharing via the Chat is disabled
- Private Chat is disabled
- Teacher controls who can enter from the Waiting Room
- Teacher can remove anybody from the lesson at any time
- Teacher can lock the lesson at any time (preventing any further participants from entering)
- All lessons should be accessible for Senior Leaders to 'drop in' and oversee at any time for the purposes of quality assurance and safeguarding.
- Staff, parents/carers, and pupils will all have access to the named contacts who they can report any issues to.

As per the Academy's standard safeguarding policy, a member of senior staff should be available at all times when teaching is taking place to report any urgent safeguarding concerns.

All staff taking part will have had specific training. This will cover safeguarding procedures, use of the software and appropriate teaching methods.

Information for Parents, Carers and Pupils

- Parents/carers should ensure their child's name is correctly entered in the profile before starting the session
- Parents/carers should be nearby when the lesson takes place but are not expected to directly take part in the lesson.
- Parents/carers should maintain an 'open door' policy during lessons.
- Pupils and parents/carers should know how to act if they have any concerns with regards to a teacher or other Staff member.
- Pupils should be dressed appropriately for a lesson, wearing clothes suitable for being seen in public.
- Academy uniform is not necessary
- Language must always be professional and appropriate during lessons.
- Parents/carers and pupils should stop lessons by leaving the room if they feel the lesson is not appropriate and report this to the Senior Team.
- Parents should contact the Academy support line for support with technical issues.
- Expectations of pupil behaviour are the same as those for a school lesson. Staff are authorised to remove any pupil from a session who is not meeting acceptable behaviour standards. The Academy reserves the right to exclude pupils from online activities in the event of unacceptable behaviour.