EBOR ACADEMY TRUST

Policy Number

26NS

Remote Teaching and Learning Policy

Approved By: **CEO**

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Review Period: Annually (or when required)

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1. **POLICY STATEMENT**

This policy applies to all schools within Ebor Academy Trust, which includes any students on roll. This policy is reviewed and updated annually (as a minimum). This policy is informed by the following guidance and advice:

- Keeping Children Safe In Education (September 2020) ('KCSIE')
- Working Together to Safeguard Children (July 2018)
- Risk Assessment: Ebor Live Learning (June 2020) LINK
- Ebor safeguarding and child protection statement of intent https://eboracademytrust.co.uk/wp-content/uploads/bsk-pdf-manager/2020/07/4-Safeguarding-and-Child-Protection-Statement-of-Intent-2020-V3-July-2020.pdf
- Ebor Safeguarding first principles https://eboracademytrust.co.uk/wp-content/uploads/bsk-pdf-manager/2020/07/4A-Safeguarding-First-Principles.pdf
- NSPCC https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/online-abuse/
- CEOP https://www.ceop.police.uk/safety-centre/

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.

2. **STATEMENT OF INTENT: Wellbeing & Pastoral Care**

At Ebor Academy Trust we are committed to safeguarding children and young people and we expect everyone who works in our Trust to share this commitment and join us in creating a culture of vigilance.

2.1 This policy has been created to ensure that all our pupils are effectively safeguarded whilst they access online learning opportunities from their homes.

2.2 Adults in our schools take all welfare concerns seriously and encourage children and young people to talk to us 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 child and we recognise the importance of maintaining an attitude of 'it could happen here'.

2.3 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 defines a child as anyone under the age of 18 years and applies to all members of staff, including permanent, temporary and ancillary staff, Council Members, volunteers, contractors and external service or activity providers.

2.4 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'.

2.5 A secure and caring culture is essential in creating a safe learning environment for each child and we aim to create a caring, positive, safe and stimulating environment that promotes the social, physical, emotional and moral development of the individual child. We recognise that all Schools and the Trust play 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 children who may have heightened vulnerability within our Trust such as SEN-D children, those suffering peer-on peer abuse and those vulnerable to radicalisation or exposed to extremist views.

2.6 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.

2.7 Every Trust school has responsibility to maximise opportunity for the children to access learning at all times - a lack of technology should not be a barrier to any child

2.8 Expectations that all children will always participate in 'live learning' is to be balanced with opportunities to access recordings that better match parental employment (home working, for example) and wider family commitments

2.9 It is school SLT's responsibility to provide on-going staff CPD to support remote learning - Ebor Computing Specialist (JRK) will coordinate and provide a rich CPD offer

2.10 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.

2.11 It is a continuous and rigorous process for every trust school to be aware, open to and proactive in the identification of any early signs of abuse, harm or maltreatment of a child.

3. **STAFF RESPONSIBILITIES for remote teaching**

3.1 Online platforms:

'Google' is the only permissible live platform for teaching online video-based lessons at Brotherton and Byram CP Academy. 'Google' will be used for live communication with parents when necessary.

In the instance of Teaching Staff delivering a lesson through 'Google' they will observe the following procedures:

a) Each teacher must initiate the session and start recording before children join the session - a new G meet must be used for each separate session.

b) Parents are made aware that the lessons are recorded and therefore need to give their written consent to the school generically once a year as part of the pack sent out by all schools for parental approval.

c) When staff are hosting an online lesson, it must be set up with an @ebor.academy or school domain email address.

d) Online classroom participants **must** consist of 2 or more students.

e) For certain children, one to one learning may be deemed necessary. In this instance the teacher must:
   • DSL will have oversight of all children receiving 1:1 sessions
   • Sessions will always be recorded and retained for 6 years
   • Receive written confirmation from the student's parent in writing that they are happy for a 1 to 1 teaching session to be taught
   • Ensure that the child's parent is in the same room as their child or in close enough proximity to see and hear all interactions on all calls.
   • Meeting invite will always be shared with relevant SLT member

f) Once a teacher has scheduled an online classroom, the teacher must only send the link to the students' Ebor or school domain email account.

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 dress code or are deemed to be wearing inappropriate clothing. The student may join the classroom again once the issues have been resolved.

k) For the purpose of accountability and maintaining a safeguarding overview, each remote lesson will be recorded. Should any issues arise, the video can be reviewed.

l) Recordings will be securely stored on a Google Drive accessible to the safeguarding personnel only.

m) At the end of the retention period, the recordings will be deleted.

3.2 Emailing:

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

Staff are only permitted to email students at their school issued address and from their own school account. *Individual emails should be focused on educational matters and another parallel colleague such as tutor, guardian or class teacher should always be copied in.* Any concerns arising of a wellbeing pastoral nature **MUST** be recorded on Cpoms.

3.3 School specific offer:

IT Strategy Group will quality assure school specific offers annually and evaluate a sample of them as part of their annual work plan.

Brotherton and Byram Community Primary Academy 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**)
- Teachers unable to attend school due to a period of advised self-isolation but who otherwise remain well
- 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.

Teachers will:
●   Send a timetable of daily subject objectives, online learning links via ParentHub/Google Classroom and resources to be printed off if needed at home.
●   Differentiate work set where appropriate to ensure positive learning outcomes.
●   If remote learning is more than a week, the following week's timetable of learning will be shared on the Friday of the week before via ParentHub/Google Classroom.
●   Remote learning objectives will mirror, where possible, the teaching and learning in school.
●   Print off any resources if these cannot be printed at home and arrange for collection. (If paper copies are used, these will have to be quarantined for 72 hours on return to school.)
●   Organise for a Key Stage 2 child who is remote learning to use a school chromebook.
●   School will make daily contact with parents via Google Forms in EYFS and KS1 and the child via Google Classroom in KS2 to support.
●   If school has concerns with children engaging with remote learning, they will contact parents via ParentHub/phone.
●   Ensure that children who have had a period of remote learning are assessed for any additional support when they return to school and additional interventions are put in place.

A Period of School Closure

Brotherton and Byram CP Academy 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.

In the event of school/class bubble closure, teachers will:
●   Send a timetable of daily subject objectives, online learning links and resources to be printed off if needed at home.
●   Differentiate work set where appropriate to ensure positive learning outcomes.
●   Provide live lessons and recorded lessons via Google Meet/Classroom/ParentHub wherever possible.
●   Where live lessons are not possible provide links to pre recorded lessons by the teacher or on line teaching resource.
●   Share the following week's timetable of learning the Friday of the week before.
●   Print off any resources if these cannot be printed at home and arrange for collection. (If paper copies are used, these will have to be quarantined for 72 hours on return to
●   'school.)
●   Organise for Key Stage 2 children who are remote learning to use a school chromebook.
●   School will make daily contact with the child and family to support.
●   If school has concerns with children engaging with remote learning, they will contact parents via ParentHub/phone.
●   Ensure that children who have had a period of remote learning are assessed for any additional support when they return to school and additional interventions are put in place.

If a child needs to self isolate

In the event of a child needing to self isolate and is well enough, teachers will:
●   Send a timetable of daily subject objectives, online learning links and resources to be printed off if needed at home.

- Differentiate work set where appropriate to ensure positive learning outcomes.
- Share the following week's timetable of learning the Friday of the week before.
- Print off any resources if these cannot be printed at home and arrange for collection. (If paper copies are used, these will have to be quarantined for 72 hours on return to school.)
- Organise for Key Stage 2 children who are remote learning to use a school chromebook.
- School will make daily contact with the child and family to support via Google Forms/Google Classroom.
- Check in with
- Give feedback to children as soon as possible each day.

If a teacher needs to self isolate

In the event of a teacher needing to self isolate and is well enough, teachers will:
- Share all learning links with the Assistant Teacher and, in Key Stage 2 the children via Google Classroom.
- Deliver live lessons as much as possible on Google Meet
- Work with an Assistant Teacher in the classroom via Google Meet to deliver lessons and work with groups of children.
- Give feedback via Google Meet and Classroom.

Sharing Learning

EYFS

Parents will be encouraged to engage through Tapestry and add photos / feedback on their home learning.
Staff will provide ongoing support for parents via Tapestry and ParentHub.
Parents will be asked to complete a Google Form to check children's wellbeing.

Key Stage 1

Parents will be encouraged to share learning and photos of learning via SeeSaw.
Staff will provide ongoing support and feedback via SeeSaw.
Parents will be asked to complete a Google Form to check children's wellbeing.

Key Stage 2

Children will share their work and photos of their learning on Google Classroom and SeeSaw.
Staff will provide ongoing support for children via Google Classroom and SeeSaw.
Children will check in via Google Classroom each day.

Expectations of Pupils

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

- Complete all work set for them and share learning with teachers on:
    - Tapestry for EYFS
    - SeeSaw for Key Stage 1
    - Google Classroom/ and SeeSaw for Key Stage 2

- In Key Stage 2:
    - Check Google Classroom regularly and read and respond to communication from the teacher.
    - Ensure that their school Chromebook is at home with them and is fully charged at the start of each day.
    - Where pupils experience problems with IT systems they should proactively inform the

school.

Expectations of Staff

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

● Ensure that a timetable of work, learning links and list of resources needed is shared via ParentHub for EYFS/Key Stage 1 and Google Classroom on the day the child starts remote learning.
● Share a timetable of learning for the following week on the Friday of the previous week if any children need to continue with remote learning.
● Provide live lessons and recorded lessons where possible.
● Check in with children/families daily to give support.
● Give feedback to children as soon as possible each day.
● Be familiar with the use of Google Classroom and Google Meet
● Be available online through Meet to liaise with other members of their key stage / school team.
● Assess and plan for any interventions needed on children's return to school.

Any online contact between students and staff must only take place through official school channels, which are:

xxx@ebor.academy email address only. No personal email addresses must be used by either staff or pupils. Emails and SeeSaw/Google Classroom will be checked and emails will be responded to during the school day up to 5pm.
Any live contact between students and staff must only take place through official school channels. This includes emails from students to teachers, which should only be sent from students email address xxx@bb.ebor.academy

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.
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, before 7am. If they are able to set work for any lessons that require it then they should do so, otherwise responsibility for work falls to the phase leader or designated delegated colleague.

Safeguarding

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

Monitoring arrangements

This offer pack will be reviewed termly by BF and BG.
At every review, it will be approved by the full governing board.
The governing board 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.

Attached documents

Google Meet Documentation:
Brotherton G Suite for Education: Parent, Carer, Guardian Consent Form
Using Google Meet

Seesaw Consent:
Seesaw Parents Consent

Links with other Brotherton policies:
Behaviour & Learning policy

Child protection policy and coronavirus addendum to our child protection policy
Data protection policy and privacy notices
Home-school agreement
ICT and internet acceptable use policy
Online safety policy