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1.0 INTRODUCTION

This policy is to ensure the ongoing education of Baston House School pupils under unusual circumstances. This policy will future-proof against closures that could happen at any time: due to school closure from illness epidemic, extreme weather, power-loss, war, etc. It also covers the ongoing education of pupils who cannot be in school but are able to continue with their education when the school remains fully open.

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

2.0 ROLES AND RESPONSIBILITIES

The Senior Management team are responsible for formulating and overseeing Baston House School's Remote Learning Policy. The Assistant Headteachers are responsible for overseeing and coordinating the school's online digital platform, Acorn Digital Learning (ADL). It is the class and subject teachers' responsibility to plan lessons, deliver live sessions, where possible, and feedback to students who access this way of learning.

The steps below are already in place, we would expect that there will be future benefits to implementing this plan.



Baston House School will ensure that:

- Staff have access to Class Dojo and ADL for classes, meetings and wellbeing check-ins, and that these are set up
- Students will have access to Class Dojo and ADL for classes and wellbeing check-ins, and that these are set up
- Staff, parents and students will receive logins and instructions on how to access and use these systems effectively. Refresher courses to be made available if needed
- Parents and students are to be made aware, in advance, of the arrangements in place for the continuity of education

3.0 TEACHERS

When providing remote learning, teachers must be available between their normal contracted hours. If teachers 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.

When providing remote learning, teachers are responsible for:

- Setting work for their classes
- Ensuring planning is suitable and easy to follow in case of absence
- Uploading work to either Class Dojo, ADL or sending it via post or emails
- Setting deadlines for pupils to complete work
- Cover another's digital live lesson if needed, following their planning
- Ensure consistency across the year/subject and make sure students with limited access to devices can still complete the work
- Providing feedback on work via our online systems
- Keeping in touch with pupils who are not in school following Safeguarding plan implemented during such times
- Report any safeguarding concerns to the Designated Safeguarding Lead and follow all safeguarding procedures and policy
- Maintain communication with parents/carers. (Emails, phone calls, Class Dojo etc.)
- Maintain communication with their line managers and the SMT team
- Any complaints or concerns shared by parents and students are to be handled as stated within the complaints policy
- Attending virtual meetings with staff, parents and students, ensuring they are presented in a professional manner (clothing, cleanliness etc.) via ADL platform only
- It is the individuals' responsibility to ensure they are working in a suitable location; no background noise, conversations are confidential, no offensive or indiscreet material on view, etc.

4.0 TEACHING ASSISTANTS

When assisting with remote learning, teaching assistants must be available between their normal contracted hours. If they're 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.

When assisting with remote learning and if they have access to a secure device, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely
- Wellbeing check-ins
- Monitor the wellbeing, behavior and engagement of pupils during remote sessions



- Ensuring they are presented in a professional manner on video calls/lessons etc. (clothing/cleanliness)
- Record any safeguarding concerns and share them with the Designated Safeguarding Officer following the Safeguarding policy and procedures
- It is the individuals' responsibility to ensure they are working in a suitable location; no background noise, conversations are confidential, no offensive or indiscreet material on view, etc.
- Maintain communication with parents and students via email, phone calls, Class Dojo and ADL

5.0 SENIOR MANAGEMENT TEAM

Alongside any teaching responsibilities, senior leaders are responsible for:

- Monitoring the effectiveness of remote learning
- Co-ordinating the remote learning approach across the school
- Regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Conduct meetings with parents, teachers, students, therapists, the Local Authorities for annual review meetings, wellbeing check-ins, Multi-disciplinary meetings, appraisals, pupil progress meetings, etc.

6.0 DESIGNATED SAFEGUARDING OFFICER

They are expected to continue following the safeguarding policy and procedures.

7.0 IT staff

Baston House School does not have onsite IT support. If there are any issues with technology all staff are to contact IT service desk using the following:

- **Telephone:** 0808 284 0161
- **Email:** servicedesk@ofgl.co.uk

Staff should first seek support within school's staff/senior management to support accessing/uploading/marking etc. works set on either platform.

8.0 STUDENTS AND PARENTS

Baston House School expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers; this can be agreed upon an individual basis to support students' needs and wellbeing during school closures
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are not able to complete work
- Behave appropriately in lessons and following the rules set by each teacher
- Ensure they are presentable and ready to learn

Baston House School expect parents with children learning remotely to:

- Provide a calm and learning conducive environment at home
- Ensure your child has access to the internet and that your parental controls are high



- Make the school aware if their child is sick or if they can't complete work
- Seek help from the school if they need it – use of Class Dojo and ADL will also help with learning
- Be respectful when making any complaints or concerns known to staff

9.0 THE BOARD OF GOVERNORS

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains of as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

10.0 GDPR

When working remotely, it is the responsibility of all staff to adhere to all GDPR regulations to ensure all personal information is kept secure.

- All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:
 - Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
 - Making sure the device locks if left inactive for a period of time
 - Not sharing the device among family or friends
 - Keeping operating systems up to date – always install the latest updates
 - Contact IT service desk for any technical assistance

11.0 CONTINUITY OF EDUCATION IN THE EVENT OF A SCHOOL CLOSURE

Baston House School will make provision for remote contact with pupils on a daily basis in two forms:

- Pupils will have access to work that allows them to continue progress while at home
- Pupils will have the opportunity for face-to-face interaction with their class teacher on a daily basis, if their needs allow.

In as far as is possible, Baston House School should attempt to replicate the timetable that pupils follow through the course of a normal school day. Teachers will need to make themselves available for teaching during their normal working hours and should communicate with the school through usual protocols if this is not possible/they are not feeling well.

Although all parties might be trying their best to provide the best remote learning education, please be mindful that:

- Online learning operates on a very different dynamic
- Some subjects and activities do not lend themselves well to remote learning
- Some pupils may find it difficult to access remote learning due to their diagnosis



12.0 ADVERSE CONDITIONS – Pandemic, Natural Disaster, Terrorism, Cyber Attack, War, etc.

In situations when remote learning might be imposed and/or required and school must also continue to offer face-to-face education, it may be challenging to offer daily live online sessions as well as deliver high quality on-site education.

While we recognise that pupils may be unable to attend on-site education for various reasons, these reasons often also affect staff.

Appropriate numbers of staff to pupil ratio are required to continue accepting pupils on site. Therefore if the school is required to maintain face-to-face education, the number of pupils attending on-site education will dictate the viability of teachers offering online live sessions.

Staff will provide resources for independent tasks, printable worksheets and access to online platforms familiar to all.

13.0 CLINICAL TEAM

When working remotely, members of the clinical team must be available between their normal contracted hours. If unable to work for any reason during this time, they should report this using the normal absence procedure.

When working remotely the clinical team are responsible for:

- Reporting any safeguarding concerns to the Designated Safeguarding officer and following all safeguarding procedures and policy
- Attending meetings via online platforms ensuring they are presented in a professional manner (clothing, cleanliness etc.)
- Maintaining contact with parents and carers
- Planning, setting up and providing teletherapy sessions to students where suitable
- Ensuring parents are aware of and following teletherapy guidance in place
- Admin roles that can be completed remotely
- Clinical notes will be maintained and completed electronically
- Confidentiality will continue to be maintained in line with organisational and professional body guidelines
- Reports and correspondence should be completed and submitted electronically
- Continue to work closely with the Inclusion team to ensure student welfare checks are completed for those students at higher risk
- It is the individual's responsibility to ensure they are working in a suitable location; no background noise, able to maintain confidentiality. Should there be any problems with ensuring a suitable location remotely, line managers should be informed.



14.0 SAFEGUARDING AND PUPIL PROTECTION DURING ADVERSE CONDITIONS

This addendum to the policy contains details of our individual safeguarding arrangements during adverse conditions.

Pupils with additional vulnerabilities

Senior leaders, especially the Designated Safeguarding Lead (and deputy) know who are our most vulnerable pupils.

Baston House School will continue to work with and support pupils' social workers to help protect vulnerable pupils. The lead person for this will be: the **Inclusion Manager**.

There is an expectation that education is delivered to vulnerable pupils. In circumstances where a parent does not want their pupil to attend our education setting, and their pupil is not considered vulnerable, the social worker and Baston House School will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the pupil contracting COVID19, the social worker or Baston House School will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Baston House School will encourage our vulnerable pupils to attend school, including remotely if needed.

Critical workers

Defined as parents whose work is critical to the continuous running of the country. These pupils will be offered face to face education whenever possible and within Government guidelines.

Attendance monitoring

School will record pupils' attendance during adverse conditions as per Government advice.

Pupils for whom on-site education is being provided, attendance should be recorded in line with the normal school attendance requirements.

Pupils deemed clinically extremely vulnerable and who have received a shielding letter and advised not to attend school will be asked for a copy of the letter for the school's records.

Baston House School and social workers will agree with parents/carers whether pupils in need should be attending school – Baston House School will then follow up on any pupil that they were expecting to attend, who does not.



Baston House School will also follow up with any parent or carer who has asked for their child/young person and to attend and who subsequently does not. Pupils Missing in Education protocols will be followed in this case.

To support the above, Baston House School, when communicating with parents and carers, will confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

Designated Safeguarding Lead

Baston House School has a Designated Safeguarding Lead (DSL) and a Deputy DSL. The Inclusion Manager is the first responder to safeguarding concerns.

The Designated Safeguarding Lead is: Lauren Gibbs (maternity leave)

The Deputy Designated Safeguarding Lead are: Olivia Barnett and Adam De Vecchi

First responder to Safeguarding concerns is: Olivia Barnett

The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.

Baston House School staff and volunteers will have access to a trained DSL (or deputy) at all times, at least virtually.

The DSL will continue to engage with social workers, and will endeavour to attend all multi-agency meetings, which can be done remotely.

Reporting a concern

Where staff have a concern about a pupil, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via ISAMS, which can be done remotely. This must be logged on the day the concern is raised.

In the unlikely event that a member of staff cannot access their ISAMS from home, they should email the Inclusion Manager.

Staff are reminded of the need to report any concern immediately and without delay, the same as if they were onsite.

Concerns around the Headteacher should be directed to the Chair of Governors via email.

OFG will continue to offer support in the process of managing allegations.



Online safety in schools and colleges

Baston House School will continue to provide a safe environment, including online, which ADL provides. Internet safety restrictions are in place at Baston House School and all staff and pupils are made aware of online safety through PHSE curriculum, assemblies and safeguarding refresher courses.

Where pupils are using computers in school, appropriate supervision will be in place.

Pupils and online safety away from school

It is important to be clear that all sessions delivered via the online platform at school are recorded for everyone's safety.

It is important that all staff who interact with pupils, including online, continue to look out for signs a pupil may be at risk. Any such concerns should be dealt with as per the Safeguarding policy.

Staff should take the opportunity during live lessons to check the presentation of pupils i.e. malnutrition, tiredness, an environment conducive to learning etc.

Online teaching should follow the same principles as set out in the Code of Conduct Policy.

Baston House School will ensure any use of online learning tools and systems is in line with privacy and GDPR requirements.

Parents should ensure that internet safety measures are in place on all devices.

If parents become concerned about pupils accessing inappropriate content or any bullying online, they must report this to the school. This will then be dealt with this as per our Bullying and Safeguarding policies.

Supporting pupils not in school

Baston House School is committed to ensuring the safety and wellbeing of all its pupils.

Where the DSL has identified a pupil to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that pupil.

An additionally vulnerable student list will be created based on our knowledge of the pupil/family and/or external service intervention. These pupils receive additional contact via an allocated member of the Inclusion team or by an Assistant Head teacher throughout this period. Details of this plan are recorded, as should a record of any contact made.

The communication can include virtual contact, phone contact and door-step visits.

Baston House School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.



This plan must be reviewed regularly and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on appropriate platforms.

Baston House School recognises that school is a protective factor for pupils, and adverse circumstances can affect the mental health of pupils and their parents/carers.

Teachers at Baston House School need to be aware of this in setting expectations of pupils' work when they are at home.

Home/school communication

Staff are expected to conduct at least weekly telephone calls to parents to check the welfare of pupils. In the event of being unable to reach a parent, then the emergency contacts must be tried. If unsuccessful the DSL must be informed promptly.

Where a pupil is not engaging in online learning and not taking part in live lessons (if being delivered) the DSL will then assess whether a doorstep home visit or external agency referral is most appropriate.

Home visits

Home visits may be required where no contact can be made for a particular pupil or where deep concerns are in place.

The necessity for these home visits is established by the DSL/leadership through monitoring the vulnerable pupil calls, ISAMS safeguarding concerns and non-engagement.

Senior leaders will continue to dynamically risk assess any home visit and seek advice from the OFG Safeguarding Manager or Headteacher if concerns arise around the safety of staff making the visit.

Supporting pupils in school

Baston House School is committed to ensuring the safety and wellbeing of all its pupils.

Baston House School will refer to the Government guidance on how to deliver education during adverse conditions.

Baston House School will continue to be a safe space for all pupils to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety. If this is not viable, as a last resort, the entire school will revert to home learning when onsite supervision is deemed unsafe.