



Goldwyn School

Online Learning and Remote Learning Policy

Review Body: Teaching and Learning Team /Learning & Inclusion

Review Period: Annual

Last Reviewed: May 2025

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1. Introduction

1.1 The purpose of this policy is to ensure the safe and effective implementation of online learning and remote learning practices at Goldwyn School. This policy aims to provide guidelines and best practices for students, staff, parents, and the wider school community to ensure the protection and well-being of all individuals involved in online learning activities.

1.2 Legislation and Guidelines. This policy adheres to the latest UK government legislation and guidelines relevant to online learning and remote education, including but not limited to:

- Keeping Children Safe in Education (KCSiE) 2024
- Safeguarding and remote education guidance
- Providing remote education: guidance for schools
- Data Protection Act 2018
- General Data Protection Regulation (GDPR)
- Equality Act 2014

2. Aims

2.1 This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for students who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

2.2 Use of Remote Learning

All students should attend school, in line with our attendance policy. Remote education is not viewed as an equal alternative to attendance in school. Although we see that for our demographic of student a remote offer is essential to re-engage vulnerable students.

Students receiving remote education will be marked absent in line with the Pupil Registration Regulations. Although those attending live lessons we will note this as a progress indicator 'live engagement with teaching and learning.'

We will consider providing remote education to students in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

- Occasions when we decide that opening our school is either:
 - Not possible to do safely
 - Contradictory to guidance from local or central government

- Occasions when individual students, for a limited duration, are unable to attend school but are able to continue learning, for example because:
 - They have an infectious illness
 - They have a physical barrier to attending school such as having had surgery
 - They have a mental barrier to attending school such as EBSA
 - They are preparing for or recovering from some types of operation
 - They are recovering from injury and attendance in school may inhibit such recovery
 - Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue

the school will consider providing students with remote education on a case-by-case basis.

In the limited circumstances when remote learning is used, we will:

- Gain mutual agreement of remote education by the school, parents/carers, students, and if appropriate, a relevant medical professional. If the student has an education, health and care (EHC) plan or social worker, the local authority (LA) will also be involved in the decision
- Put formal arrangements in place to regularly review it and identify how to reintegrate the student back into school
- Identify what other support and flexibilities can be put in place to help reintegrate the student back into school at the earliest opportunity
- Set a time limit with an aim that the student returns to in-person education with appropriate support

Remote education will not be used as a justification for sending students home due to misbehaviour. This would count as a suspension, even if the student is asked to access online education while suspended.

3. Roles and Responsibilities

3.1 Designated Safeguarding Lead (DSL)

The DSL and TL team are responsible for overseeing the implementation of this policy and ensuring that all staff members are aware of their safeguarding responsibilities in the online learning environment, and their teaching and learning expectations.

The DSL will provide support and guidance to staff, students, and parents regarding online safety concerns and issues.

3.2 Staff

All staff members have a responsibility to ensure the safety and well-being of students during online learning sessions.

Staff should familiarise themselves with the school's online safety policy and guidelines and ensure they are always followed.

Staff should report any safeguarding concerns or incidents related to online learning to the DSL via MyConcern.

Expectations of staff in online lessons:

- Prepare the students prior to the lesson so they can use the platform effectively
- Be on time and prepared
- Disable chat function and microphones when presenting- when enabled manage them carefully
- Be on school site in a 'shared space' that can be supported by other staff
- Report concerns on Myconcern
- Blur background
- Tutors should wear clothing that is appropriate to their role, which is not seen as offensive, revealing or sexually provocative.
- Tutors should be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in a vulnerable situation
- Tutors should only deliver tuition if another adult is present in the home.
- Personal mobile phone use should be avoided whilst teaching or in the presence of a student or their family members.
- Tutors should not give out their personal phone number, home address or email address to students.
- Tutors must not communicate online with any students other than via the agreed tutoring platform at the agreed times.
- Tutors should have no secret social contact with students or their parents.
- Tutors should be aware of Health and Safety Regulations as set out by the Health & Safety Executive - www.hse.gov.uk

3.3 Teaching Assistants

When assisting with remote learning, teaching assistants must be during normal working hours. (contracted)

If they 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 assisting with remote learning, teaching assistants are responsible for:

Supporting students who are not in school with learning remotely

- Inclusion teams will highlight the students that may access remote work when not in school. In the event of a school closure this will be all students expected in school.
- For bespoke support Inclusion teams will provide guidance and planning regarding the focus for the remote education lesson.

Attending virtual meetings with teachers, parents/carers and students

- Dress code- smart dress as detailed in our staff code of conduct.
- Location – TAs should be in a room unseen or heard by others and should use the Goldwyn backdrop for TEAMS.

3.4 **Students**

Students are expected to adhere to the school's code of conduct and online safety guidelines during online learning sessions.

Students should report any concerns or incidents related to online safety to a trusted adult, such as a teacher or parent.

Expectations of Students in online lessons:

- If camera is on for student, they should be dressed
- If the camera is disabled monitor the chat
- Engage with the online learning lesson as they would in the classroom
- Be on time - prepare yourself 5 minutes before so as not to create anxiety trying to access lessons
- Choose an appropriate leaning space free of distractions but where parents/carers can support if necessary
- No phones or items unrelated to the lesson (as in school)
- Raise your hand to answer questions or type into the chat
- Respect and encourage each other

3.5 **Parents, Guardians and Carers**

Parents and carers play a crucial role in supporting their child's online learning experience.

Parents should familiarise themselves with the school's online safety policy and guidelines and discuss them with their child.

Parents should monitor their child's online activities and report any concerns to the school.

3.6 **Governing Board**

The governing board is responsible for:

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

4. Implementation Strategies

4.1 Online Safety Education

The school will provide age-appropriate online safety education to students, staff, and parents to ensure they are aware of the risks and best practices associated with online learning.

Online safety education will be integrated into the curriculum and delivered regularly to promote responsible digital citizenship.

4.2 Filtering and Monitoring

- The school will implement appropriate filtering and monitoring systems to ensure that students are protected from accessing harmful or inappropriate content during online learning sessions. This is including devices at home.
- The school will regularly review and update these systems to adapt to emerging risks and technologies.

4.3 Communication and Consent

The school will maintain regular communication with parents and carers, providing them with information about the online learning platforms and tools being used.

Parents and carers will be required to provide consent for their child to participate in online learning activities.

4.4 Online Tuition

- Do not use personal conferencing/video calling accounts e.g. Skype, WhatsApp, Zoom
- Only use tuition platforms authorised by Goldwyn School
- Ensure that your appearance and dress adhere to normal standards
- If the student engages in any unacceptable behaviour (undressing, exposing themselves inappropriately, or being in possession of any inappropriate material), immediately terminate the session and inform your line manager
- If a student types anything inappropriate in the chat, it is to be reported to your line manager immediately
- Only contact the student via video for tuition and at times agreed with Goldwyn School and the parent/guardian/carer

4.5 Technical Requirements

The school will ensure that students have access to suitable devices and internet connectivity to participate in online learning effectively. (Annual survey)

The school will provide support and guidance to students and parents regarding technical requirements and troubleshooting.

The school will provide a laptop agreement for acceptable use to all students that access online learning.

5. Review Mechanisms

- The school will conduct an annual review of this policy to ensure its effectiveness and alignment with current legislation and best practices.
- The review will include an assessment of the risks and challenges associated with online learning and the implementation of appropriate measures to address them.

6. Reporting and Incident Management

The school will have clear procedures in place for reporting and managing online safety incidents, including cyberbullying, inappropriate content, and online grooming.

All incidents will be recorded, investigated, and appropriate actions will be taken in accordance with the school's safeguarding procedures.

7. Staff Training and Development

The school will provide regular training and professional development opportunities for staff members to enhance their knowledge and skills in online safety and remote learning practices.

8. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to Liam Hogbin our Assistant Principal for Behaviour and attendance
- Issues with IT – talk to Lisa Bricknell our IT technician
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to James Whatley the data protection officer
- Concerns about safeguarding – talk to the centre DSL

9. Data Protection

9.1 Accessing Personal Data

When accessing personal data for remote learning purposes, all staff members will:

- How they can access the data, such as on a secure cloud service or a server in your IT network.
- Which devices they should use to access the data – if you've provided devices, such as laptops, make staff use these rather than their own personal devices.

9.2 Processing Personal Data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen. The school will follow its data protection policy / privacy notice in terms of handling data, which can be found.

However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school's policies and procedures.

9.3 Keeping Devices 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)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date - always install the latest updates

10. Links with Other Policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy