

# Nicholas Postgate Catholic Academy Trust



Forming lives ready to face the future

## Remote Learning Policy (Online Education)

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## 1 Introduction

- 1.1 This policy relates to the use of online audio-visual facilities to conduct lessons. Online Learning is an important element of our Remote Learning Policy as a direct response to the Coronavirus pandemic.
- 1.2 There is an expectation that all teachers will deploy online teaching.
- 1.3 Nicholas Postgate Catholic Academy Trust (NPCAT) has a duty of care to deliver the best quality education our schools and colleges can reasonably deliver under these conditions and where it is believed that this is achieved through online teaching it is expected that all teachers and assigned staff deliver high-quality lessons and take account for the highest standards of safeguarding and risk management at all times.

## 2 Scope

- 2.1 This policy covers all employees and students/pupils within all the academies within the Nicholas Postgate Catholic Academy Trust.

## 3 Definitions

- 3.1 For the purpose of this policy, the definitions below may be referred to:
  - 3.1a Online **Live Teaching** – is when an event (e.g. lesson, storytime) is broadcasted 'live' in real time.
  - 3.1b **Online Workshops** – a call made via a mobile phone, tablet or computer with a camera and a screen, allowing the participants to see each other as they talk. This would include 1-2-1 calls and larger group meetings.
  - 3.1c **Recorded Live Teaching** – is when an event (e.g. lesson, storytime) is broadcasted 'live' in real time and is recorded.
  - 3.1d **Pre-recorded/prepared multimedia** – text, image, audio, video and animation that can be combined and shared, often online (this could include pre-recorded lessons or storytime).

- 3.2 The term “the Trust” is used within the policy to refer to the Nicholas Postgate Catholic Academy Trust.
- 3.3 The term “school” or “schools” is used within this policy to refer to the academies which form part of the Trust.
- 3.4 The term “staff” or “employee” is used throughout this policy to cover anyone who is employed by the Trust at any of its premises.
- 3.5 The term “pupil” is used throughout this policy to refer to any pupil who is on roll with any of the academies within the Trust.
- 3.6 The term “headteacher” is used throughout this policy to refer to anyone who is employed in the capacity of Headteacher, (i.e. Head of School or Executive Head) with the delegated responsibility as defined within the Scheme of Delegation.
- 3.7 The term “Local Governing Body” is used throughout this policy to refer to the group of governors who have delegated powers through the Scheme of Delegation to monitor the work of the school and sit as either a local governing body or interim advisory board.

## **4 Aims**

- 4.1 This policy aims to:
  - 4.1a Ensure consistency in the school’s approach to Online learning, live streaming and pre-recorded lessons.
  - 4.1b Set out expectations for all members of the school community with regards to live streaming and pre-recorded lessons.
  - 4.1c Provide appropriate guidelines for data protection.

## **5 Responsibilities**

- 5.1 The **Trust** must ensure that this policy is implemented across schools and that current employees have access to, and are made aware of, this policy.

- 5.2 The **Local Governing Body (LGB), Headteachers and Line Managers** must be fully aware of this policy and ensure that they, and all employees, are aware of the policy and their own responsibilities. Employees must be accountable for their conduct when using the trust ICT systems and the possible implications to their employment if there is any inappropriate use.
- 5.3 The **Human Resources Team** must provide advice where necessary to support the trust, the local governing body and all staff when required, particularly where any disciplinary procedures may need to be instigated.
- 5.4 **Employees and pupils** must behave responsibly and professionally at all times in connection with the use of any remote access systems.
- 5.5 The **parent** must give consent, in writing, before a live lesson takes place for their child. Consent must be explicit and not implied. Where consent is not provided, the session must not take place for that pupil.

## **6 User Responsibilities and Good Working Practices**

- 6.1 The primary responsibilities of employees of Nicholas Postgate Catholic Academy Trust and of pupils or any other users that remote into individual school networks are to:
- 6.1a Know what information they are accessing, using or transferring.
- 6.1b Understand and adhere to contractual, ethical or other requirements attached to the information and pertinent to Nicholas Postgate Catholic Academy Trust policies and procedures.
- 6.1c During the online session, users are responsible for following the correct procedures from the moment they log in to the moment they log out.

## **7 Remote Learning Online Education Arrangements**

- 7.1 All live lessons must be carried out during the normal timetable; there must be no live streaming of lessons held outside of normal school hours. Consideration must be given to the time of day of the lesson,

particularly around parental commitments and the duration of the lesson so as not to cause undue stress to the family situation.

- 7.2 The live streaming of lessons must be taught on Google Meet **only**. Teachers may choose to use a number of additional tools to support students, for example, GoogleDocs.
- 7.3 The staff member leading the session must invite individual pupils via Google Classroom so that only the staff member can start and end the live stream. A 'waiting room' feature can be enabled through host controls by disabling 'quick access'. The staff member must adhere to the protocol requirements for each key stage.
- 7.4 Invites for Google Meets **must not** be sent using Google Calendar. Any other form of invite has the potential for pupils to be online without the supervision of the teacher. This is a clear safeguarding risk and is non-negotiable.
- 7.5 An invite code for the Google Classroom can also be shared via school email.
- 7.6 Other forms of social media or online technologies must not be used without prior consent of the senior leadership team who will in turn seek approval from Trust officers if required. This is to protect staff. Google Classroom has been selected due to many considerations, such as being able to use school email accounts, the safeguarding of personal data, privacy questions and policies, and terms of service.
- 7.7 If a school or department already uses other methods of communication and online platforms that the Trust has supported, these may continue to be used for remote learning e.g. Instagram, Twitter or Facebook. However, live streaming of lessons, Online Workshops must occur via Google Meet. It is important for staff to observe the requirement that unless permission has been granted, other methods of communication must not be used.
- 7.8 The live streaming of lessons must only be for pupils on roll at the school and delivered by teachers working within the Trust. Lessons will be by invitation only and teachers will initiate and close lessons. Pupils will be invited to participate in a lesson by their school email address. Only school-registered email accounts must be used. Personal accounts of either the pupil or teacher must not be used.

- 7.9 Trust staff are not permitted to use their own personal devices.
- 7.10 All Online lessons and workshops must be conducted in accordance with primary and secondary relevant protocols.
- 7.11 On the rare occasions where teaching is being sanctioned to take place remotely from home, for instance for COVID related reasons, it is important that the teacher ensures the security of any devices being used.
- 7.12 The staff member must consider carefully any resources to be used. Use of online webpages in school will be subject to internet content filtering and is unlikely to be replicated in the home environment.
- 7.13 The staff present are expected to maintain professional teaching standards at all times. All staff are expected to exhibit high standards of professional conduct, language, behaviour and attire, in compliance with the Trust Staff Code of Conduct. A Trust lanyard **must** be worn and be visible.
- 7.14 The NPCAT ICT Systems Acceptable Use Policies continues to apply to the pupil and the teacher. Staff must not post or 'broadcast' anything that will bring them, the school or the Trust into disrepute. The staff member leading the session must ensure that the pupil is reminded about the acceptable use of equipment. The parent has a responsibility to ensure that their child complies with these requirements.
- 7.15 In order to support staff, the Headteacher or other senior leader/Trust Officer must conduct spot monitoring of remote lessons to ensure there is compliance to protocol including adherence to behaviour expectations and safeguarding practice.
- 7.16 For all Online learning, the teacher must notify the parent that the session will be taking place, providing advance notice. The parent must have signed to say they have read and understand the school's expectations around the live streaming of lessons.
- 7.17 Staff must be aware that some students will not enjoy or adapt well to a remote learning method. Those who are already anxious, who have less understanding of technology or who find it hard to concentrate on tasks may struggle to engage or simply find the whole lesson overwhelming.

(For guidance on pupil wellbeing and support see NPCAT COVID-19 Phase 5 (Full Opening of Schools) Safeguarding and Child Protection Policy (v2).

- 7.18 Before commencing a live learning session, in advance, the staff member leading the session must have considered whether some pupils will be excluded from the lesson owing to a lack of resources.
- 7.19 For **pupils subject to safeguarding thresholds**, a risk assessment must be considered by the Designated Safeguarding Lead (DSL) before the pupil participates in the session.
- 7.20 If there is an unauthorised person in the lesson, the teacher must discontinue the lesson, **unless to do so would increase the risk of harm to the child**. This must be immediately reported to the Designated Safeguarding Lead.
- 7.21 If the teacher is concerned about the welfare of the pupil during the lesson or video call, this must be immediately reported to the Designated Safeguarding Lead.
- 7.22 The staff member must establish the expectations for the virtual classroom. This must include how the pupil can ask questions and when to speak. Pupil behaviour must be in accordance with the expectations detailed in the consent form. If a pupil inadvertently disrupts learning staff should take action to halt that disruption e.g. muting a pupil with a noisy background. If a pupil is deemed to be deliberately disrupting learning they should be reminded of expectations. If disruption persists after a warning has been issued the pupil should be removed from the virtual session and a follow-up call should be made to parents to explain the reason for the pupil being temporarily removed. If instances of persistent and/or serious breaches of the expectations detailed in the consent form occur then the incident(s) must be reported to the Headteacher/senior leader and Designated Safeguarding Lead. Senior staff will then deal with the incident(s) according to the School Behaviour Policy and/or NPCAT Exclusion Policy depending on the nature of the incident(s). Information must be recorded on CPOMS.
- 7.23 The member of staff leading the session should ensure that for live lessons there is a record of attendance of all pupils attending the session.



- 7.24 The teacher must ensure that all resources related to online learning avoid the identification of a pupil by name or location.
- 7.25 On the rare occasion there is the need to have an Online workshop with a pupil, this must be logged in the same way as all remote lessons and **must** be recorded. In the cases of Online workshops, there must be two members of school/Trust staff present. All requirements for conducting a one-to one session with a pupil are non-negotiable.

## 8 Compliance/Data Security and Breach/Retention and Erasure

- 8.1 The Trust understands that recording images of identifiable individuals constitutes processing **personal information** and must be done in accordance with data protection principles.
- 8.2 In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.
- 8.3 Retention of information will be subject to the NPCAT GDPR Policy. Where a live lesson is recorded this must be archived in the appropriate school folder in the Live Lesson Archive (see link on the intranet). Records will be retained until such a time that the school has an Ofsted inspection and then will be erased.
- 8.4 The Headteacher must act in accordance with the NPCAT GDPR Policy at paragraph 17 where there has been a 'personal data breach'. All **notifiable** breaches will be reported to the Trust within 72 hours of the school becoming aware of it.

## 9 Equality Statement

- 9.1 Those within NPCAT who have responsibilities defined within this policy will carry out their duties with regards to the Trust's Equality Statement and commitment to abide by the Equality Act 2010:
- accepting our legal duty to ban unfair treatment and achieve equal opportunities in the classroom, the workplace and in wider society. We have regard for our duty to:
    - Eliminate unlawful discrimination, harassment and victimisation
    - Advance equal opportunity

- o Foster good relations.

## **10 Legal Considerations**

10.1 NPCAT recognises its duty to conduct the business of teaching and learning within the guidelines set out in legislation in relation to Safeguarding and Child Protection, and the General Data Protection Regulations.

## **11 Related Policies & Protocols**

- NPCAT – Safeguarding and Child Protection Policy
- NPCAT - Coronavirus (COVID-19) Phase 5 (Full Opening of Schools) Safeguarding & Child Protection Policy.
- NPCAT - Allegations of Abuse Against Staff & Volunteers
- NPCAT - ICT Systems Acceptable Use Policies
- NPCAT - ICT Systems Equipment Loan Policy/Agreement
- NPCAT – Staff Disciplinary Policy
- NPCAT - General Data Protection Regulations (GDPR) Policy
- NPCAT - Staff Code of Conduct
- NPCAT - Behaviour Policy
- NPCAT - Exclusion Policy
- Protocol for NPCAT Remote Learning (Online Education) across NPCAT Primary Schools
- Protocol for NPCAT Remote Learning (Online Education) across NPCAT Secondary Schools

## **12 Contacts**

For advice on the content of this policy, please contact:

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## **Appendix 1- Pupil Expectations**

- I will ensure that my device is safe and avoids disruption to the lesson through unsolicited pop-ups and exposure of any personal data. All notifications on the device will be turned off.
- I will not use a mobile phone or social media platforms during the lesson.
- I will not record any part of the live streaming lesson.
- I understand that the expectations of my conduct are the same as if the lesson was taking place in a school setting and I will act at all times in accordance with the teacher expectations during the lesson.
- I will ensure that my conduct is compliant to the teacher's requests at all times and I understand that if I am non-compliant that I may be subject to sanctions as part of the school behaviour policy.
- I will be appropriately dressed.
- If my account is not working, for example, I have a problem accessing the school webmail or I get locked out and no solution can be found, I will not contact the teacher directly, but will contact the school administration office.
- I understand that if I feel unsafe at any time during the lesson, I must report this to the teacher immediately.

## **Appendix 2 - Parental Responsibilities**

- I will ensure that the device that my child is using is safe and avoids disruption to the lesson through unsolicited pop-ups and exposure of any personal data. All notifications on the device will be turned off.
- I will ensure that there are no other persons other than my child in the session. I understand that I must not join the session, unless I have been requested to do so in advance of the meeting, by the person delivering the session.
- I will ensure that the environment that my child is having the lesson is safe and there is no risk to my child.
- I will ensure that my child has no means of having a conversation with external persons, other than the teacher or other participants in the lesson.
- I will ensure that my child will not be able to have a telephone conversation with another person or have access to social media platforms during the lesson.
- I will ensure my child does not record any part of the lesson.
- I understand that the expectations on my child's conduct are the same as if the lesson was taking place in a school setting and I will ensure that my child acts in accordance with the school behaviour policy and teacher expectations for the virtual lesson.
- Where there is non-compliance or misconduct in a lesson by my child, I understand that my child may be subject to sanctions in accordance with the school behaviour policy.
- I will ensure that my child will be appropriately dressed.
- If I have concerns about any aspect of a lesson, I will contact the school directly to discuss it and not raise issues during the lesson itself.