



Hillcrest School Cramlington

Online and Remote Learning Policy



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HILLCREST SCHOOL ONLINE AND REMOTE LEARNING POLICY

This policy establishes the expectations for online/remote learning or support between a teacher or other team member from the Hillcrest School and a student using a Google Meet call in their own home (or residential children's home).

The purpose of this policy is:

- to ensure a high quality learning experience for students
- to make clear the responsibilities of all parties involved and how sessions will be delivered
- to safeguard all parties involved meeting the statutory requirements of Keeping Children Safe In Education (2020) and the standards of the Northumberland Strategic Safeguarding Partnership

Ensuring the Quality of the Sessions

Hillcrest School is committed to providing a high quality learning experience to our students in the online/remote learning environment. Hillcrest School's approach is to design an online learning provision that focuses on the following key areas:

- a well-structured and designed session appropriate to meet the individual student's needs
- full parental support, keeping the parent/carer informed as to the arrangements for the sessions and the need for them to be present during the session
- carefully monitored progression of the student in line with National Curriculum requirements
- sessions may be delivered by fully qualified teachers, HLTA and Cover Supervisors or TA's.
- all sessions to be open to observation to line managers or team managers
- meeting all of the statutory requirements in relation to GDPR

Professional Behaviour and Dress

As sessions will happen in the home environment it is important that both staff and students follow the same behaviour as they would in a school setting. This will help minimise any safeguarding risks. This includes:

- having a parent or carer visible **at the start and end of the session** and within earshot of the student during the online session
- the member of staff ensuring that their NCC ID badge is visible/worn throughout the session when on a video call
- both staff and student should wear appropriate clothing that would normally be worn in face to face teaching sessions and in line with the NCC Acceptable Standards of Appearance at Work Policy
- clear and appropriate language used at all times.
- asking the staff before leaving the session (e.g. to go to the toilet or get refreshments)

- not taking phone calls, messaging others, or using devices that are not requested by the staff for learning
- not having other browsers or apps open during the online session to reduce the risk of inappropriate content being displayed

Location of Online Sessions

The location in which both the student and staff take part in the online session should be in an appropriate room, which means it **must not be the pupil's bedroom**, and with a parent or carer present in the room with the student at the start of the session and within earshot during the session. This will ensure the student can raise any concerns, whether practical or related to safeguarding. Whilst space in houses may be limited, and may be shared with others, the member of staff will work with the parent or carer to make sure that whatever space is available to use is neutral, safe, conducive to learning, doesn't reveal any personal information, and doesn't present a safeguarding risk.

In order to prevent inappropriate content being shown to others via the webcam, the background shown should ideally be neutral, and not create a risk of offensive or age-inappropriate content being displayed. For example there should not be a TV or screen switched on, or posters that may cause offence.

All staff have received training to be able to lead by example, and are aware of:

- the need to ensure the visible background in their online teaching is professional and neutral (e.g the student cannot see personal items, laundry drying, or anything that may distract students)
- the need to ensure teaching time is set aside solely for the interaction with the student, either on line, through the virtual learning environment or on the telephone
- the need to ensure their teaching space does not reveal any details about their personal life
- the need to check in with the student at the start of the session to ensure that they feel comfortable in the environment and to remind them that if they are not comfortable at any time the session can be stopped

Parental Involvement and Expectations

All parents/carers will be provided with a guidance document (Virtual Learning Hillcrest Expects) and will be asked to sign and return an acceptable use agreement before any Hillcrest teaching is initiated.

Having the support of a parent/carers in setting up the session is often needed, and being within earshot of the session is important for safety as well as for practical help. Parents are expected to be at home and within earshot during the session.

The level of involvement of the adult during the session will depend on the age of the student. Younger children may need the person in the room to help keep them focused and safe, particularly if it is a new activity.

Older students may find too much parental involvement distracting or cause shyness and staff will liaise with parents regularly to discuss any barriers to learning.

The key expectation for virtual learning is that parents/carers are

- available for support if necessary at the start of the session
- remain within earshot of the student at all times
- remain in the home at all times

Digital Platform

The **only** platform approved by Northumberland County Council for remote learning is Google Meet. No other digital platform will be used.

Screen Sharing and File Sharing

Google Meet allows you to share your screen or present other relevant teaching resources. Staff need to make sure they do not inadvertently display:

- personal information - e.g having a social media website open, which may reveal personal information
- inappropriate content - e.g photos, text, apps or websites that may display content unsuitable for children
- other tabs from their Google drive eg calendar, mailbox

For this reason, staff should have a “clean” screen and desktop, and turn off any apps that may interrupt the session (such as alarms, alerts, or incoming calls).

Taking Screenshots and Recording Video of Sessions

Staff **will not** make any video recordings or screenshots of sessions. Students will also be instructed not to do this, and this is noted in the guidance for parents/carers.

Reporting of Concerns by a Child

Students will be told that if they have any concerns before, during, or after a session they should ask the parent/carer for help. This could include for example:

- technical issues with the computer or internet connection
- practical issues, such as arranging the appropriate space to work
- allowing additional time to set up the technology
- other issues, such as not being comfortable with what is happening in a session

The parent/carer should be aware that the reporting of any concerns should be

- initially with the staff delivering the session. All sessions will have two team members online therefore as a service we are confident that any concerns will be addressed promptly with the staff, student and parent/carer. The staff have a written procedure for recording any concerns and this is monitored by the Lead Teachers and Learning Managers
- if any parent/carer or student is not satisfied with the initial response then it should be escalated to the relevant person (either the Lead Teacher or Learning Manager named on your child’s timetable)

The online calendar of each staff or other team member within the Hillcrest School and email correspondence will record the date and time of each session and which participants have been invited.

GDPR - Children's Personal Information

Hillcrest School does not collect any personal information about students' personal IDs or logons. Google Meet works by sending an invitation link to the parent or carer's email address only. If we do not hold a parent/carers email address sessions cannot be delivered.

Students are asked not to share any additional personal contact information with staff (such as social media names). If there are any issues with students doing this, the staff will remove the student from the online session and contact the parent/carers to discuss how to stay safe online.

Parental/ Carer Consent for Online Sessions

Hillcrest School uses a consent form to agree to the delivery of online sessions. This form asks for confirmation that parents/carers agree to the terms and conditions, have discussed the content with their child and are giving their consent to online teaching.

By signing this consent form parents are agreeing to adhere to the following document and are confirming that their child has been made aware of the contents of the policy and guidance document and understands the expected standards of behaviour :

- Hillcrest School Online/Remote Learning Guidance for Parents/Carers

Sessions are not able to take place unless a fully completed and signed copy of the consent form (parent/carers) and acceptable use agreement has been received and recorded by the admin team.

Parent/Carer Consent form 2021

ICT including the internet, email and mobile technologies has become an important part of learning. We expect all children to be safe and responsible when using any ICT and in particular the use of remote learning platforms to facilitate learning.

Please read and discuss the Hillcrest School Online and Remote Learning Policy with your child, complete the return section below and return this page to school.

If you have any concerns or would like some explanation please contact your child's teacher.

Please take care to ensure that appropriate systems are in place at home to protect and support your child and family.

Have you changed the age restrictions on their tablet / phone / ipad?

Thank you

Parent / Carer Signature

We have discussed this document with _____(child's name)
and we agree to follow the guidance provided in the Hillcrest School Online and Remote Learning Policy and Virtual Learning Hillcrest Expects.

Parent/Carer Signature

Please print name

Please return the completed form to school.

Google Meet Sessions will not begin until this form is completed