



**Longdon Hall  
School**

## **Remote Learning Policy**

**Ratified by: Teaching, Learning & Curriculum team**

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**Person responsible for review: Acting Head Charlotte Afzal**

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## 1. Introduction

Longdon Hall School is a special school for young people between the ages of 7-18 with SEMH as their primary diagnosis.

Our school supports the need of all of our pupils with their rights being protected with a focus on:

**Best interests of the child** – *the best interests of the child must be the top priority in all things that affect children*

**Right to privacy** – *every child has the right to privacy. The law should protect the child's private, family and home life including protecting children from unlawful attacks that harm their reputation*

**Right to education** – *every child has the right to an education*

**Other forms of exploitation** – *Governments must protect children from all other forms of exploitation for example by the media*

Our school aims to:

- Have robust processes in place to ensure the safety of pupils and staff engaged in home learning activities
- Deliver an effective approach to online safety which empowers us to protect and educate the whole school community in its use of technology.
- Establish clear mechanisms to identify incidents and subsequent actions, where appropriate.

## 2. Legislation and guidance

This policy is based on the Department for Education's (DfE) statutory safeguarding guidance, Keeping Children Safe in Education, and its advice for schools on:

- Teaching online safety in schools
- Preventing and tackling bullying and cyber-bullying: advice for headteachers and school staff
- Relationships and sex education
- Searching, screening and confiscation

It also refers to the Department's guidance on protecting children from radicalisation.

It reflects existing legislation, including but not limited to the Education Act 1996 (as amended), the Education and Inspections Act 2006 and the Equality Act 2010. In addition, it reflects the Education Act 2011, which has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on pupils' electronic devices where they believe there is a 'good reason' to do so.

The policy also considers the National Curriculum computing programmes of study.

## 3. Roles and responsibilities

### 3.1 The governing board

The governing board has overall responsibility for monitoring this policy and holding the head of school to account for its implementation.

The governing board will monitor the effectiveness of home learning and online safety through regular scrutiny by members of the teaching, learning and curriculum committee and safeguarding, inclusion and behaviour committee.

All governors will:

- Ensure that they have read and understood this policy

### 3.2 The head of school

The head of school is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the school.

### 3.3 The designated safeguarding lead

The DSL takes lead responsibility for online safety in school, in particular:

- Supporting the head of school in ensuring that staff understand this policy and that it is being implemented consistently throughout the school
- Working with the head of school, ICT manager and other staff, as necessary, to address any online safety issues or incidents
- Ensuring that any online safety incidents are logged (see appendix 5) and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school behaviour policy
- Updating and delivering staff training on online safety (appendix 4 contains a self-audit for staff on online safety training needs)
- Liaising with other agencies and/or external services if necessary
- Providing regular reports on online safety in school to the head of school and/or governing board

This list is not intended to be exhaustive.

### 3.5 All staff and volunteers

All staff, including contractors and agency staff, and volunteers are responsible for:

- Maintaining an understanding of this policy by reading it and familiarising themselves with the content
- Implementing this policy consistently
- Working with the DSL to ensure that any safeguarding incidents are logged and dealt with appropriately in line with this policy.
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school good behaviour and discipline policy.
- Reporting concerns about staff members immediately to the Head of school

This list is not intended to be exhaustive.

### 3.6 Parents

Parents are expected to:

- Notify a member of staff or the head of school of any concerns or queries regarding this policy

Parents can seek further guidance on keeping children safe online from the following organisations and websites:

- What are the issues? - [UK Safer Internet Centre](#)
- Hot topics - [Childnet International](#)
- Parent factsheet - [Childnet International](#)
- [Longdon Hall School Website](#)
- [Safer Schools App](#)

## 4. Accessing Home Learning

### 4.1 Home learning

We recognise that for our cohort of pupils, home learning can be a challenging concept. For some pupils, learning is for school and not for home. We will support all young people and families to engage in home learning where possible but appreciate that engagement and participation may differ for each individual child.

Home learning consists of structured, sequenced activities that pupils can complete on their own or with family support – all designed by the class team to ensure that the right level of challenge is there. A list of flexible tasks will be available that cover different areas of the curriculum that will allow pupils to choose the tasks that interest them. Tasks will be set that follow the curriculum as pupils will have experienced in school with more complex and additional tasks/ challenge for some pupils.

Home learning will be set via our school website:

[www.longdonhallschool.co.uk](http://www.longdonhallschool.co.uk)

Home learning will require initial access to the internet, but many activities and tasks will not require technology or special resources. Where pupils and families struggle with devices to access the internet, the school has a limited capacity to loan devices with the expectation that families adhere to all policies and agreements regarding its use and security.

Where we do use technology and applications, we will strive to use technology and systems that pupils and teachers are familiar with.

### 4.2 Accessing online learning platforms

Home learning may direct pupils to online learning platforms. These platforms will be trialled and checked by a member of the leadership team prior to use and will take account of cost implications and GDPR compliance.

- Access to learning platforms will only use school-registered accounts, such as email accounts, never personal ones for pupils and staff
- If usernames or passwords are required to access the learning platform they will be delivered to pupils in a secure way.

- There will be at minimum of two members of staff assigned to administrate the platform including the access levels or permissions and passwords for pupils and staff. One of these staff must be a member of the school leadership team.
- If any chat or comment facilities are present in the learning platform these will be disabled if possible and monitored daily by a nominated staff member if not.

### 4.3 School use of social media

Our school uses social media (twitter and YouTube) as a beneficial resource for example to enhance engagement in the classroom, celebrate pupil's work, or circulate news, activities and events to parents and carers.

- We will not post any identifiable information or images of children and young people on social media without explicit written consent from parents/carers
- Social media accounts used for educational purposes will be authorised and supervised by the school, filtered for suitable content and use appropriate privacy and security controls.
- Concerns about social media content involving pupils, such as cyberbullying, self-harm or abuse and exploitation must be raised as a safeguarding concern and reported as soon as possible

### 4.3 Livestreaming

Hosting a livestream means any situation where the school instigates, publishes and is responsible for streaming online content. This includes livestreaming lessons, assemblies, announcements, activities, and if external visitors livestream on the school site. The school has a designated member of staff to check any content before publishing. The designated member of staff has reviewed the privacy settings and knows how to report any offensive or abusive content.

Livestreaming may be used to broadcast an event taking place in school or to view external events. It's a valuable educational medium which can connect the school with the community and with events outside of your locality.

To create a safe environment for young people when watching or engaging in a livestream, we will advise young people to:

- Never share private information
- Never respond to contact requests from people they don't know
- Always tell an adult if they see or hear anything disrespectful or unsafe
- Always tell an adult if they see or hear anything private or are asked to share private information about themselves

To create a safe environment for school staff when hosting, watching or leading livestreamed learning we insist that:

- Staff do not live-stream lessons from their homes, nor engage in any video-calling, unless in exceptional circumstances which have been agreed in advance by the Head of school with due regard to safeguarding children and adults

- Any streaming event has at least two members of staff involved and live streaming 1-1 never takes place, apart from in exceptional circumstances and with specific prior permission from the head of school
- Any streaming is planned and agreed with the head of school and leadership team before taking place
- There is careful consideration of environmental factors and location if live video and audio is being used
- Acceptance protocols are in place so that livestreams cannot be accessed by any person outside of the school community
- Written consent is gained in advance from young people, parents and carers, irrespective of whether any images of or identifying information about the young person may be used.
- The start and end time of the livestream is noted as well as a list of who participated, including those that arrived/departed early or late.
- Rules and expectations are explained when seeking consent and, also at the start of each livestream including explaining that it is not acceptable for pupils or parents to record events and explaining expectations/restrictions about onward sharing.

If you are joining a livestream:

- Familiarise yourself with the type of content to be used in the stream and check it is appropriate and relevant
- Check with the provider on how they will use the stream in future.
- Make sure pupils know they don't have to contribute to request donations on celebrity or vlogger streams
- Remind pupils that any comments posted will be seen by others and cannot be edited or deleted and this can become a part of their digital footprint.

## **5. Educating pupils about online safety**

Pupils will be taught about online safety as part of the curriculum:

Pupils will be taught to:

- Use technology safely and respectfully, keeping personal information private
- Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies
- Understand a range of ways to use technology safely, respectfully, responsibly and securely, including protecting their online identity and privacy.
- Identify a range of ways to report concerns about content and contact.
- Recognise acceptable and unacceptable behaviour.
- Recognise inappropriate content, contact and conduct, and know how to report concerns

By the **end of secondary school**, they will have covered:

- Their rights, responsibilities and opportunities online, including that the same expectations of behaviour apply in all contexts, including online
- About online risks, including that any material someone provides to another has the potential to be shared online and the difficulty of removing potentially compromising material placed online
- Not to provide material to others that they would not want shared further and not to share personal material which is sent to them
- What to do and where to get support to report material or manage issues online
- The impact of viewing harmful content
- That specifically sexually explicit material (e.g. pornography) presents a distorted picture of sexual behaviours, can damage the way people see themselves in relation to others and negatively affect how they behave towards sexual partners
- That sharing and viewing indecent images of children (including those created by children) is a criminal offence which carries severe penalties including jail
- How information and data is generated, collected, shared and used online
- How to identify harmful behaviours online (including bullying, abuse or harassment) and how to report, or find support, if they have been affected by those behaviours

The safe use of social media and the internet will also be covered in other subjects where relevant.

The school will use assemblies to raise pupils' awareness of the dangers that can be encountered online and may also invite speakers to talk to pupils about this.

## **6. Educating parents about online safety**

The school will raise parents' awareness of internet safety in letters or other communications home, and in information via our website, safer schools app or virtual learning environment. This policy will also be shared with parents via the school website. Paper copies will be available on request or can be taken from the school reception.

If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with their child's key worker.

Concerns or queries about this policy can be raised with any member of staff or the head of school.

## **7. Monitoring arrangements**

All staff can and will log behaviour and safeguarding issues related to home learning and/or online safety.

The designated safeguarding leads will monitor and review all reports of behavioural and safeguarding concerns relating to home learning and/or online safety

## **8. Links with other policies**

This policy is linked to our:

- Safeguarding and child protection policy
- Good behaviour and discipline policy

- Data protection policy and privacy notices
- Complaints procedure
- ICT and internet acceptable use policy
- COVID 19 safeguarding policy