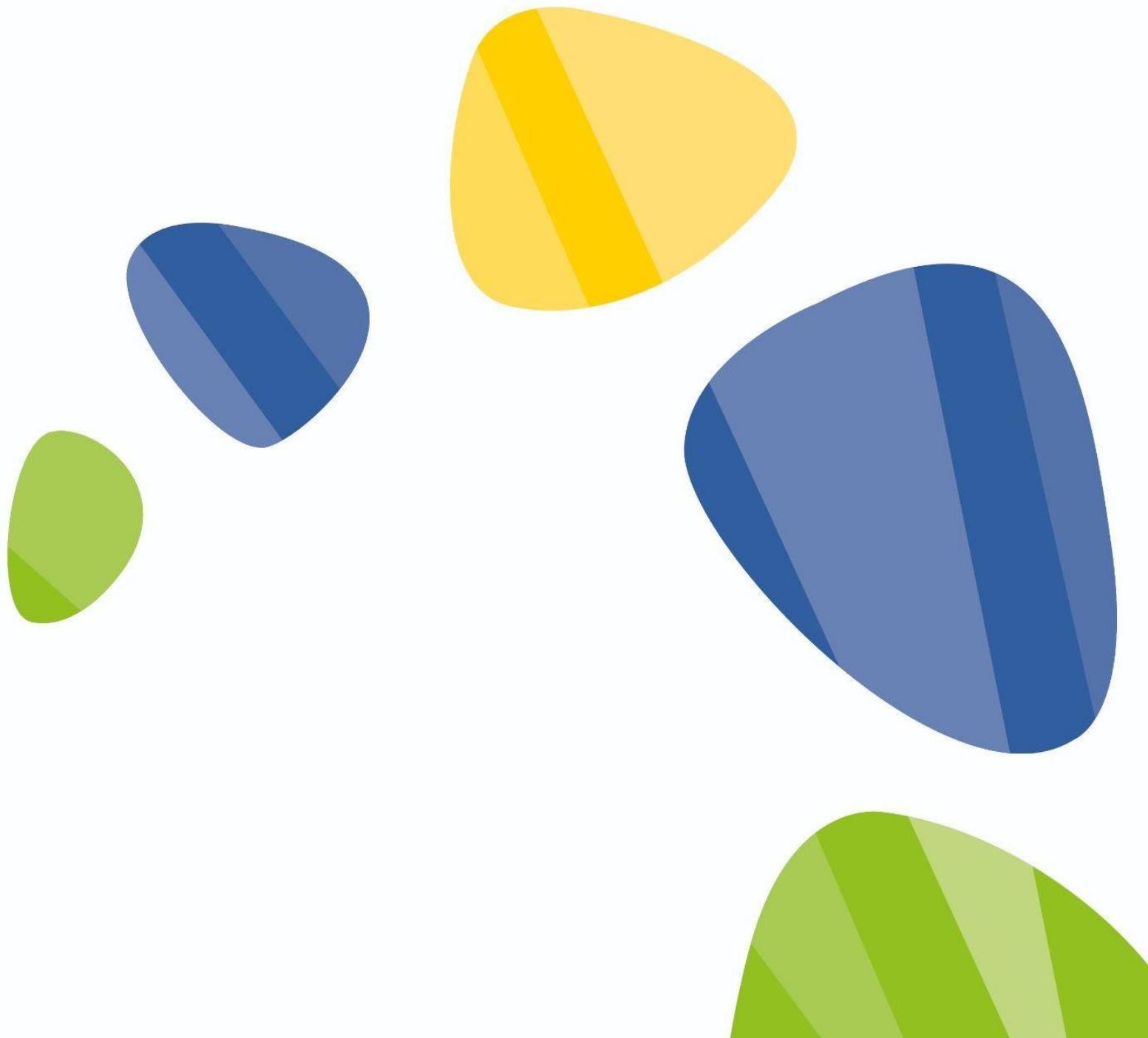




Celebrating Differences As Strengths

Remote Learning Policy



About this document:

Purpose & Scope: This policy sets out how for staff and governors how remote learning is managed at Creating Tomorrow College.

This remote learning policy for staff aims to:

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

Complied by: Gareth Ivett	Date: January 2024
Committee: Board of Directors	Date agreed by Directors: January 2024
Review Cycle: (annually, 2 years, 3 years): 2 years	Review Date: January 2026

Wellbeing in our Trust

We may all be affected by poor physical and mental health at times during our lives and it is important the appropriate support is available in a timely manner.

Health and wellbeing is everyone's responsibility and we encourage an open and honest culture whereby anyone can discuss any issues they may have.

The Trustees of Creating Tomorrow take the health and wellbeing of all employees seriously and are committed to supporting our staff. The Trustees ensure that support for staff is available through:

- Effective line management
- Commitment to reducing workload
- Supportive and professional working environments
- Employee support programs
 - Health Assure (confidential counselling support available through Perkbox account).
 - Education Support: telephone number 08000 562561 or website www.educationsupport.org.uk

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Roles & Responsibilities

Tutors

When providing remote learning during period of college closure or partial closure, tutors must be available between 9.00am and 3.00pm.

Tutors must also make themselves available to students that are learning remotely (individually) at times identified between themselves, the student and the Campus Leader, when the college is not subject to full or partial closure.

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 providing remote learning, tutors are responsible for:

➤ Setting work:

- for their own group
- ensuring an adequate amount of work is set to support expected progress
- ensuring work provides stretch and challenge to support adequate progress
- uploading work for ease of student access. In most cases this will consist of an appropriate selection of videos recorded by the tutor, pictures, and text-based activities.
- setting personalised activities that are appropriate to each student.
- co-ordinate with other tutors, including those teaching in college, to ensure consistency across the study programme and to make sure students with limited access to devices can still complete the work

➤ Providing feedback on work:

- through preferred mediums agreed in advance with students
- feedback must be shared within 36 hours of the work deadline or at an agreed time for assignment work.

➤ Keeping in touch with students who aren't in college and their families (if appropriate):

- tutors are expected to make regular contact through known preferred mediums (e.g. emails, phone calls etc)
- communication with students and families is expected within normal working hours. Tutors are not expected to answer communication outside normal working hours.
- any complaints or concerns shared by students or families must be shared with the tutor's immediate line manager – for any safeguarding concerns, please refer to the section below

➤ Attending virtual meetings with staff, students and families:

- during these meetings the tutor must observe the college's expectations for dress code and locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

If tutors are working in college, responsibility for remote learning will be managed on a case-by-case basis in collaboration with the relevant campus leader

Job Coaches

When assisting with remote learning, job coaches must be available between 9.00am – 3.00pm.

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, job coaches are responsible for:

- Supporting students who aren't in college with learning remotely:
 - Under the direction of their tutor, understanding which students they'll need to support
 - Under the guidance of their tutor, understanding how they should provide support remotely
 - supporting students with therapeutic input that would normally be supported in a classroom environment
- Attending virtual meetings with tutors, students and families:
 - during these meetings the job coach must observe the college's expectations for dress code and locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

Director of College

The Director of College is responsible for:

- co-ordinating the remote learning approach across the college
- monitoring the effectiveness of remote learning through regular meetings with campus leaders, UPS tutors with subject responsibility, and making adaptations if necessary to ensure students are making expected progress
- monitoring the security of remote learning systems, including data protection and safeguarding considerations

Campus Leaders

Campus Leaders are responsible for:

- co-ordinating and delivering the remote learning approach across their campus.
- ensuring the effectiveness of remote learning through regular meetings with tutors and making adaptations if necessary to ensure students are making expected progress
- ensuring the security of remote learning systems, including data protection and safeguarding considerations

Designated Safeguarding Lead

The DSL is responsible for ensuring the safety and wellbeing of all students.

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

Details of this plan must be recorded and shared with the local authority, and all records of contact made updated on Arbor. The communication plans can include; remote contact, phone contact, door-step/home visits.

Other personalised contact methods should be considered and recorded. Creating Tomorrow College staff and the 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 college will share safeguarding messages on its website and social media pages in the event of a full/partial college closure.

Creating Tomorrow College recognises that college is a protective factor for young people, and working remotely for a sustained period of time, can affect the mental health of students and their families.

IT Staff

IT staff are responsible for:

- fixing issues with systems used to set and collect work.
- helping staff to be able to support students with any technical issues they're experiencing.
- reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- assisting students with accessing the internet or devices

Students and Families

Staff can expect students learning remotely to:

- be contactable during the college day – although recognising that a student may not always be in front of a device the entire time
- complete work to the deadline set by tutors.
- seek help if they need it, from tutors or job coaches
- alert tutors if they're not able to complete work

Staff can expect families with children learning remotely to:

- make the college aware if their child is sick or otherwise can't complete work
- seek help from the college if necessary to support daily learning
- be respectful when raising any concerns with staff

Governing Board

The governing board is responsible for:

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

The Curriculum Offer

Broad and Balanced without Overload

Creating Tomorrow College will provide a remote curriculum offer that is broad, balanced and is closely matched to the onsite planned curriculum. The remote curriculum offer may consist of a blend of online learning and physical activities depending upon the learning needs of the individual. In addition to core curriculum learning the tutor will provide one

45 minute whole group enrichment session per week for the period of home learning if the college is subject to a full or partial closure.

The tutor will assess the volume of the above offer to be sent home for each student based on the individual student's needs, capacity for learning and learning stamina.

Creating Tomorrow College has no desire to put undue pressure on students or families by providing overly onerous work demands that may lead to a negative impact on the wellbeing of any incumbent

Meeting EHCP needs

Creating Tomorrow College will provide a remote education that will meet the identified needs in EHC Plans as far as is reasonably practicable. This may include:

Sensory activity

SALT activity

Physiotherapy activity

Social and Emotional activity

Additional Curricula Offer

Physical Health & Development – In the event of a full or partial college closure. We will signpost students to appropriate web content that can support physical wellbeing and development.

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 tutor in the first instance then the Campus Leader followed by the Director of College
- Issues with behaviour – talk to the tutor in the first instance then the Campus Leader followed by the Director of College Issues with IT – the college IT support team
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to a DSL

Data Protection

Accessing Personal Data

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

- access the data on a college provided device, via Microsoft one drive or the college's server via remote access
- if the college has provided devices, such as laptops, these must be used rather than personal devices

Processing Personal Data

Staff members may need to collect and/or share personal data as part of the remote learning system. As long as this processing is necessary for the college's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

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

Safeguarding

Safeguarding arrangements have been updated in the addendum to the college's Vulnerable Adult, Child Protection Safeguarding Policy & Procedures.

Monitoring Arrangements

The Director of College will review this policy. At every review, the governing body/board of directors will approve the policy.

Links with Other Policies

This policy is linked to our:

- Student Conduct Policy
- Vulnerable Adult, Child Protection Safeguarding Policy & Procedures.
- Data protection policy and privacy notices
- Home-college agreement
- ICT and internet acceptable use policy
- Online safety policy