

Children's Support Service

Remote Teaching and Learning Policy

Updated and approved by the Management Committee:

4th July 2024

Review date Summer Term 2026

This policy adheres to our core values at CSS:

Compassion and Kindness

We are friendly, polite, generous and considerate. We try to help our pupils and be there for them when they need us.

Hope

We find and build on young peoples' strengths and interests and support them to be happy, confident and reach their potential.

Connection and Belonging

Positive relationships underpin all of our policy, practice, routines and interventions.

This policy outlines how CSS uses Microsoft Office 365 for Remote Teaching and Learning to provide, enhance or extend the educational provision of identified pupils at CSS.

At CSS we strongly believe in face-to-face teaching and remote learning will not replace this. We do, however, see advantages in using remote learning to enhance the education and support we provide to our pupils.

Remote learning can play an important part in improving pupil progress in several ways:

- **Flexibility:** Flexibility in accessing study materials such as video classes, recorded lectures, notes, etc. is one of the key advantages of remote learning. Pupils can view and learn their material at any time and from any place they are.
- **Convenient for any learning style:** There are various types of learning styles that pupils are comfortable with. Some pupils thrive on only listening to lectures while others prefer a more visual approach like animated examples. Remote learning can incorporate various learning styles and make learning more convenient.
- **Self-paced:** The study materials can be accessed at any time and even multiple times. This makes it easier for pupils to study at their own pace and time. Pupils can also pause, slow down, fast forward, and download the video content as per their needs.
- **Interactive:** Using various software, remote learning can be made interactive, using animated videos and even gamifying the courses to make learning more interesting. Remote learning can integrate various options to teach pupils in a fun, challenging and interactive way.
- **Instant Feedback:** The learning platforms can have various ways to track the progress of their pupils. Quizzes, tests, case studies with options are some of the ways to see if the pupils have retained the knowledge. Quizzes have fixed answers so taking quizzes

to know your knowledge level can give pupils instant feedback on what they forgot and must study.

Safeguarding both pupils and staff must be the priority when undertaking any form of remote contact with pupils or parents. The same rigour and attention must be given to these sessions as you would with any face-to-face session within the school. Any safeguarding concerns must be reported as normal following our safeguarding reporting procedures. (See the CSS Safeguarding and Child Protection policy for full details of reporting a concern.)

It is everyone's responsibility to follow the procedures outlined in this policy.

This policy and guidance apply to all areas of the Office 365 environment including but not limited to emails, live and recorded video sessions and the chat facility and consider advice and guidance from the DFE.

The Microsoft Office 365 platform has been assessed and approved by The Head of Service and the SLT, considering current advice and guidance from the DFE.

Microsoft Teams and the Office 365 environment will be the single hub for all Remote Learning interactions. Teams Meetings allow teachers to host video and audio calls and automatically invite members of their classes (pupils join by clicking the relevant meeting invite in the correct Class Team).

Staff must ensure that online teaching or support follow best practice and are in-line with CSS's Safeguarding Policy. If the member of staff delivering the policy sees or hears something worrying in an online session, this should be recorded on My Concern. If a pupil sees or hears something worrying in an online session, they will speak to their personal tutor or Centre or Team Head Teacher. They can also use the "Report a Concern" link on the CSS Website.

Staff must only use **Children's Support Service** managed Microsoft accounts for communication with pupils and/or parents/carers. The use of personal accounts is not permitted.

Pupils must only use **Children's Support Service** managed Microsoft accounts for communication with any member of staff. The use of personal accounts is not permitted.

Staff may record all online lessons and conversations with pupils for both safeguarding purposes and for them to be made available to pupils at a later date. All participants need to be made aware of this before the lesson starts and reminded that the recording is of the teacher delivering the session, not of the student. Recorded lessons will be kept for 190 days, or if a situation occurs, in line with CSS Safeguarding Policy.

Screen sharing is permitted by the member of staff delivering the session, as this will allow them to broadcast their screens and open documents during the meeting, for discussion and sharing with the class.

All staff members delivering the remote lessons must make sure that they log out at the end of the session.

Data Protection

This section of the policy will be enacted in conjunction with CSS's GDPR Data Protection Policy.

- Staff members will be responsible for adhering to the GDPR when teaching remotely and will always ensure the confidentiality and integrity of their devices. Any personal data used by staff and captured by Microsoft Office 365 when delivering remote learning will be processed and stored with appropriate consent and in accordance with our [privacy policy](#).
- All contact details will be stored in line with the GDPR Data Protection Policy.
- Pupils are not permitted to let their family members or friends use any school owned equipment which contains personal data.
- Any breach of confidentiality will be dealt with in accordance with the school's normal policies.

Remote Teaching and Learning Acceptable Use Policy for Staff

All staff must agree to the policy guidelines below, before undertaking Remote learning sessions.

- Remote learning will only take place using The Microsoft Office 365 platform and the apps associated with it.
- Staff must only use Children's Support Service managed Microsoft accounts for communication with pupils and/or parents/carers. The use of personal accounts is not permitted.
- All pupils will be notified of the session date and time and that the session will be made available to them to access at another time if the session time is not convenient to them.
- All lessons must take place in a neutral area where nothing personal or inappropriate can be seen or heard in the background and pupils should be in a suitable public location, such as kitchen or living room and not in the bedroom.
- All staff must be appropriately dressed, following the CSS dress code.
- All staff must remember that they will always be visible in the session.
- Staff must give pupils the option to use the camera and microphone in lessons.
- Language must be professional and appropriate, including any family members in the background
- All lessons will be timetabled during school hours and communicated with the student and parent/carer in advance.
- Staff must keep a log of all lessons, recording date and time of lesson, list of attendees and length of the session.

I have read and understood the [Children's Support Service Acceptable Use Policy \(AUP\)](#) for remote learning.

Staff Member Name:

Date.....

All students must agree to the policy guidelines below, before undertaking Remote Learning sessions.

- Remote learning will only take place using The Microsoft Office 365 platform and the apps associated with it.
- Pupils must only use Children's Support Service managed Microsoft accounts for communication with staff; the use of personal accounts is not permitted.
- All pupils will access the live lesson in an appropriate area, not in the bedroom.
- Pupils must be appropriately dressed, smart casual and no bare flesh.
- You must remember that photographs of individuals are personal data, so screenshots of other members of the online learning environment cannot be taken and cannot be used unless consent is given
- You must use appropriate language – this includes others in the background.
- You should maintain the standard of behaviour expected in school.
- You must only use the necessary equipment and computer programs as intended.
- You must turn your camera and microphone on when requested to do so.
- Please be aware that the live class may be recorded and backed up, so that if any issues were to arise, the video can be reviewed.
- If pupil behaviour or wellbeing is a concern, a responsible adult may be required to be present in the household during an online session.

I have read and understood the Children's Support Service Acceptable Use Policy (AUP) for remote learning.

Student Name:

Date.....

Monitoring and review

This policy will be reviewed by SLT every two years.

Any changes to this policy will be communicated to all members of staff and other stakeholders.