

# Blended and Remote Learning Policy and Procedures for supporting the delivery of online learning

This policy is effective in all academies within the Learning without Limits Academy Trust

Associated Policies:	
Child Protection and Safeguarding Policy	Staff Behaviour (Code of Conduct)
Disciplinary Policy	Staff Expectations
GDPR Policies and Regulations	Social Media Policy

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### **3. Roles and responsibilities**

#### **3.1. Teachers**

3.1.1. When providing remote learning, teachers must be available during normal working hours as set out in the directed time budget and the Academy calendar.

3.1.2. If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should

Academy. Teachers should follow those protocols when working remotely themselves.

- There should be no expectation that teachers respond to emails or online requests/questions outside of the normal working hours when working remotely/online.

#### *3.1.3.4 Managing the behaviour of pupils working remotely:*

- Academies will amend their behaviour protocols to address any examples of poor or inappropriate behaviour online. Teachers have a responsibility to manage the conduct of pupils when teaching remotely, and for applying the Academy systems to report poor behaviour.

## **3.2. Support Staff**

3.2.1. When assisting with remote learning, teaching assistants/support staff must be available during their normal contractual and agreed working hours.

3.2.2. 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 and liaise with line managers.

3.2.3. When assisting with remote learning, or when working remotely themselves, teaching assistants are responsible for:

#### *3.2.3.1. Supporting pupils with remote learning:*

- Wherever possible, the work teaching assistants undertake when they are working remotely will reflect closely their normal patterns of working. Often, however, there will be a need to support pupils with whom they are less familiar, especially when those pupils are working remotely.
- Teaching assistants will be directed by the SENDCO or other line manager to support identified pupils. This may involve (but is not limited to): meeting with them online, calling them at home, liaising with teachers and parents/carers on how to support, adapting or

- When meetings with colleagues, parents or pupils online, there is an expectation that the code of conduct in relation to staff dress is adhered to, and that staff make themselves visible on screen.
- It is recommended that staff blur their background when meeting online, or that they adopt a background view.

### 3.3. Teachers with TLR responsibilities

3.3.1. Alongside their teaching responsibilities, teachers with TLR responsibilities must:

Work with relevant teachers, non-teaching staff and trust colleagues remotely to make sure all work set is appropriate and consistent.

Work with Academy and trust colleagues and senior leaders to make sure work set remotely is appropriate, consistent and in line with the usual curriculum sequence and experience as possible.

Ensure that their own workload and that of colleagues they are responsible for is monitored and protected by seeking every opportunity to collaborate and share resources and expertise, both in the Academy and at wider trust-level. Monitor the remote work set by teachers in their areas of responsibility using a variety of means such as through regular meetings with teachers, or by reviewing work set.

Alert teachers to resources and materials (whether internal to the Academy, the trust, or produced externally) that they can use to teach or tutor pupils remotely.

Make every effort to maintain regular contact with trust and Academy colleagues and senior leaders when working remotely themselves to ensure continuity of communication and pupil experience.

### 3.4. Senior Leaders and a9 0.6 0)9.1b7T0 16 Tw -28.44.



# Blended and Remote Learning Education Procedures

## 4. Procedures for Pre-Recorded Lessons

- 4.1. Pre-recorded lessons should be recorded at the Academy where possible. Teachers should follow the Academy's agreed guidelines. Where pre-recorded lessons are completed at home they should be done in a neutral environment:

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- Lessons held outside Academy times must be agreed by SLT. Dates and times must be recorded.
- To ensure that the Academy's filtering and monitoring software is enabled, staff should always use Academy devices for live stream lessons and only contact pupils via the pupil's Academy email address.
- Staff should be aware of pupils with additional needs such as medical issues and SEN.
- The well-being of the pupil should be taken into account in all remote learning.
- Staff should be aware of Data Protection when accessing personal data for remote learning (Data Protection Act 2018).

### 3.8. Staff should:

- Be dressed appropriately in a manner that would be suitable for their attendance at an Academy in person if working off site
- Be aware of the audience and use professional language
- Not engage with any child online if they are in a state of undress or semi dress
- Not disclose their phone, email or other communication details with pupils



## 7. Further Advice:

- [Keeping Children Safe in Education Annex C Online Safety Guidance](#)
- [Safeguarding and remote education during coronavirus \(COVID-19\)](#)
- [Safe Remote Learning Support on the SWGfL website](#)
- [Online safety support on the LGfL website](#)
- [Help using video conferencing services securely](#) National Cyber Security Centre

## 8. LwLAT Wellbeing Statement

- 8.1. The Trust will always put the effective education of our children at the heart of any decision that we make. In doing so, we recognise that the requirement to adhere to policies and procedures may be time consuming and can impact on workload. For this reason the Trust and its Academies will always endeavour to support staff when policies and procedures are being actioned.

## 9. Review of this Policy

- 9.1. The LwLAT Trust Board has overall responsibility for the adoption, review and amendments of this policy. The Trust Board will review this policy annually, or earlier if necessary.