



Remote Education Policy

September 2024
Next Review September 2025

Aims

This Remote Learning Policy for staff aims to:

- Ensure consistency in the approach to remote learning for students who are unable to attend college in person.
- Set out expectations for all members of the college community with regards to our remote learning offer.
- Provide appropriate guidelines for Data Protection and Safeguarding.

This policy works alongside:

- ✓ Supporting Students with Medical Needs policy
- ✓ Attendance policy
- ✓ Adult safeguarding policy
- ✓ Data protection policy and privacy notices
- ✓ ICT and internet acceptable use policy
- ✓ Online safety policy

Use of Remote Learning

All students should attend college, in line with our attendance policy. Remote education is not viewed as an equal alternative to attendance in college.

Students receiving remote education will be marked absent in line with the Student Registration Regulations.

We will consider providing remote education to students in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

Occasions when we decide that opening college is either:

-  Not possible to do safely
-  Contradictory to guidance from local or central government
-  Occasions when individual students are unable to physically attend college but are able to continue learning, for example because:
 -  They have an infectious illness
 -  They are preparing for or recovering from an operation
 -  They are recovering from injury and attendance in college may inhibit such recovery

- ✚ Their attendance has been affected by a special educational need or disability or a mental health issue

Woodbridge College will consider providing students with remote education on a case-by-case basis.

In the limited circumstances when remote learning is used, we will:

- ✚ Gain mutual agreement of remote education by the college from parents/carers, student, and other professionals involved
- ✚ Create a personal remote education offer that meets the learning needs of the student
- ✚ Put formal arrangements in place to regularly review the remote offer and identify how to reintegrate the student back into college

Roles and Responsibilities

The Senior Leadership Team will be responsible for:

- Communication Strategy
- Safeguarding arrangements
- Half termly home visits as a minimum
- 6 weekly MDT meetings to discuss support strategies
- Risk assessments
- Monitoring the quality of the remote learning offer
- Ensuring the student has the right equipment, including laptop

Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Fulfilling all of the duties as stated in the school's Safeguarding and Child Protection Policy

Teachers/Tutors will:

- Plan and provide learning activities remotely, via email, supported by a weekly phone call, in line with student's remote learning package.
- Evaluate returned learning and give student feedback.
- Offer face to face learning via an online platform with supplementary prepared resources
- Offer opportunities for the student to socialise with other students in college using online platform
- Record communications on CPOMS tagging "remote learning" and adhere to safeguarding processes

Support staff will:

- Support with the creation of resources
- Support student's learning
- Adhere to all safeguarding processes



Data protection

Accessing personal data

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

- Only use their official college e-mail account and never use personal messaging systems.
- Only access personal data if it necessary for the purposes of remote teaching and learning.
- Only connect to personal data on the college network using approved tools e.g. College Microsoft 365 account, cloud and server.

Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and telephone numbers 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 in line with the data protection policy. Staff must not put sensitive information at risk of compromise of confidentiality through the use of non-authorised accounts.

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).
- Making sure the device locks if left inactive for a period of time.
- Not sharing the device among family or friends.

Reporting data breaches

All staff members will report data breaches within 2 hours to SLT who will then report these to the Data Protection Officer. There are strict time limits for reporting and acting swiftly can mitigate any potential adverse impact on data subjects.