



REMOTE LEARNING POLICY

Name of Organisation: Pony Partnerships CIC.

Venue/address for which policy applies: All venues

Date of last review: 23rd May 2021.

Date of next review: 31st January 2022

Name of author: Danielle Mills

This policy relates to the following documents and policies:

- Safeguarding
- Behaviour policy
- Privacy Policy

1. Aims

This remote learning policy for staff aims to:

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

2. Roles and responsibilities

2.1 Staff

When providing remote learning, staff must be available between the contracted session times. 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, staff are responsible for:

- Setting work
 - Set work (via work packs and online platforms) for the learners in their sessions.
 - The work set should follow the usual timetable for the session had they been on site,

- wherever possible.
- Teachers will monitor pupil engagement with the tasks set on a daily basis.
- Teachers will contact parents/pupils to encourage engagement with tasks.
- Providing feedback on work – cover details like:
 - In the event of whole school closure/national lockdown and for learners accessing remote learning as part of an educational support package to manage their health/welfare needs - all completed tasks will have feedback/comments within 3 school days
- Keeping in touch with pupils who aren't in school and their parents:
 - If there is a concern around the level of engagement, the school should be contacted via phone to assess whether school intervention is possible.
 - Any complaints or concerns shared by parents or pupils should be reported to a member of the board of directors.
 - for any safeguarding concerns, refer immediately to the DSL.

2.2 Management/Board of Directors

Alongside any session responsibilities, management are responsible for:

- Co-ordinating the remote learning approach across the provision.
- Monitoring the effectiveness of remote learning through regular meetings with staff and reviewing work set or reaching out for feedback.
- Monitoring security, including data protection, and safeguarding considerations flagging any data protection breaches to the data protection officer.
- Fixing issues with systems used to set and collect work.
- Helping staff and parents with any technical issues they're experiencing.

2.3 Designated safeguarding lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

2.4 Learners and parents

Staff can expect pupils learning remotely to:

- Be contactable during the session time – although they may not always be in front of a device the entire time.
- Complete work to the deadline set by staff.
- Seek help if they need it, from staff or their LPSA.
- Alert staff if they're not able to complete work.

Staff can expect parents with children learning remotely to:

- Make Pony Partnerships aware if their child is sick or otherwise can't complete work.
- Seek help if they need it – if you know of any resources staff should point parents towards if they're struggling.
- Be respectful when making any complaints or concerns known to staff.

3. 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 management (Danielle Mills)

Issues with behaviour – talk to the management (Danielle Mills)

Issues with IT – talk to the management (Danielle Mills)

Issues with their own workload or wellbeing – talk to their line manager (Danielle Mills)



Concerns about data protection – talk to the data protection officer (Danielle Mills)
Concerns about safeguarding – talk to the DSL (Danielle Mills)

4. Data protection

4.1 Accessing personal data

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

- Use the secure cloud via their email address.
- Use the laptops at Pony Partnerships CIC where possible rather than using their own personal devices.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for 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.

4.3 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.

5. Safeguarding

See safeguarding policies.

6. Monitoring arrangements

This policy will be reviewed on a yearly basis by Danielle Mills – Director. At every review, it will be approved by the full board of directors.

