# Remote Learning Policy

**Name of Organisation:** Pony Partnerships
**Venue Address for which policy applies:** All sites.
**Date of last review:** 1st September 2025
**Date of next review:** 31st August 2026
**Name of Risk Assessor:** Danielle Mills

## 1. Aims

This Remote Learning Policy aims to:

- Ensure consistency in the approach to remote learning for learners unable to attend on-site.
- Set out clear expectations for staff, learners, and parents.
- Safeguard learners in line with Keeping Children Safe in Education 2025 (KCSIE) and data protection law.
- Support continued engagement, education, and wellbeing during periods of remote provision.

## 2. Roles and Responsibilities

Staff: When providing remote learning, staff must be available during contracted session times. If unable to work (e.g. due to illness or caring responsibilities), they should follow the normal absence reporting procedure.

Staff are responsible for:

- Setting Work
- Provide learning activities (via work packs or online platforms) in line with the usual timetable where possible.
- Differentiate work to meet learners' needs, including those with SEND.
- Ensure resources are accessible and inclusive.
- Monitoring Engagement
- Track completion and engagement daily.
- Contact parents/carers or learners to encourage participation where engagement is low.
- Follow safeguarding procedures if lack of engagement raises concerns.
- Providing Feedback
- For long-term closures or planned remote learning, feedback will be provided within 3 working days.
- Feedback should be constructive and promote continued progress.
- Safeguarding.
- Refer safeguarding concerns immediately to the DSL.
- Remain vigilant for signs of distress, online safety issues, or changes in engagement that may indicate risk.
- Ensure learners know how to raise concerns during remote sessions.

Management / Board of Directors are responsible for:

- Coordinating the remote learning strategy.
- Supporting staff with systems, resources, and training.

- Monitoring the quality and consistency of remote provision.
- Reviewing attendance and engagement in line with the statutory Working Together to Improve School Attendance guidance.
- Monitoring online safety, data protection, and safeguarding compliance.

Designated Safeguarding Lead (DSL) will:

- Manage and respond to all safeguarding concerns.
- Ensure remote learning platforms are safe and compliant.
- Oversee training for staff in online safety, including emerging risks such as misinformation, disinformation, and conspiracy theories (as required in KCSIE 2025).
- Ensure additional safeguarding support for vulnerable learners, including those in kinship care, children with social care involvement, and those with EHCPs.

Learners and Parents

Learners are expected to:

- Be contactable during session times.
- Complete work to the best of their ability and meet deadlines.
- Ask staff or their LPSA for help when needed.
- Inform staff if they are unable to complete tasks.

Parents/carers are expected to:

- Notify Pony Partnerships if their child is unwell or unable to participate.
- Support their child's learning and encourage routine.
- Seek support from staff if difficulties arise.
- Engage respectfully when raising concerns.

### 3. Data Protection

Accessing Personal Data

- Staff must only use Pony Partnerships professional accounts.
- Where possible, work should be conducted using Pony Partnerships devices and systems.

Processing Personal Data

- Staff may collect or share personal data (e.g. email addresses) only where necessary for educational purposes.
- The principle of data minimisation must always apply.

Device Security

All staff must:

- Use strong passwords and device encryption.
- Ensure devices auto-lock when inactive.
- Install and update antivirus/anti-spyware software.
- Keep operating systems updated.
- Avoid sharing work devices with family members.

## 4. Safeguarding in Remote Learning

- Staff must follow all safeguarding and child protection policies.
- Remote learning platforms must provide safe communication channels.
- Learners must not be left unsupervised in online breakout rooms.
- Any RSHE (Relationships, Sex, and Health Education) content delivered remotely must follow DfE statutory guidance and remain neutral on sensitive topics such as gender identity, in line with KCSIE 2025.
- Attendance and engagement records must be monitored, as repeated absence from remote sessions may indicate safeguarding concerns.

## 5. Monitoring and Review

- This policy will be reviewed annually by Danielle Mills (Director).
- Updates will reflect changes in law, guidance (including KCSIE), and best practice.
- All staff will be informed of updates, and training provided where needed.