



St. Joseph's Catholic Academy

In our School, may there be prayer,
learning and humour, hard work,
faith and friendship.



Remote Teaching & Learning Policy

Published Date: September 2026



Bishop Chadwick
Catholic Education Trust

Policy details

Approved by:	Local Governing Committee
Last reviewed on:	September 2026
Next review due by:	September 2029

General statement of Policy

The purpose of this policy is to provide a framework for the safe and effective use of ICT for remote teaching and learning during the period of school closure (including pandemic related closures and severe weather). It also addresses the ongoing education of students who cannot be in school but are able to continue with their education when the school remains fully open.

All staff at St. Joseph's Catholic Academy are committed to safeguarding children and young people and we expect everyone who works in our School to share this commitment and join us in creating a culture of vigilance. Adults in our School take all welfare concerns seriously and encourage students to talk to us about anything that worries them and be confident that they will be listened to and taken seriously. We will always act in the best interests of the child and we recognise the importance of maintaining an attitude of 'it could happen here' in respect of our understanding and response to safeguarding issues. We are committed to adopting a 'whole school approach' to safeguarding and child protection, so that awareness is raised within the entire school community.

We teach students about safeguarding, including online, through various teaching and learning opportunities, as part of a broad and balanced curriculum. This policy has been created to ensure that all our students are effectively safeguarded whilst they access online learning opportunities from their homes for the duration of their long distance and remote learning period.

This policy is informed by the following guidance and advice:

- Keeping Children Safe in Education;
- Working Together to Safeguard Children;
- Providing remote education: guidance for schools;
- Academy Safeguarding and Child Protection Policy;
- Bishop Chadwick Catholic Education Trust Code of Conduct for Staff;
- Bishop Chadwick Catholic Education Trust Whistleblowing Policy.

Responsible staff

All members of staff are responsible for the implementation of this policy with monitoring undertaken by the Senior Leadership Team in individual schools. St. Joseph's Catholic Academy understands and reinforces to all those who work in our schools that **'safeguarding is everyone's responsibility'**.

It is the responsibility of all members of staff to ensure that they are familiar with and adhere to this policy and to make students aware of their responsibilities (see also individual academy linked policy documents including ICT / Acceptable Use policy).

Staff responsibilities for remote teaching

Microsoft Teams is the Academy's primary platform for accessing learning materials, submitting completed work and delivering live lessons.

Microsoft Teams has been evaluated for functionality and safe use. From time to time, other platforms may be used to ensure the most accessible and effective way to deliver lessons is achieved. Where the platform stores personal data outside of the UK or EEA, specific controls and agreements are in place to protect data both during transit and also at rest.

Should anyone wish to introduce any new platforms on a more permanent basis a data protection impact assessment should be completed and approval given by the Trust Headteacher Board. All staff must adhere to this policy.

Schools are required by law to provide remote education to students of a high quality standard and to ensure the safeguarding of students and staff at all times.

There are different methods of approaching remote learning such as pre-recorded lessons or live lessons where the student's microphones and videos are engaged or disabled. In making the decision whether lessons are live (and recorded) or pre-recorded you must only do so if it addresses a safeguarding need or enables you to improve the quality of the teaching and learning experience.

School staff should consider Appendix One to confirm their basis for processing the data and determine whether consent is required. All students should be considered before making a decision, such as SEND students. Individual schools will record their rationale of their approach.

Support to access remote learning

The Academy will take reasonable steps to ensure that all students can access remote learning.

- Parents and carers who experience technical difficulties, or who are unable to access remote learning resources at home, should contact the student's Head of House or Head of Year. They will arrange appropriate support and liaise with relevant staff where needed.
- Where a student does not have access to a suitable digital device, the Academy will provide a loan device.

- Wi Fi dongles will also be made available where internet connectivity is a barrier to learning.
- If a student is unable to access online materials, the Academy will provide printed copies of work. These will be sent with a stamped addressed envelope so that completed work can be returned to school.
- The Academy will keep a record of loaned devices and Wi Fi dongles, including arrangements for their safe use, care and return.

Online Lessons

When planning the delivery of online sessions staff must follow the process set out below. This policy is intended to reinforce secure and effective safeguarding practice, to protect students and to ensure that staff are protected in the delivery of remote education sessions.

- If lessons are to be recorded, parents and carers will be made aware through the privacy notice and communication from the school.
- When staff are hosting an online lesson, it must be set up with an official school email address / staff account.
- Online classroom sizes must consist of a group of more than one student. If there is just one student in attendance the lesson must not go ahead.
- Once a Teacher has scheduled an online classroom, the Teacher must only send the link to the student's school email account.
- If the student has forgotten their password the Teacher must request the student's password to be reset.
- When teaching in an online classroom (where possible within school linked to the school risk assessment), staff need to be business-like when giving lessons: presenting themselves as professionally as they would if they were giving a face-to-face lesson, in dress and in manner. Staff should remember that while social media applications can encourage informality, they need to observe their usual high professional standards at all times.
- Online / Remote Learning sessions will be recorded, streamed and presented from an appropriate communal area. Where this is not possible then permission to deliver a session from school the staff member must deliver from home. Any broadcast should only take place from an appropriate communal area of their house or area of work. E.g. living rooms, kitchens, home offices and gardens.
- If delivering lessons from home, staff should be aware of material that may be visible in the background, and ensure the background is 'blurred' as an added precaution if possible. Avoid revealing any personal Teacher information or other sensitive data. No family or partners should be in the online classroom.
- The Teacher of the hosted classroom must remove any students from the online classroom who have not followed the school dress code or are deemed to be wearing inappropriate clothing.
- Students will be given clear guidance regarding the use of appropriate language and the expectation of staff regarding appropriate and acceptable behaviour by all students accessing remote learning delivery. It is not appropriate for students or any other third party to make their own recordings, take photos of the screen or share a recorded lesson with any other student or third party. Where a student disregards these expectations, the member of

staff will warn the students regarding expectations, and if this does not resolve the issue then the member of staff will remove the students from the session.

- Should parents have any queries or concerns regarding the lesson these should follow the usual school reporting procedures. The chat functionality during the live lessons should not be used.
- Where this is necessary the issue shall be recorded and reported to senior staff, and the student's parents informed. Senior staff will confirm the appropriate sanction if required.
- The students may join the classroom again once the issues have been resolved as agreed by the Senior leader in school.
- Recordings will be securely stored in a specified location on the school's online platform/server, accessible to the Senior Leaders /DSL and safeguarding personnel only. For safeguarding and high-quality education purposes the data will be held for up to 12 months.
- Staff are required to delete the recordings from their devices as soon as they have been uploaded onto the school online platform/server, a school device should be used.
- Recordings will be retained on the school online platform/server.
- At the end of the retention period, the recordings will be deleted.

Reporting Concerns

Whilst appreciating the challenges faced in planning and delivering remote learning all staff must continue to follow the guidance and advice set out with the School Safeguarding Policy in cases where there are concerns regarding students conduct, behaviour, comment or disclosures which indicate the students may be at risk of harm.

If in doubt staff must seek the advice of the DSL, and follow established reporting and recording procedures.

Communicating with parents, carers and students

school maintain high standards of professional conduct and behaviour. It is also important that staff continue to have appropriate expectations of students and address any behaviour or conduct concerns appropriately, share that with the DSL and record it following existing school procedures.

When communicating online with parents and students, staff should:

- communicate within school hours as much as possible (or hours agreed with the school to suit the needs of staff);
- communicate through the school channels approved by the senior leadership team;
- use school email accounts (not personal ones);
- use school devices over personal devices wherever possible;
- advise Teachers not to share personal information;
- ensure all required written permissions have been received.

Personal data and GDPR

All staff are expected to follow school policy when managing personal data and staff must consider the issues described below.

The principles and approaches set out within School data protection, privacy and GDPR policy document must continue to guide our practice during the delivery of remote teaching.

Staff are reminded to:

- Take care not to share staff or student data whilst screen sharing;
- Take care not to share contact details when emailing multiple people;
- Be careful when sharing usernames and other personal data for access to online resources;
- Ensure that they provide access to school data systems safely.



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