Valley College

REMOTE EDUCATION POLICY

College Philosophy

At Valley College it is our vision to ensure all learners are Prepared for Adulthood, Citizenship and Employability.

Our 'Contingency Plan' for remote education continues this.

Aim

The Remote Education Policy aims to:

1. Ensure consistency in the approach to remote learning for all learners who are not on site through use of high quality online and offline resources.
2. Provide clear expectations to members of the college community with regards to remote learning.
3. Includes continuous delivery of the college curriculum and health and wellbeing support.
4. Support effective communication between home and college.

Who is the policy applicable to?

- A learner (and their siblings if they attend Valley College) who is absent because they are awaiting test results and the household is required to self-isolate. The rest of college and their pod are attending college and being taught as normal.
- A learner whose pod is not permitted to attend college because they or another member of their pod have tested positive for COVID-19.

Remote learning will be shared with families when they are absent due to COVID-19 related reasons at the start of the week.

Content and tools to deliver remote education:

Microsoft Teams, Website, Oak National Academy.

Resource packs sent home

Phone calls home

Use of recommended online resources (e.g.: BBC Bitesize)

Zoom teaching sessions

Home and college partnership:

Valley College is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

Valley College will provide support for families in relation to any of the methods used for remote learning.

Where possible Valley College recommend that learners maintain a routine whilst learning remotely as much as is practically possible.

We would encourage advocates to support their young person's work, including finding an appropriate place to work and, to the best of their ability, support learners with work encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, advocates should contact college promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

All young people sign an 'Acceptable Use Policy' at college which includes e-safety rules and this applies when young people are working on computers at home.

Roles and responsibilities:

Tutors:

To note: the suggested responsibilities below relate to where a whole class/pod is isolating and would be reduced when it is fewer young people isolating and the majority of the class are in college.

When providing remote learning, tutors must be available between normal working hours and must adhere to the Staff Code of Conduct.

If they are 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, tutors are responsible for:

- Setting work:
    o Tutors will set work for the learners in their group.
    o Send home curriculum mappings with links to digital and home learning.
    o The work set should follow the usual timetable for the group had they been in college, wherever possible
    o Weekly/daily work will be shared
    o Learners working towards accreditation should continue to do so, tutors to set work accordingly.
    o Ensuring that learners with EHC plans continue to have their needs met while learning remotely, and liaising with the Head of College and other organisations to make any alternate arrangements for learners with EHC plans

- Providing feedback on work:
    o Tutors will provide regular feedback to learners about their work.

- Keeping in touch with learners who aren't in college and their advocates:
  - If there is a concern around the level of engagement of a learner/s advocates should be contacted via phone to access whether college intervention can assist engagement.
  - Any complaints or concerns shared by advocates or learners should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL

PACE support staff:

PACE support staff must be available during normal working hours

If they are 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.

During the college day, PACE support staff must complete tasks as directed by their line manager.

Senior Leaders

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the college including monitoring of engagement and an awareness of which learners are being provided with remote education and dates. (See additional monitoring document)
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with tutors, reviewing work set or reaching out for feedback from learners and advocates
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated Safeguarding Leads

The DSL's are responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding Policy.

IT Technicians

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting learners and advocates with accessing the internet or devices

Learners and Advocates

Staff can expect learners learning remotely to:

- Complete work to the deadline set by tutors
- Seek help if they need it, from tutors
- Alert tutors if they're not able to complete work

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Staff can expect advocates with young people learning remotely to:

- Make the college aware if their child is sick or otherwise can't complete work

- Seek help from the college if they need it – if you know of any resources staff should point advocates towards if they're struggling, include those here

- Be respectful when making any complaints or concerns known to staff

Governing Committee

The governing committee is responsible for:

- Monitoring the college's approach to providing remote learning to ensure education remains as high quality as possible

- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

Links to other policies:

1. Safeguarding
2. Online Safeguarding
3. Staff Conduct
4. Acceptable use policies (staff and learners)

Addendum – Safeguarding in remote learning

Although day-to-day working arrangements may be different during periods where remote learning is implemented the key principles of our college safeguarding principles remain the same

- Learner's welfare is our priority

- If anyone has a concern about a learner, they will act immediately following our safeguarding procedures.

- A nominated DSL will always be available to deal with concerns and there are other members of staff trained to deputise in their absence.

- Safe recruitment practices will continue to be followed

Tutors phoning advocates/learners

- Tutors will phone learners through advocates' phones only (unless this itself poses a safeguarding risk) unless agreed otherwise with the learner/advocate, and written confirmation to confirm this is obtained.

- Tutors will phone during college hours when possible to do so.

- Tutors/college staff will record all contact made with learners/advocates via telephone using Schoolpod, or via email.

- Should it be necessary, dependant on the learner, the tutor will ensure an advocate is present with the learner, and will have the phone on speaker phone

- The tutor will ensure that they will block their number so advocates/learners do not see it. Learners/advocates will be informed where possible regarding the time of the phone call.

- If possible, the tutor will have another member of staff present during the call. If this isn't possible, and it is deemed necessary, the tutor will record the call, with the learner/advocate permission for college records only.

If tutors use video calling, the same steps will be taken.

<u>Using college channels to communicate</u>

College staff will not communicate with learners or advocates outside college channels i.e. using personal Facebook accounts, or contact learners using personal email addresses or phone numbers

	Name/Initials:	Date:
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