



THE LINKS  
PRIMARY SCHOOL  
Dream, Believe, Achieve

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## Vision Academy Learning Trust



# REMOTE LEARNING POLICY

The Links Primary School

**VERSION**

1

**DATE ISSUED:**

**November 2020**



Academy Learning Trust  
Vision Academy Learning Trust is a company limited by guarantee registered in England. Company Number: 10249712  
Registered Office: Egglecliffe School, Urlay Nook Road, Egglecliffe, Stockton-on-Tees, Cleveland, TS16 0LA  
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Carnoustie Drive, Egglecliffe, Stockton-on-Tees, TS16 9ES |   
The Links Primary School operates a robust safeguarding policy in order to provide a safe and secure environment for all our staff, pupils and visitors



## Introduction

At The Links Primary, we have produced the following policy guidance in continuing to provide education via remote learning for our children due to the current COVID-19 Pandemic. Our expectations of children, staff and parents are clearly described in the detail below in order to ensure that everyone understands that the safeguarding and well-being of our children in receiving a full and thorough education remains paramount.

**Please ensure that you have read the Policy in full and the subsequent consent forms are signed and returned to school.**

## Scope of Policy and Objectives

This policy covers remote learning and safeguarding within this.

Remote learning is being used in the event of an adult or child becoming unwell with Covid-19 meaning a 'bubble' at school must self-isolate and work must be undertaken remotely at home or in the case of a school or national lockdown. This policy will explain the application we as a school have chosen, how it will be used safely and the expectations of all those who use the application will also be made clear.

## Responsibilities

1. **VALT:** Vision Academy Learning Trust has overall responsibility to ensure that policies and procedures are in place for the processes associated with the Links Primary School
2. **LGB:** The Local Governing Body has responsibility to ensure that The Links Primary School operates within the policies and procedures set out by VALT.
3. **Head Teacher:** The Head Teacher has responsibility to ensure that operational services are suitably established within the policy and procedural framework set out by VALT, and to ensure that all staff and volunteers understand and comply with the policy and procedural framework.
4. **Senior Leadership Team:** Each Senior Leader is responsible for ensuring that the policies and procedures are adhered to within their area of accountability.
5. **Teachers:** Each Teacher is responsible for ensuring that the policies and procedures are adhered to within their area of accountability.
6. **All Staff and volunteer helpers:** All staff and volunteer helpers within the scope of the policies and procedures are responsible for the implementation of the policy within their own area of accountability
7. **Anyone else who has a responsibility to implement this policy** – ie Parents, carers and pupils

## Key Themes

### Application

At The Links Primary School, we have decided to use Microsoft Teams. We have chosen this application because it best meets the needs of our school and in conjunction with our network provider.

<https://bit.ly/30MNI9X> - Full guidance and joining instructions for Microsoft Teams

The application has a number of functions to it. Children cannot use chat privately. There is a possibility that children understand the link to Office 360 and use their email address. This is to ensure the full safeguarding of both children and teachers and prevent information or images or inappropriate content being used through the application on these functions. It is our expectation that as users of the application both children and staff should report any additional problems directly to the Designated Safeguarding Lead around the functionality of this application.



## Filtering and monitoring

As part of our ongoing commitment to the safeguarding of both of our children and staff, the use of the application will be monitored by our DSL and staff members to ensure that any inappropriate use or problems are reported and rectified as soon as possible.

**Please ensure that you report any identified issues immediately.**

## Equipment

The functionality of the application will be disabled or enabled by the school/administrator at the source irrespective of using the school's equipment or your own laptop/computer. Whether you are using your own equipment or the school's equipment we will still seek your agreement to follow and adhere to our schools, 'acceptable use' Policy which highlight's clear expectations of the use of equipment.

**Please ensure that parents have signed the appropriate consent forms.**

## Roles and responsibilities

### Pupil Expectations

- I will ensure that my device is safe and avoids disruption to the call through unsolicited pop-ups and exposure of any personal data. All notifications on the device will be turned off.
- I will not use mobile phones or social media platforms during the call.
- I will not record any part of the live streaming call.
- I understand that the expectations of my conduct are the same as if the call was taking place in a school setting and I will act at all times in accordance with the teacher expectations during the lesson.
- I will ensure that my conduct is compliant to the teacher's requests at all times and I understand that if I am non-compliant that I may be subject to sanctions as part of the school behaviour policy.
- I will be appropriately dressed.
- If my account is not working, for example, I have a problem accessing the school mail or I get locked out and no solution can be found, I will not contact the teacher directly, but will contact the school administration office: [admin@thelinksprimary.org.uk](mailto:admin@thelinksprimary.org.uk)
- I understand that if I feel unsafe at any time during the call, I must report this to the teacher immediately

### Parent/care responsibility

- I will ensure that the device that my child is using is safe and avoids disruption to the call through unsolicited pop-ups and exposure of any personal data. All notifications on the device will be turned off.
- I will ensure that there are no other persons other than my child in the session. I understand that I must not join the session, unless I have been requested to do so in advance of the meeting, by the person delivering the session.
- I will ensure that the environment that my child is having the call is safe and that there is no risk to my child.
- I will ensure that my child has no means of having a conversation with external persons, other than the teacher or other participants in the call.
- I will ensure that my child will not be able to have a telephone conversation with another person or have access to social media platforms during the call.
- I will ensure my child does not record any part of the call.
- I understand that the expectations on my child's conduct are the same as if a lesson was taking place in a school setting and I will ensure that my child acts in accordance with the school behaviour policy and teacher expectations for the virtual call/lesson.
- Where there is a non-compliance or misconduct in a lesson by my child, I understand that my child may be subject to sanctions in accordance with the school behaviour policy.



- I will ensure that my child will be appropriately dressed.
- If I have concerns about any aspect of a call, I will contact the school directly to discuss it and not raise issues during the lessons itself.

### Staff responsibilities

At The Links Primary School the following expectations are in place for staff and are adhered to in conjunction with the school's staff behaviour policy/code of conduct:

- I will use the equipment and application safely and appropriately at all times.
- I will follow the expectations of our school's staff behaviour policy at all times.
- I will be appropriately dressed and in a non-identifiable teaching space throughout the session.
- I will not record the session or if there is a reason too I will notify all parents and pupils of this, the purpose and where the recording or any data will be stored.
- I will adhere to GDPR guidelines to maintain the data protection of all information regarding the children I am educating.
- I will report any concerns directly to the Designated Safeguarding Lead.
- I agree to comply with the school's acceptable use policy as well as this remote and home learning policy.

### Implementation

1. The Links Primary School Local Governing Body, Head Teacher, Senior Leadership Team and Teachers are responsible for ensuring that this policy is effectively implemented.
2. This policy will be available on the Links Primary School website.

### Audit

1. This policy will be reviewed on a 2-year cycle or earlier if necessary.

This policy is to be read in conjunction

Child Protection Policy  
Staff Behaviour Policy  
Acceptable Use Policy  
Keeping Children Safe in Education 2020

Useful links and publications:

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>