



**FIRST STEPS TOGETHER**  
SKILLS FOR LIFE

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# **REMOTE EDUCATION POLICY**

**Next Update: September 2025**

## **1. Aims**

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

## **2. Roles and responsibilities**

### **2.1 Teachers**

When providing remote learning, teachers must be available for their contracted hours.

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 by contacting the HR department (Emma Burgess and line managers).

When providing remote learning, teachers are responsible for:

Setting work:

- Teachers must provide work for all groups that they have a teaching responsibility for.
- Daily work should include an English, Maths and Topic or Science
- This work should be available for the children no later than 24 hours from their first day of absence
- Work and instructions/timetables for the day and/or week will be sent in person or emailed to parents/carers. ICT equipment will be made available using a loan system where needed. Online work through BKS B may be set also.
- Teachers should liaise with colleagues to ensure that all children are getting the same provision

Providing feedback on work – cover details like:

- Pupils will complete tasks and return these to school for teachers to mark
- Teachers will provide feedback through the school marking policy.
- Complaints and concerns should be shared with the DHT or Pastoral Manager

Attending virtual meetings with staff, parents and pupils:

- DHT's, Pastoral Managers and the SENCo may arrange Zoom meetings with parents.
- All staff must follow the risk assessment and procedures set by the school

- Staff must avoid areas with background noise and ensure there is nothing inappropriate or personal in the background

## **2.2 Curriculum leaders**

Alongside their teaching responsibilities, curriculum leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Alerting teachers to resources they can use to teach their subject remotely
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## **2.3 Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning –through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
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## **2.4 Designated safeguarding lead**

It is recognised by First Steps Together (FST) that the use of technology presents challenges and risks to children and adults both inside and outside of school.

The DSL has overall responsibility for online safeguarding within the school.

FST identifies that the issues can be broadly categorised into three areas of risk:

- content: being exposed to illegal, inappropriate or harmful material
- contact: being subjected to harmful online interaction with other users
- conduct: personal online behaviour that increases the likelihood of, or causes, harm.

The DSL and leadership team have read Annex D regarding Online Safety within 'Keeping Children Safe in Education' 2024.

FST recognises the specific risks that can be posed by mobile phones and cameras and in accordance with KCSIE 2024 has appropriate policies in place that are shared and understood by all members of the school community. Further information about specific approaches relating to this can be found in the schools Online Safety Policy, Acceptable Use Policy and Image Use Policy which can be found the Policy Folder in the School Office on each site.

As schools and colleges increasingly work online, it is essential that children are safeguarded from potentially harmful and inappropriate online material. FST ensure that appropriate filtering and monitoring systems are in place when pupils and staff access school systems and internet provision.

FST is aware that whilst filtering and monitoring is an important part of schools online safety responsibilities, it is only one part of our approach to online safety. Pupils and adults may have access to systems external to the school control such as mobile phones and other internet enabled devices and technology and where concerns are identified appropriate action will be taken.

FST acknowledges where children are being asked to learn online at home the department for education has provided advice to support schools and colleges do so safely.

Guidance on safeguarding in relation to Virtual Lessons can be found using the following link: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

FST will ensure a comprehensive whole school curriculum response is in place to enable all pupils to learn about and manage online risks effectively and will support parents and the wider school community (including all members of staff) to become aware and alert to the need to keep children safe online.

Please see e-safety section in Schools Safeguarding Policy (Annex 5)

## **2.5 Governing board**

The governing board is responsible for:

- Monitoring the school'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

## **2.6. 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 relevant subject teacher or curriculum co-ordinator
- Issues with behaviour – talk to the DHT/Pastoral Managers
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about safeguarding – talk to the DSL

### **3. Data protection**

#### **3.1 Accessing personal data**

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

- Use the server in our IT network
- Use school laptops rather than their own personal devices
- Make any phone calls from the school office rather than on personal phones

#### **3.2 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 the school's official functions, individuals won't need to give permission for this to happen.
- Staff are reminded to collect and/or share as little personal data as possible online.

#### **3.3 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)
- 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

### **4. Safeguarding**

We will follow the statutory safeguarding guidance, Keeping Children Safe in Education Sept 2024.

Our normal child protection policy will continue to apply to pupils working remotely

We will always have regard for these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times

- It's essential that unsuitable people don't enter the school workforce or gain access to children
- Children should continue to be protected when they are online

All staff must continue to act on any concerns they have about a child immediately. It is still vitally important to do this, both for children working at home as well as at school.

## **6. Monitoring arrangements**

This policy will be reviewed annually