



IWYS Alternative Education Provision Remote Learning Policy

Approved by:	Charmaine Baines	Date: 08/01/2025
Last reviewed on:	January 2025	
Next review due by:	January 2026	

Contents

1. Aims	
2. Use of remote learning	2
3. Roles and responsibilities	3
4. Who to contact	6
5. Data protection	6
6. Safeguarding	7
7. Monitoring arrangements	7
8. Links with other policies	7

1. Aims

This remote learning policy for staff aims to:

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

2. Use of remote learning

All pupils referred to IWYS Alternative Provision should attend, in line with our attendance policy. Remote education is not viewed as an equal alternative to attendance in Provision.

Pupils receiving remote education will be marked absent in line with the Pupil Registration Regulations.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

- Occasions when we decide that opening our provision is either:
 - Not possible to do safely
 - Contradictory to guidance from local or central government
- Occasions when individual pupils, for a limited duration, are unable to physically attend Provision but are able to continue learning, for example because:
 - They have an infectious illness
 - They are preparing for or recovering from some types of operation
 - They are recovering from injury and attendance may inhibit such recovery
 - Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue

The Provision will consider providing pupils with remote education on a case-by-case basis.

In the limited circumstances when remote learning is used, we will:

- Gain mutual agreement of remote education by the referring school, parents/carers, pupils, and if appropriate, a relevant medical professional. If the pupil has an education, health and care (EHC) plan or social worker, the local authority (LA) will also be involved in the decision
- Put formal arrangements in place to regularly review it and identify how to reintegrate the pupil back into Provision
- Identify what other support and flexibilities can be put in place to help reintegrate the pupil back into Provision at the earliest opportunity

- Set a time limit with an aim that the pupil returns to in-person education with appropriate support

Remote education will not be used as a justification for sending pupils home due to misbehaviour. This would count as a suspension, even if the pupil is asked to access online education while suspended.

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers must be available between 09:30am and 2:30am

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 using the normal absence procedure.

When providing remote learning, teachers should:

- Provide pupils with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners
- Make reasonable adjustments for pupils with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that pupils can access remotely

They are also responsible for:

- Setting work
- Informing parent/student where the work will be uploaded
- Ensure sure that work provided during periods of remote education is of high quality, meaningful, ambitious and cover an appropriate range of subjects (this may fall under the responsibility of someone else in your Provision
- considering the needs of individual pupils, such as those with SEND or other additional needs, and the level of independent study skills
- 5 hours a day for KS3 and KS4
- How they should co-ordinate with other teachers, including those teaching in Provision, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work
- This also includes considering the needs of pupils' families or carers, including how much adult involvement is needed in each activity and whether pupils have a suitable place to study
- How they will get access to completed work from pupils
- How they are expected to share feedback with pupils
- When they need to finish sharing feedback on completed work
- Providing feedback on work – cover details such as:
- Keeping in touch with pupils who aren't in Provision and their parents:
- Keep in touch via emails, and phone calls
- Make clear to parents and pupils the expectations are on them for answering emails from parents and pupils (e.g. teachers shouldn't answer emails outside of working hours)
- Explain how they should handle any complaints or concerns shared by parents and pupils – for any safeguarding concerns
- How to handle any behavioural issues, such as failing to complete work
- How you expect them to provide pupils with opportunities for regular interaction with teachers and peers during the Provision day
- Attend virtual meetings with staff, parents/carers and pupils – cover details such as:

3.3 Subject leads

Alongside their teaching responsibilities, subject 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
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely
- Making decisions about the use of online video lessons

3.4 Senior leaders

- Distributing Provision-owned laptops accompanied by a user agreement or contract (if possible)
- Securing appropriate internet connectivity solutions where possible
- Providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work
- Having systems for checking, ideally on a daily basis, whether pupils learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern

They are also responsible for:

- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents/carers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Ensuring staff remain trained and confident in their use of online digital education platforms
- Training staff on relevant accessibility features that your chosen digital platform has available
- Providing information to parents/carers and pupils about remote education – specify if you will do this on your website or via email
- Working with the catering team to ensure pupils eligible for benefits-related free Provision meals (FSM) are provided with good quality lunch parcels or food vouchers

3.5 Designated safeguarding lead (DSL)

The DSL is responsible for:

IWYS Alternative Provision Child Protection Addendum for Remote Learning

Introduction

This addendum to the existing Child Protection Policy outlines the procedures and measures It's What You Say CIC will adopt to safeguard pupils during periods of remote or hybrid learning.

Key Principles

- **Pupil Safety:** The welfare of our pupils remains our top priority. We will continue to follow statutory safeguarding guidance.
- **Online Safety:** We will implement strategies to ensure pupils are safe online and are informed about online risks.
- **Staff Training:** Our staff will receive updated training to address remote learning challenges and safeguarding concerns.

Roles and Responsibilities

- **Designated Safeguarding Lead (DSL):** The DSL will oversee and coordinate safeguarding activities, ensuring concerns are acted upon swiftly.
- **Staff:** All staff members are responsible for recognizing and reporting safeguarding issues during remote learning.

Online Safety Measures

- **Secure Platforms:** Use only approved platforms for remote teaching. Ensure these platforms are secure and privacy settings are activated.
- **Access Control:** Provide pupils with secure login credentials and ensure they understand the importance of not sharing these details.
- **Monitoring:** Regularly monitor online sessions to detect any inappropriate behavior or safeguarding concerns.

Reporting Concerns

- **Immediate Action:** Any safeguarding concerns during remote learning should be reported immediately to the DSL.
- **Documentation:** Maintain accurate records of any concerns raised, including actions taken and outcomes.

Parental Involvement

- **Communication:** Keep parents informed about remote learning plans and any changes to safeguarding policies.
- **Guidance:** Provide parents with guidance on supporting their children's online safety.

Review and Updates

- This addendum will be reviewed regularly to ensure it remains effective and relevant. Updates will be communicated to all stakeholders.

Contact Information

- **DSL Name:** [Insert DSL Name]
- **Contact Email:** [Insert Email]
- **Contact Phone:** [Insert Phone Number]

Conclusion

The safety of our pupils is a shared responsibility. We are committed to working collaboratively with pupils, parents, and staff to ensure a safe and supportive learning environment, even when learning takes place remotely.

3.7 Pupils and parents/carers

Staff can expect pupils learning remotely to:

- Be contactable during the Provision day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they're not able to complete work
- Act in accordance with normal behaviour rules / conduct rules of the Provision (and any specific online behaviour rules where applicable)

Staff can expect parents/carers with children learning remotely to:

- Engage with the Provision and support their children's learning, and to establish a routine that reflects the normal Provision day as far as reasonably possible
- Make the Provision aware if their child is sick or otherwise can't complete work
- Seek help from the Provision if they need it
- Be respectful when making any complaints or concerns known to staff

4. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- The referring school
- ERT regarding referred students
- DSL

5. Data protection

5.1 Accessing personal data

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

- Use provided devices, such as staff laptops

5.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails and addresses as part of the remote learning system. As long as this processing is necessary for the Provision's official functions, individuals won't need to give permission for this to happen. The Provision will follow its data protection policy / privacy notice in terms of handling data, which can be found iwys.co.uk/wp-content/uploads/2024/12/I.W.Y.S.-Data-Retention-Policy.pdf [IWYS-Privacy-Notice-for-Parents-and-Carers---Use-of-Your-Personal-Data.pdf](#) [IWYS-Privacy-Notice-For-Looked-After-Children.pdf](#)

However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the Provision's policies and procedures.

5.3 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)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- 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
- Signing a sign-in/sign-out /compliance form

6. Safeguarding

All staff will follow the relevant Safeguarding procedures. Our policy can be found on our website [I.W.Y.S. Safeguarding Policy 1](#)

7. Monitoring arrangements

This policy will be reviewed every 2 years or as appropriate as stipulated in KCSIE by Charmaine Baines/Proprietor/DSL.

8. Links with other policies

This policy is linked to our:

- [IWYS-Behaviour-Policy.pdf](#)
- [I.W.Y.S. Safeguarding Policy](#)
- [iwys.co.uk/wp-content/uploads/2024/12/I.W.Y.S.-Data-Retention-Policy.pdf](#)
- [IWYS-Privacy-Notice-for-Parents-and-Carers---Use-of-Your-Personal-Data.pdf](#)
- [IWYS-Privacy-Notice-For-Looked-After-Children.pdf](#)
- [IWYS-ICT-and-Internet-Acceptable-Use-Policy.pdf](#)
- [I.W.Y.S.-Its-What-You-Say-CIC-Online-Safety-Policy.pdf](#)
- [IWYS-Social-Media-Policy-.pdf](#)