



# St. Augustine's RC High School

## Remote Learning Guidance

Updated December 2020

## Statement of intent

At **St. Augustine's RC High School**, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

Addendum to Teaching and Learning Policy



## **Parents are responsible for:**

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely and that the schoolwork set is completed on time and to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible [itcoord@sarchs.com](mailto:itcoord@sarchs.com).
- Ensuring that their child always has access to remote learning material.
- Ensuring their child uses the equipment and technology used for remote learning as intended.

## **Pupils are responsible for:**

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues by emailing [itcoord@sarchs.com](mailto:itcoord@sarchs.com) as soon as possible.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensuring the school platform for remote learning is used responsibly.
- Adhering to the principles of the Behaviour Policy at all times.



## Online safety

- Lessons will be recorded by the class teacher. Pupils (and other people) **must not record, store, or distribute any footage from online lessons in any way. This has the potential for legal consequences as well as severe school sanctions.**
- Pupils must turn cameras on or off at the immediate request of the teacher.
- **Pupils must wear headphones at all times** while online.
- Pupils must wear suitable clothing – this includes others in their household.
- Pupils must be situated in a suitable area within the home with an appropriate background, and inform other family members that online learning is taking place.
- Use appropriate language – this includes others in their household. If inappropriate language is heard, the user account may be suspended and sanctions will be applied.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- A stable internet connection to avoid disruption to lessons will be essential.

Please remember that users and backgrounds may be visible and audible at all times.



The Designated Safeguarding Lead (DSL) will arrange for regular contact to be made with vulnerable pupils during the period of remote learning. Phone calls made to identified pupils' families will be made using school phones where possible. The DSL may arrange home visits where required.

All contact with identified pupils will be recorded electronically.

The DSL will keep in contact with identified pupils' social workers or other care professionals during the period of remote working, as required.

All home visits must:

- Have at least one suitably trained individual present.
- Be undertaken by no fewer than two members of staff.
- Be suitably recorded on paper and the records stored so that the DSL has access to them.
- Actively involve the pupil.

Vulnerable pupils will be provided with a means of contacting the DSL, their deputy, or any other relevant member of staff – this arrangement will be set up by the DSL prior to the period of remote learning. The DSL will meet (in person or remotely) with the relevant members of staff to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.

For any further information, please contact school;  
info@sarchs.com



## Thinkuknow: keeping your child safe online while they are off school

Thinkuknow is the national online safety education programme from CEOP, the online child protection command of the National Crime Agency.

Thinkuknow helps parents, carers, teachers and others keep children safe from sexual abuse, offering learning activities, advice and support for children and young people aged 4-18 and their families.

While school is closed, here's what you can do to keep your child stay safe while they are learning, staying in touch with family and friends, and having fun online.

### 8 steps to keep your child safe online this month

1. **Explore together:** Ask your child to show you their favourite websites and apps and what they do on them. Listen, show interest and encourage them to teach you the basics of the site or app.
2. **Chat about online safety little and often:** Young people are likely to want to explore new apps and websites this month, whether that's for learning or for fun. Take this opportunity to talk to them about how to stay safe on these new services, and in general. Ask if anything ever worries them while they're online. Make sure they know that if they ever feel worried, they can get help by talking to you or another adult they trust.
3. **Help your child identify trusted adults who can help them if they are worried:** This includes you and other adults at home, as well as adults from wider family, school or other support services who they are able to contact at this time. Encourage them to draw a picture or write a list of their trusted adults.
4. **Be non-judgemental:** Explain that you would never blame them for anything that might happen online, and you will always give them calm, loving support.
5. **Talk about how their online actions can affect others:** If your child is engaging with others online, remind them to consider how someone else might feel before they post or share something. If they are considering sharing a photo/video of somebody else, they should always ask permission first.
6. **Parental controls:** Make use of the parental controls available on your home broadband and any internet enabled device in your home. You can find out more about how to use parental controls by visiting your broadband provider's website.
7. **Direct your child to age appropriate information about relationships and sex:** It's natural for young people to start exploring their sexual feelings online and adolescents are more inclined to take risks. It's important to understand this and to talk to your child in a positive way. Thinkuknow, Brook, The Mix and Childline all provide age appropriate information about relationships and sex that you can signpost your child to.
8. **Make sure they know about CEOP:** Young people can report a concern about grooming or sexual abuse to CEOP at [www.ceop.police.uk/safety-centre/](http://www.ceop.police.uk/safety-centre/) and get support from a specialist Child Protection Advisor.

## Support your child with Thinkuknow websites

The age-appropriate Thinkuknow websites are a great way to start and continue chats about online safety.

- 11-13s Thinkuknow website – [https://www.thinkuknow.co.uk/11\\_13/](https://www.thinkuknow.co.uk/11_13/)
- 14+ Thinkuknow website – [https://www.thinkuknow.co.uk/14\\_plus/](https://www.thinkuknow.co.uk/14_plus/)

Our websites provide open and honest guidance for young people on friends, relationships and the internet, covering topics like dealing with pressure; consent; and getting support when you're worried.

You'll find lots more advice on keeping your child safe online at [www.thinkuknow.co.uk/parents](http://www.thinkuknow.co.uk/parents).

If you're worried that a child or young person is at risk of harm online, you should call the police. Young people can make a report to CEOP at <https://www.ceop.police.uk/safety-centre/>.

## Other recommended resources

**Parent Info** – Expert information for parents about building their child's resilience both online and off. Produced by NCA-CEOP and Parent Zone. This free service can be embedded on to your child's school website. [www.parentinfo.org](http://www.parentinfo.org)

**Brook** – Information and advice for young people on sexual health and wellbeing, including staying safe online. <https://www.brook.org.uk>

**The Mix** – Support service for young people with information and advice on sex and relationships. <https://www.themix.org.uk>

**Internet Matters** – A useful tool showing how to set parental controls across a range of devices and websites. <http://www.internetmatters.org/parental-controls/interactive-guide/>

**NSPCC Net Aware** – Provides reviews and guidance on the most popular social networks, apps and games that children use. <https://www.net-aware.org.uk/>

**Childnet** – Information and advice for parents and carers on supporting people online. <https://www.childnet.com/resources/supporting-young-people-online>

### CEOP social media:

For up to date information and advice:

- @CEOPUK on Twitter
- ClickCEOP on Facebook

