



Online Learning and Teaching Policy

The Treehouse School

This policy was created in April 2020 in response to the Coronavirus outbreak. It was reviewed and updated in January 2021.

In conjunction with DfE guidance Safeguarding and Remote Education during Coronavirus.

The policy will be reviewed and updated in line with Government Guidance.

Trustee with responsibility – Lesley Carrington, Quality of Teaching Team.

Rationale

(All) Treehouse children are being educated at home during the coronavirus outbreak as and when the government states, so school leaders and teachers are having to adjust to remote education strategies.

Whilst this is happening, we realise it is important that we continue to follow safeguarding procedures, which can be found in the Coronavirus Outbreak addendum to our Safeguarding Policy, on our website.

Remote education is a new experience for both staff, pupils and their parents, so it is important we understand how to approach, and follow, safeguarding procedures online.

For further information regarding safeguarding please see the Coronavirus Addendum to the Safeguarding Policy, which is available on our website.

Aims

The aims for this Policy are exactly the same as those in our Learning and Teaching Policy. We aim to:

- work alongside parents in providing a safe and stimulating environment in which children feel happy and secure;
- promote the well-being of children, developing their confidence and self-esteem, and extending their ability to communicate their feelings in a variety of ways;
- provide and create learning opportunities that challenge children physically and mentally, stimulate interest and imagination, leading to high levels of engagement both indoors and outdoors, onsite and offsite;
- enhance the emotional, social, physical, creative and intellectual development of each child;
- provide children with the time and the opportunity to explore their own interests, make their own decisions and choices, developing their capacity to learn with increasing levels of independence as well as collaboratively;
- encourage children to explore, appreciate and respect their environment, becoming responsible citizens of the future;
- promote and develop positive attitudes and respect for themselves and others.

Curriculum

All areas of the curriculum will be included in our online or remote teaching and learning. There will be opportunities for all pupils to join virtual sessions at least weekly. Additional forms of communication such as email, newsletter and phone calls will also be used as necessary or appropriate.

Practice Considerations for Staff members

- All Treehouse School staff and volunteers will ensure any use of online learning tools and systems are in line with privacy and GDPR requirements.
- Teachers and support staff should continue to use school approved methods only to communicate with pupils.

- Communications will take place during school hours.
- When communicating individually with pupils, staff should email via their school email address only, copying in parents and other staff members as appropriate.
- Colleagues should use the school approved platform to upload pre-recorded video clips that they have made.
- In any recorded video, staff should ensure that no personal identifying information can be seen in the background. Dress should be appropriate, and the background should be appropriate and not contain any personal information.
- In all video footage recorded by teachers, people who are not connected to the school should not appear.

Practice considerations for live-streaming of audio and visual content

- Staff should record live sessions if taking part in a 1:1 virtual calls, where possible and store them, for safeguarding reasons. Two members of staff should be present in all group calls.
- At the start and throughout sessions, teachers should be clear about the expectations of student behaviour (*e.g.* a 'classroom standard' of behaviour is expected from all participants and they should usually mute their microphones unless they want to ask a question). Neither the recording by pupils nor the onward sharing of events is acceptable.
- Staff should make a note of the conference timings and who participated, including those that arrived/departed early or late.

Additional Considerations for virtual lessons/sessions

- When using live video streaming facilities for virtual lessons, a responsible adult will always be present with the pupil for the lesson. The responsible adult must answer each call to show that they give their consent for the lesson to take place. They must then either remain in the room or nearby for the duration of the lesson, to ensure adequate supervision. Non-Treehouse children should not be present during sessions.
- Before online lessons can commence, parents/carers must give their consent in writing that they are happy for their child to receive online tuition, that they are aware that lessons will be recorded and that they give their consent for this.

Useful links for further guidance/support

<https://coronavirus.lgfl.net/safeguarding>

<https://support.safeguardingschools.co.uk/article/37-remote-teaching-and-learning-during-the-coronavirus-outbreak>

<https://swqfl.org.uk/resources/safe-remote-learning/>