



# Remote Learning Policy

Raglan Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Staff Responsible:

Head Teacher

Date of Review:

November 2025 Completed

Date of Next Review:

November 2026

### Version Control

Date	Change
October 2024	<ul style="list-style-type: none"><li>• Online Virtual teaching via Microsoft Teams will be timetabled across each day. P5</li></ul>
November 2025	- <b>New IT provider: Eduthing P4</b>

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## **Aims**

Our Remote Learning Policy has been written as part of our response to school closure due to COVID-19. It sets out the systems and technology which will be used by the school, and provides information for parents as to how these can be used safely and effectively. The Policy is in addition to our usual E-Safety and Data Protection policies.

This remote learning policy aims to:

- Ensure consistency in the school's approach to remote learning
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

## **Our Approach**

At Raglan, we understand that people's circumstances at home can be very different. Some families may have to share a device, some may have several children of different ages to support and some parents might have more time than others to help with their children's learning.

For these reasons, we have adopted a flexible approach to remote learning, offering a variety of daily online and offline activities for the children so that they are able to work through things as and when they are able.

## **Learning Platforms**

We are currently delivering remote learning through a number of different platforms, the majority of which form part of the school's online provision when the children are in school. A daily or weekly learning timetable and all of the children's learning activities will be uploaded Purple Mash or via the ARBOR platform. The children also have logins and access to eBooks on Bug Club, additional maths activities on Mathletics and computing on PurpleMash. Live sessions with teachers and support staff are delivered via Microsoft Teams.

We may move away from any of these platforms and add other resources if we find anything which provides a better learning experience. We will advise parents of any changes as they are made.

## **Roles and responsibilities**

## **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 systems are appropriately secure, for both data protection and safeguarding reasons

Day to day responsibility for the implementation of this policy is devolved to the Head Teacher.

## **Designated Safeguarding Leads**

The school's Designated Safeguarding Leads (DSLs) have day to day responsibility for online safety, and will maintain an active oversight of the management of remote learning from a safeguarding perspective. Procedures will be kept under review and action will be taken swiftly if concerns about the use of technologies arise.

The Head Teacher and DSLs will liaise with the school IT support provider to ensure the ongoing safety and suitability of the technology which we use.

## **The Deputy Head**

The Deputy Head is responsible for:

- Coordinating the remote learning approach across the school – through checking each class' remote learning offer weekly on Seesaw
- Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing work set and monitoring feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations - through senior leaders and the DSLs reviewing any comments raised by teachers or parents and reviewing any security or data breaches raised by the IT Support Team.

## **IT Contractors – Eduthing**

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they are experiencing
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer

- Assisting pupils and parents with accessing the internet or devices

### **Teachers**

Teachers must be available between 9am and 4.00pm. If they are 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.

Teachers are responsible for:

- Online Virtual teaching via Microsoft Teams will be timetabled across each day.
- Uploading a weekly or daily timetable to Seesaw
- Setting learning for pupils on Seesaw
- Providing a daily welcome at 9.00am where they will introduce the day's learning
- Providing a minimum of one daily live check in session that children can join to maintain contact, support wellbeing and discuss their learning
- Reading a daily story
- The work has been set in such a way as to enable pupils with limited access to devices to learn at a time that fits in with family circumstances and routines
- Contacting parents via the class email and parents may also contact teachers in the same way. Teachers will not answer emails outside of working hours
- Responding to any parental queries posted on Seesaw
- Phoning parents and pupils each week if there are any concerns
- Ensuring they follow the Staff Code of Conduct – including dressing appropriately for online meetings, online sessions and recorded lessons, and ensuring that the room that the teacher is teaching in, and which is visible to the student or parent, does not contain any potentially offensive or sensitive materials on display
- The offer in Nursery is understandably different – the children will have daily phonics and story and ideas for weekly learning activities

## **Pupils and parents**

Staff can expect pupils to:

- Be contactable during the required times – although consider they may not always be in front of a device the entire time
- Complete and return learning to teachers
- Seek help from teachers if needed, by joining the daily live session
- Contact teachers if they're not able to complete learning

Staff can expect parents to:

- Make the school aware if their child is sick or otherwise can't complete learning that has been set
- Seek help from the school if they need it
- Contact class teacher via the class email or Seesaw if they have any questions or concerns
- Be respectful when making any complaints or concerns known to staff

## **Use of Video Conferencing Technology – Microsoft Teams**

We are keen to provide live face to face contact opportunities, both as a support to the children's wellbeing, and to maintain their sense of belonging to the class and to Raglan Primary School.

These meetings are not compulsory, but we would like to see as many of our children as possible. If you would like your child to take part, but feel this will not be possible because of technology constraints, please let us know in case we can help.

The safety of the children and staff is paramount when using this technology, and if you wish to take advantage of these opportunities, you must agree that:

- When joining the meeting, the adult will need to appear onscreen briefly so that we can confirm you are nearby.
- Children will join the meeting by the meeting start time in order to be admitted from the virtual waiting room by the teacher.
- Children will take part in the meeting in a suitable communal environment where possible and must be appropriately dressed. They do not have to wear uniform, but the top and bottom part of the body must be covered.

- Children must remain muted unless asked to unmute by the teacher. If they want to contribute to the meeting or ask a question, they should raise their hand or type in the meeting chat.
- These sessions are for the children. If a parent has a question or query about the learning, they should contact the teacher via the class email.
- Everyone in the household will be made aware that a meeting is taking place, and will make sure that they are suitable dressed and do not use inappropriate language in the background.
- You will not capture or share video/images/personal information of anyone on the call.
- You will ensure that your child is correctly logged off at the end of a meeting.
- Failure to comply with any of these requirements could result in your child not being allowed to participate in future sessions.

For our part, we will ensure that:

- You or your child will not be contacted through Teams other than for pre-arranged meetings.
- Appropriate security settings will be in place for all meetings.
- The teacher will ensure that only expected registered users are allowed into any meeting.
- Invitations will be sent out via Seesaw with a direct link
- Participants will be held in a virtual waiting room until their identity has been verified by the teacher.
- All staff in the meeting or in the background will be appropriately dressed and will use appropriate language.
- Teachers will end the meeting for all participants or stay in the meeting until everyone has logged off from the call.

### **Data protection**

Online sessions will be delivered using Microsoft Teams. Microsoft adheres to GDPR standards, and any identity information is kept inside Europe on Microsoft servers. Where they use servers in other parts of the world, the data is handled in line with GDPR guidelines.

Meetings will be recorded for safeguarding purposes and stored within the secure Microsoft environment. Copies will be kept by the school in line with our Retention Policy which will be replicated in Teams to ensure the removal of the data. The class teacher, designated members of the senior leadership team and meeting participants will be able to view these recordings.

### **Accessing personal data**

When accessing personal data, all staff members:

- Access data through the Raglan Primary School remote server or Microsoft Office365 – this is a secure cloud service.

### **Sharing personal data**

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

### **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, and keeping operating systems up to date. This is managed by the school's IT consultants

### **Safeguarding and Child Protection**

Raglan, as part of Mosaic Schools Learning Trust, has Safeguarding Policy to reflect the current situation. See Appendix B.

### **Monitoring arrangements**

This policy will be subject to ongoing review by the Head Teacher and senior leaders in the current circumstances.

### **Links with other policies**

This policy is linked to our:

- Behaviour policy
- Safeguarding Policy and coronavirus addendum
- Data protection policy and privacy notices

Raglan Primary School and Nursery  
Part of Mosaic Schools Learning Trust

- ICT policy
- Online Safety policy

## **Appendix A – Addendum to Safeguarding Policy**

Mosaic Schools Safeguarding Policy Appendix – June 2020

### **Context**

From June parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of the Raglan Primary School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in specific areas.

### **Safeguarding Arrangements During School Closure from June 2020**

KCSIE is the statutory safeguarding guidance that all schools must have regard to, and the principles of this guidance remain unchanged during the extraordinary circumstances of the COVID-19 measures which the school is taking.

The situation is not however, business as usual, but there are a number of important safeguarding principles which remain unchanged, and which we must all bear in mind at all times:

- with regard to safeguarding, the best interests of children must always continue to come first
- if anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy should be available
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children should continue to be protected when they are online

Guidance from the DfE will be updated daily (<https://www.gov.uk/government/publications/covid-19safeguarding-in-schools-colleges-and-other-providers>) and The Department for Education COVID-19 helpline, is available to answer questions:

## **DfE coronavirus helpline**

Email

[DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)

Telephone 0800 046 8687

Lines are open Monday to Friday from 8am to 6pm and weekends 10am to 4pm.

You will need the URN for your school. These are set out below for all Trust schools:

Cage Green Primary School 147104

Crofton Infant School 138611

Crofton Junior School 137683

Raglan Primary School 140088

River Mill Primary 147083

School

Valley Primary School 137242

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## **Vulnerable Children Definition**

Children with a Social Worker

Children referred to Social Care

Children under assessment by Social Care

Children recently removed from Social Care Support Plans

Children with EHCPs

Children in receipt of Early Help (CAFs)

Children where Early Help (CAFs) were in process

Children with complex health needs

There may also be children within any of the Trust schools who do not meet the definition of vulnerable, but for whom there may be concerns. These children should be identified to the DSL to consider whether further support is necessary.

## **Attendance**

All schools in the Trust will have a register of children where parents have indicated that they are key workers and will need care at school, as well as the vulnerable children. Where a child defined as vulnerable does not attend, this should be followed up with the parent or carer. In all cases where a vulnerable child does not attend, or discontinues, the social worker should be informed.

All schools take a daily register of children attending which is returned to the DfE via secure access.

## **Reporting Concerns**

If you have a concern about a child, this should be reported in the usual way, where possible to your usual DSL or DDSL. It is possible that they may not be available during this time as they may become unwell. As a Trust, we will ensure that a trained DSL or DDSL is available whenever possible. A full list of Safeguarding Leads is included in this appendix.

## **Online safety**

During this time, all schools are using more online resources, and the resources used must all comply with the Trust GDPR requirements. As part of the online planning process we must ensure children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting routes back to the school this should also signpost children to age appropriate practical support from the likes of:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

All Trust schools should be in regular contact with parents and carers, for example through weekly newsletters and also through the remote learning being set each week. We should use our lines of communication to reinforce the importance of children being safe online. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access and be clear who from the school their child is going to be interacting with online.

Parents and carers may well be looking for other support from the many companies offering tuition. Schools must advise parents of the need to use reputable providers who can evidence their online safety and credentials for having access to children. Schools should signpost parents and carers to the following support:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online

- [Net-aware](#) - for support for parents and careers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

Updates for keeping safe online are published on the school website for parent access with details for reporting online abuse.

### **Peer –on –peer Abuse regarding COVID-19**

If any member of staff identifies peer-to-peer bullying or abuse around a child or family with possible, suspected or confirmed contraction of COVID-19, the usual school procedures will be adhered to.

All reported case information will be kept confidential by SLT. Medical advice as received by PHE will be strictly adhered to.

DfE.coronavirushelpline@education.gov.uk  
0800 046 8687

This appendix complies with COVID-19: Safeguarding in schools, colleges and other providers 27.3.2020

### **Mental Health**

Advice and support for Staff Wellbeing Access is to be emailed to staff. Support for CYP and families published on the School Website as informed by the Local Authority and updated as received.

Support for pupils and students in the current circumstances can include existing provision (although this may be delivered in different ways, for example over the phone) or from specialist staff or support services. You can read the guidance on <https://www.gov.uk/government/publications/mental-health-and-behaviour-inschools--2>

Mentally Healthy Schools has put together a toolkit for schools and containing guidance on monitoring staff wellbeing and children's mental health:

<https://www.mentallyhealthyschools.org.uk/resources/a-toolkit-for-schools-and-colleges/>

## **Bereavement**

Unfortunately, it is almost inevitable that some members of our school communities will suffer bereavement during this crisis. All schools will be in contact with their families and staff, and will become aware if this happens. Bereavement support is available from different sources, but Winston's Wish has a very useful website for bereaved children, particularly during the current pandemic:

<https://www.winstonswish.org/coronavirus/>

Living On has been used by several of the Bromley schools, but is a charity local to only the Bromley area

<http://livingon.org.uk/>

## **Vulnerable Children Contact Arrangements**

Children on CP are being contacted by school and/or social workers regularly  
Children on CIN are being contacted by school and/or social workers regularly  
Children under assessment and recently removed are being contacted every week  
EHCP children are being contacted weekly  
Early Help (CAF) and PRA children are being contacted a minimum of fortnightly

*If you have any concerns regarding children or families, please do not hesitate to contact any of the safeguarding team (emails below).*

*If you find yourself unable to contact a member of the team or there are any emergencies call the MASH Team (numbers below) or the police as you see fit.*

### Full DSL and DDSL Contact List

As not all staff might be available at all times as they may be unwell, all safeguarding teams from all the Trust schools will be available. You should try to contact your own DSL/DDSL before referring to this list.

School	DSL	DDSL(S)
Crofton Infants	Liz Quayle e.quayle@crofton-jun.bromley.sch.uk	Susie Sargent sking@crofton-inf.bromley.sch.uk
		Tricia Jolly pjolly@crofton-jun.bromley.sch.uk
Crofton Juniors	Liz Quayle equayle@crofton-jun.bromley.sch.uk	Susie Sargent sking@crofton-inf.bromley.sch.uk
		Debbie Weaver dweaver@crofton-jun.bromley.sch.uk
		Georgina Baron gbaron@crofton-jun.bromley.sch.uk
Cage Green Primary School	Joanna Styles jstyles@cage-green.kent.sch.uk	Claire Ellis cellis@cage-green.kent.sch.uk, Abby Carter acarter@cage-green.kent.sch.uk, Anna Clarke aclarke@cage-green.kent.sch.uk, Jo Dove jdove@cage-green.kent.sch.uk, Jo Wilson: jwilson@cage-green.kent.sch.uk Sarah Creed: screed@cage-green.kent.sch.uk
Raglan Primary School	Matt De Freitas mdefreitas@raglan.bromley.sch.uk	Sam Collins Scollins@ragan.bromley.sch.uk
River Mill Primary School	Suzanne Leader headteacher@rivermillprimaryschool.co.uk	Billy Jordan bjordan@rivermillprimaryschool.co.uk
Valley Primary School	Stephen Jackson Stephen.jackson@valley.bromley.sch.uk	Yesim Mulla Yesim.mulla@valley.bromley.sch.uk Katie Bradley Katie.bradley@valley.bromley.sch.uk Rachel Coulson Rachel.coulson@valley.bromley.sch.uk

## Staff Mobility

If it becomes necessary to use one of the Trust schools as a Hub for children from other schools within the Trust, staff can be moved between schools on a temporary basis. Any staff doing this will be given an induction about the children on a case by case basis, dependent on existing skills and knowledge. They will all require a copy of the school's revised CP policy and DSL arrangements. All staff employed by the Trust have current enhanced DBS clearance.

## BCS Contact Details (Bromley Schools)

- **MASH (Multi Agency Safeguarding Hub)** - manages referrals to children's social care. Can provide advice and assistance by calling 020 8461 7373 / 7379 / 7026 or via the secure e-mail box [mash@bromley.gcsx.gov.uk](mailto:mash@bromley.gcsx.gov.uk)
- **BCP (Bromley Children Project)** – Support for those who need help with parenting, debt, gaining employment, child's behaviour at home or school, domestic violence, family members affected by drugs, alcohol, crime or anti-social behaviour 020 8461 7259
- **CAF (Common Assessment Framework)** – a voluntary assessment that looks at the issues affecting the family with a strong focus on how to improve the situation and who are the best agencies to support them 0208 461 7174

Children's Social Care | London Borough of Bromley, Civic Centre, Stockwell Close, Bromley, BR1 3UH Tel: Out of Hours: 0300 303 8671

## Kent Schools Safeguarding Agencies Contact Information

### Cage Green Only

<b>Kelsi Front Door</b>
<a href="https://www.kelsi.org.uk/special-education-needs/integrated-childrens-services/front-door">https://www.kelsi.org.uk/special-education-needs/integrated-childrens-services/front-door</a>
Telephone: 03000 41 11 11
Out of hours telephone (after 5 for emergencies only) 03000 419191

### River Mill Only

<b>Education Safeguarding Service – July 2019</b>	
Head Office: Room 2.30 Sessions House County Hall Maidstone ME14 1XQ	
Claire Ray Head of Service	03000 415788
Peter Lewer Training & Development Manager	03000 418707

Raglan Primary School and Nursery  
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Online Safety	03000 415797
For advice on safeguarding issues please call your area office on the numbers listed below. If a child may be at risk of <b>imminent harm</b> you should call the <b>Integrated Front Door on 03000 411111</b> or the <b>Police on 999</b>	
Dartford	03000 412445
Integrated Front Door: 03000 411111 (outside office hours 03000 419191) Early Help Contacts (district teams) can be found on <a href="http://www.kelsi.org.uk">www.kelsi.org.uk</a>	