



Swanwick School and Sports College

Remote Learning Policy

Date Reviewed	Next Review Date	Policy Writer	Headteacher
June 2026	June 2027	Danielle England (Headteacher)	Danielle England

Introducing our Remote Learning Policy

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, especially when they are unable to attend due to an unforeseen closure of the school.

The policy aims are to:

- Set out our expectations for all members of the school community with regards to remote learning.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure staff, parent, and pupil data remains secure and used in line with Data Protection regulations.

Our Remote Learning Policy may change in line with changing events, technologies and methodologies and as such will be regularly revised. Any changes will be communicated via our regular communication channels.

Scope & Responsibilities

This Policy applies to all staff (including temporary staff, consultants, governors, volunteers, and contractors, and anyone else working on our behalf), pupils, parents and carers.

All staff are responsible for reading and understanding this policy before carrying out tasks relating to remote learning, and for following this policy, including reporting any suspected breaches of it to the appropriate Senior Leader or Governor.

Our Governing Body, Headteacher, Senior Leadership Team, Designated Safeguarding Lead (DSL), SENCO, IT Staff and Data Protection Officer (DPO) are responsible for dealing with breaches of this policy, including suspected breaches, identified risks, and monitoring compliance with this policy.

Online Learning Platforms and Resources

As part of the curriculum, all pupils have their own login details for **Purple Mash**, where they can access a variety of lessons online. They also have login details for **TT Rockstars** / **Numbots**. These platforms can be used in the event of a school closure for pupils who wish



to continue their learning. All can be accessed on a laptop, tablet, or phone via the school website:

How to Access Purple Mash / TT Rockstars / Numbots:

1. Go to **www.swanwicksportscollege.co.uk**
2. Click on '**Pupil Zone**' from the drop-down menu and select the **Purple Mash / TT Rockstars / Numbots** logo.
3. From the '**Child / Pupil**' drop-down menu, type **Swanwick School and Sports College**.
4. Enter your child's username and password.
5. All pupils have been given these details and have practised logging in as part of their curriculum.

We should ensure that the online platforms and tools we use are secure, maintain privacy and have enterprise level security.

Equipment

Pupils should use their own or family-owned equipment to access remote learning resources

Safeguarding

Safeguarding and child protection remains as important in this environment as anywhere else, and staff members should apply the school's safeguarding guidance to remote learning, just as they would to classroom working - staff who become aware of any child protection concerns must continue to follow established safeguarding procedures.

We should adhere to all additional guidance on delivering learning for those children accessing provision at home.

When working remotely, we must ensure that the current Child Protection & Safeguarding Policy along with any addendums is adhered to at all times.

Data Protection

Data Protection remains as important in this environment as anywhere else, and staff members should apply the school's Data Protection Policies to remote learning, just as they would to classroom working - staff who become aware of any data breaches must continue to follow established data protection procedures.

The Data Protection Act, UK GDPR and our policies require us to assess the lawful basis for Data Sharing and the Data Protection suitability of providers of services/platforms, and this information must be published in our Privacy Notices.

We must carry out DPIAs for third party processors supplying remote and online learning and/or communications platforms and for any other processing deemed to require such.

We should follow our IT Acceptable Use and Email policy when communicating with parents and pupils.



We must follow the procedures in our Data Protection Policy for recording, reporting and responding to data breaches, suspected data breaches and cyber security incidents.

School and Home Communications

Maintaining a sense of community with parents, carers and pupils is very important to us and we should provide regular communication to parents about any general measures that need to be put in place if their child is learning remotely.

During the period of remote learning, we should maintain regular contact with parents to:

- Ensure parents are aware of what their children are being asked to do and when.
- Reinforce the importance of children staying safe online.
- Provide further information as the necessity arises.

School Responsibilities

Each member of our school community plays a part in the safe and effective delivery of remote learning. These responsibilities are outlined below.

Our governing body is responsible for:

- Ensuring that the school has robust risk management procedures in place.
- Evaluating the effectiveness of the school's remote learning arrangements.

Our Headteacher is responsible for:

- Ensuring the school's remote learning approach is effectively communicated to the whole school community and providing regular and timely updates as dictated by any circumstances relating to the invocation of a period of remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Overseeing that the staff and pupils have the resources and appropriate training necessary to ensure effective remote learning in accordance with this policy.
- Ensuring the relevant policies are available to the school community at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning, including putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Managing the effectiveness of safeguarding measures through a robust system of reporting, investigating, and recording incidents.
- Managing the effectiveness of data protection measures through a robust system of reporting, investigating, and recording incidents including the relevant Data Protection Impact Assessments are carried out prior to sharing pupil (or other high risk) information.
- Regular reviews of the effectiveness of this policy.

The Governors and Headteacher are responsible for liaising with the Data Protection Officer to ensure:

- all staff are aware of the data protection principles outlined in the UK GDPR.
- all Data Protection Policies and Privacy Notices are updated to reflect remote learning platforms.
- that all learning platforms, apps, games, communication platforms, computer programs used for remote learning are compliant with the UK GDPR and the Data Protection Act 2018 and where necessary, Data Protection Impact Assessments have been carried out.
- all staff understand and follow the procedures for data breaches

IT Staff are responsible for:

- Reviewing the security of remote learning systems and flagging any security breaches to the Data Protection Officer.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.
- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost work, and allow for audio and visual material to be recorded, where required.

Teaching and Learning staff are responsible for:

- Ensuring pupils are shown how to use the remote platforms and other tools to be utilised in the delivery of remote learning.
- Adhering to this policy at all times during periods of remote learning.
- Reporting any safeguarding incidents to the DSL and asking for guidance as appropriate.
- Reporting any Data Protection incidents to the DPO and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the headteacher.
- Reporting any defects on school-owned equipment used for remote learning to an ICT technician

Pupil Code of Conduct / Behaviour Policy: Remote Learning

Pupils' should adhere to this Code of Conduct at all times during periods of remote learning, including reporting any suspected breaches of it to the school.

Pupils are responsible for:

- Taking care of their personal information.
- Taking reasonable steps to prevent unauthorised access to devices that are being used to access remote learning.
- Informing an appropriate member of school staff as soon as is reasonably practical if they become aware of a data security risk or breach.
- Ensuring they have access to remote learning material and notifying an appropriate member of school staff if they do not have access.



Parental Code of Conduct: Remote Learning

We believe parents/carers can most effectively facilitate and participate in their children's remote learning by working in partnership with the school and staff.

As part of this partnership, parents are asked to support their child in adhering to the contents of the Pupil Code of Conduct: Remote Learning at all times during periods of remote learning.

We encourage parents/carers to communicate any issues with remote learning, safeguarding, pupil welfare, wellbeing or data protection to an appropriate member of school staff as soon as possible.

If a pupil is provided with school-owned equipment, the pupil and their parent should sign the Acceptable Use Agreement/Codes of Conduct prior to commencing remote learning.