



**Royal Free Hospital Children's School  
Remote Learning Policy  
November 2020**

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<b>Governor responsible for this policy:</b>	Diana Goldin
<b>Date of policy approval :</b>	12/11/20

**Specific Aims:**

- To outline the Royal Free Hospital schools approach for pupils that from April 2020, pupils will not be attending school through sickness, long-term medical need, school refusal or as a result of government guidance or due to continued shielding.
- To outline The Royal Free Hospital schools expectations for staff that, from April 2020, will not be attending school due to self-isolation but that are otherwise fit and healthy and able to continue supporting with the teaching, marking and planning for pupils.

**Who is the policy applicable to?**

Pupils who are unable to attend school through sickness, long-term medical need, school refusal or as a result of government guidance or due to continued shielding because of the medical condition of person within their household.

In line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms:

- A continuous, dry cough
- A high temperature above 37.8°C
- A loss of, or change to, their sense of smell or taste
- Have had access to a test and this has returned a positive result for Covid-19

**Remote learning for pupils that are not able to attend school due to self-isolation or in line with government guidelines**

The Royal Free Hospital school will provide remote learning (online) for pupils that are not able to attend school so that no-one need fall too far behind.

In the following points, an outline of the provision will be made and some guidance given on the role of pupils, teachers and parents.

The Royal Free Hospital school are fully aware that these are exceptional times and that this document seeks to inform and guide families and not impose expectations. Each family is unique and because of this, should approach home learning in way which suits their individual needs.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. We recommend that in the event that a pupil is accessing education remotely, each 'school day' maintains structure, following the weekly timetable already established at the Royal Free Hive day school offering a full program of study.

Using the online platform of Google class room, the Royal free Hospital Children's school are able to offer a 'live stream' for pupils to engage and be interactive in lessons in the event that pupils are unable to attend school. Learning in this way, pupils can join and follow all lessons as if they were present for the school day.

Pupils are issued with an individual login email address, username and password, which is completely unique to them. On their Google profile, pupils can use the individual google drive area to save their work securely, create google documents as well as engage with teachers in the comment section for feedback to their work which has been submitted.

Royal free school subject teachers will post lesson resources, slides, handouts, any worksheets and homework in their specific classroom area for pupils to access.

Every effort will be made by staff to ensure that work is set promptly on appropriate platforms but school cannot guarantee that the chosen platforms will work on all devices. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

Should anything be unclear in the work that is set, parents can communicate with class teachers via the school email address; [admin@royalfree.camden.sch.uk](mailto:admin@royalfree.camden.sch.uk).

### **Remote learning platforms:**

The Royal Free Hospital children's school offer remote engagement using the platforms of:

- Google Class room
- Zoom
- Teams (used for professional network meetings)

It is possible to enhance these platforms by using applications which allow for easy video recording of teachers teaching, explaining and questioning.

Continuing to teach all or most of the normal planned curriculum in the remote environment is important. Subjects where this is more challenging are those that would normally include significant elements of practical work in the live classroom, for example sciences, music or technology.

However, in these and other cases, video demonstrations (and there are many ready-to-use examples linked to the curriculum available on platforms such as YouTube) can substitute well for practical work, particularly if accompanied by teacher explanation, commentary and a text book or electronic resource.

### **Livestreaming**

Livestreaming is used at the Royal Free hospital children's school to broadcast an event taking place or to live stream teachers delivering a lesson in a subject specific 'Google classroom.' It's a valuable educational medium which can connect young people, who are unable for various reasons, to not attend school that day.

Whether hosting or joining a livestream, you must get consent from parents and carers and children if any images of or identifying information about the child may be used. *(See appendix 1 for pupil/parent consent forms)*

To create a safe environment for children and young people when watching or engaging in a livestream, we have considered the below.

Before starting any livestream, remind children:

- not to share private information
- not to respond to contact requests from people they don't know
- who they should tell if they see or hear anything upsetting or inappropriate.

We believe that good teaching and learning is based on the effectiveness of live classroom teaching. For example:

- ensuring pupils receive clear explanations
- supporting growth in confidence with new material through scaffolded practice
- application of new knowledge or skills
- enabling pupils to receive feedback on how to progress

These characteristics of good teaching are more important than the medium of delivery, be it in the 'live' classroom or through remote provision (whether or not that remote provision is live or pre-recorded.) We have considered how we might best transfer and translate these teaching skills into remote education using what we already know about effective teaching in the live classroom.

Live classrooms enable important interaction between teachers and pupils through, for example, questioning, eliciting and reflective discussion. These complex teacher skills in the live classroom are not always easy to recreate in a remote environment, but where remote education recreates at least some aspects of this interactivity and intentional dialogue, teaching is likely to be more effective, support pupil motivation and lead to better progress.

Pupils in the early stages of their formal education are likely to have particular needs which cannot easily be addressed in the same way via live lessons as those of other pupils.

At the Royal Free school, we have made it a focus to identify our pupils with SEND who will require specific approaches because of learning via a screen in this remote way, and tailored the delivery of lessons to meet their individual learning needs and circumstances.

Tests and quizzes are an important part of effective teaching and can be easily created to precede or follow teaching sequences. When teaching live, it is possible for teachers to question individual pupils and for pupils to pose questions to teachers or peers, for example using the 'Chat' function on Google class room, which works well for rapid feedback and allow live marking. Where available and relevant, textbooks (both 'hard copy' and electronic) could be issued for pupils to use at home to complement and support lessons.

Where lessons are recorded, they can be accessed later by pupils, making flexible use possible in the context of limited or shared device access. These and similar platforms can make it easier for teachers to monitor pupils' progress because work can be viewed or submitted through a single system. This in turn may make it easier for teachers to adapt work in the light of pupils' progress.

### **Maintaining aspects of school life online**

These platforms can also be used beyond the individual lesson context for other events such as whole staff briefings and professional development sessions, and for teachers to lead events such as year or whole school assemblies. It is important that these aspects of school life are maintained during any period of disruption.

### **Communication**

Good communication between schools and parents (about the approach the school is taking) can help young people with remote learning at home. This could include, where appropriate, group seminars, briefings using platforms such as Zoom, or one-to-one telephone calls where necessary, to inform parents and elicit their support.

It is essential for staff, and pupils, to use school email addresses. Each pupil at the Royal Free Hospital children's school has their own unique log in, password and email attached to their google profile and Chrome book which is used in school. They can access their profile and the google class room from home in the event they are unable to attend school.

Groups have been set up to streamline communication for example with a whole class. Existing online resources and teacher-created resources, can be accessed, for example: worksheets, tests and quizzes, as well as video or sound recordings of explanations hosted on platforms such as YouTube - or available on the school, 'pupilshare' remote-access area.

Communication between parents and staff is made via the school admin address [admin@royalfree.camden.sch.uk](mailto:admin@royalfree.camden.sch.uk). Teachers communicate directly with other professionals via their work [@royalfree.camden.sch.uk](mailto:@royalfree.camden.sch.uk) LGFL email addresses.

In the event that an invitation for a remote meeting or lesson is created via Zoom, Teams or Google Meet/class room is sent directly to a parent, the school admin address [admin@royalfree.camden.sch.uk](mailto:admin@royalfree.camden.sch.uk) is always 'ccd for reference.

**Teachers are not to use personal email addresses or remote accounts when engaging with pupils and/or parents in any capacity. Where possible the Royal Free Hospital Children's school account should always be used in the first instance.**

#### **Family (pupil/parent/guardian) role :**

- Under NO circumstance should you film, screenshot or record the Zoom/Google Class room session of each other, or of teaching staff with the intention to share it with anyone.
- **When learning is taking place on this online platform, a Parent/Carer/teaching professional to be present and observing in the room throughout the session to ensure safeguarding practices are being followed.**
- Zoom/Google Class room is a platform to engage you in learning during this time- if this platform is not used in a responsible way, the consequences could be serious.
- If you have any questions or concerns, please contact your teacher, personal tutor and they can give you further advice.

#### **Be sensible and respectful of others during Zoom/Google class room lessons.**

- Remember to use appropriate language when online just like you would if you were in a lesson at school.

#### **Keep focused only on the learning during the Zoom/Google class room sessions.**

- Yes- we understand that this is a different way to be 'in class' together but remember- these sessions are for learning- we ask that you do not use this platform as a place to socialise with your peers.

#### **When the lesson has begun- try to speak one person at a time**

- There are emoji tools in Zoom /Google class room which identify who in the room would like to make a comment or ask a question.
- Raise your hand to the camera OR use the emoji tools of a hand to show that you want to say something.
- In Google class room, you can make a shared comment to the group in the comments box.
- When you are not speaking, we ask that you mute your microphone.

#### **If you do not want to show your face on the screen you can switch the video option off to select only the audio features**

- You may not feel like showing your face; this is fine.
- It is very easy to turn your camera off and still engage in the lesson.
- With the camera off, you can still be heard with your audio and we would like you to make verbal contributions to the session.

#### **Ensure that you are sitting in a place in your home, which has good lighting and (if possible) at a table.**

- We realise that everyone has a different living situation, but ask that if you can, try and be in a place where you will not be distracted by your surroundings, is quiet and others would not be visible on screen.

#### **Remember to dress appropriately during the Zoom/Google class room session.**

- We would not expect you to dress in school uniform! However, we ask that you dress appropriately on the screen.
- If you are unsure what this may include, please refer to your parent/carer, teacher or personal tutor for specific guidance.

#### **An adult should be present during the Zoom/Google class room teaching session.**

- When learning is taking place on this online platform, a Parent/Carer/teaching professional to be present and observing in the room throughout the session to ensure safeguarding practices are being followed.

Your mobile phone or any other tablet device should be switched off during the Zoom /Google class room lesson so there are no interruptions.

- Just like during a 'normal' lesson in your school, you we ask that you do not access to your mobile during lessons to text, call or use for any other purpose.
- We ask that you turn you phone off during the session.

### **Teacher expectations:**

Practical tips for teachers conducting online learning sessions:

1. *Teachers are to check that pupils & parents have signed Royal Free school consent forms for engaging with teachers online prior to any remote learning taking place*
  2. *Be mindful of what is in the background, especially when working from home*
  3. *Delete tabs and toolbars when screen sharing to ensure confidential items and emails are not on display*
  4. *Close as many applications as possible to prevent exceeding your bandwidth*
  5. *Use headphones and an external mic for privacy and better sound quality*
  6. *Ensure that there is a third person present in the session whilst it is taking place for safeguarding*
  7. *Keep a register of who was in the session, what time it took place and what the curriculum area is*
  8. *Always copy the school email address [admin@royalfree.camden.sch.uk](mailto:admin@royalfree.camden.sch.uk) into all invitations sent for google classroom & Zoom invitations*
  9. *Make sure you "leave" the meeting when completed*
- Teachers should plan lessons that are relevant to the curriculum focus for that year group or for an individual learner and endeavour to replicate this through video clips and tasks for home learners.
  - Any resources used, including websites and worksheets, should, where possible, will be shared with home learners. Staff will do this electronically and it will be the responsibility of families to print/use these resources at home.
  - To respond, within reason, promptly to requests for support from families at home. This should be done via email or by adding further video guidance for families. Staff and parents should communicate via the school admin email address [admin@royalfree.camden.sch.uk](mailto:admin@royalfree.camden.sch.uk)
  - Should a staff member require support with the use of technology, it is their responsibility to seek this support in school and Senior Leaders will ensure that support is given promptly.

### **Remote teaching for staff who are self-isolating**

Teaching staff are required to self-isolate if they show symptoms outlined at the start of this policy or they have been told to shield and/or have received a letter to confirm this.

If a member of staff is required to self-isolate, they are expected to:

- Follow normal reporting procedure for planned absence.
- Following contact with school, Sue Cesar (Business School Manager), may set up a referral to Occupational Health to support that individual.
- School will ask staff about their intention to get tested. Should a staff member be tested, it is expected, as per national guidance, to share the result of this test with school so that appropriate plans can be made.

Whilst self-isolating, and if able to do so, staff will be given an individual project to work on which is line with whole school improvement priorities. These projects will be communicated by the Senior Leadership Team and will be allocated on a case-by-case basis. Staff may also be asked to support with the online learning provision for their year group.

### **If online abuse occurs, The Royal Free Hospital Children's School will respond to it by:**

- Having clear and robust safeguarding procedures in place for responding to abuse (including

online abuse)

- Providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- Making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
- Reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

### **Related policies and procedures**

This policy is one of a series in the school's integrated safeguarding portfolio and should be read in conjunction with the policies as listed below:

- Anti-Bullying Policy
- Behaviour Policy
- Confidentiality Policy
- Data Protection Policy
- Dealing with Allegations Against School Staff
- 'E' Safety Policy
- Health and Safety Policy
- Medical Needs Policy including First Aid and Accidents
- PSHCRE Policy
- Risk Assessments (e.g. school trips, use of technology)
- Staff Behaviour Policy (including Acceptable Use of Technology)
- Whistleblowing

### **Useful links:**

#### **Organisation**

#### **Link**

**Ask About Games** [Askaboutgames](#) provides a range of advice on how to stay safe online. It also features advice about finding balance during COVID-19.

**Ditch the Label** Ditch the Label's [Coronavirus support hub](#) provides a range of support and resources for young people.

**SafeToNet** The [SafeToNet app](#) helps educate children "in-the-moment" by providing real time detection of harmful or concerning content that they may be sharing.

**BBC Own It App** The [BBC Own It app](#) helps children stop and think before they press the 'send' button.

**Childnet** A [tool kit](#) to support parents and carers of any age child to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support.

**CTIRU** You can report terrorist content they find online through the [public referral tool](#). More information about [what to report and what happens](#) when you make a report.

#### **Every Mind Matters**

[Advice and simple tips](#) on how to maintain your mental wellbeing if you need to stay at home during the coronavirus outbreak.

## Organisation

## Link

<b>Internet Matters</b>	Internet Matters has created a <a href="#">#staysafestayhome</a> hub. The hub has information about setting devices up safely, age appropriate conversations to have and resources to support families' wellbeing.
<b>Let's Talk About It</b>	Support for parents and carers to <a href="#">keep children safe from online radicalisation</a> .
<b>LGfL</b>	Support for parents and carers to keep their <a href="#">children safe online</a> , including 6 top tips to keep primary aged children safe online.
<b>Net-aware</b>	Support for parents and carers from NSPCC, providing a <a href="#">guide to social networks, apps and games</a> .
<b>Parent Info</b>	Provides <a href="#">support and guidance for parents</a> from leading experts and organisations.
<b>Rise Above</b>	Public Health England's <a href="#">Rise Above social marketing programme</a> aims to help build resilience and support good mental health of young people aged 10-16.
<b>Thinkuknow</b>	Provides <a href="#">advice from the National Crime Agency (NCA)</a> to stay safe online. To help families manage during this time, the NCA has launched <a href="#">#OnlineSafetyAtHome</a> , a set of fun, engaging activities based on Thinkuknow cartoons, films, games, and advice articles.
<b>UK Council for Internet Safety</b>	<a href="#">Education for a Connect World</a> . A framework to equip children and young people for digital life.

**Risk Assessment for Zoom**

(To completed by Personal Tutor/Teacher or Key professional known to the young person)

Surname	DoB:
First name	Local Authority : Camden
First language	Date of PLAN:

* Current SUPPORTING AGENCIES/PROFESSIONALS ( CAMHS/EP/SALT/CP/LAC)	
NAME/ROLE	CONTACT DETAILS

* Historically Known RISK BEHAVIOUR	Yes/NO	E-learning Risk behaviour for (ZOOM/ Google class room)	Yes/NO
Suicidal ideation or severe harm		Consider the potential risks when your tutee is engaging in Zoom/ google class room Learning.  Are they at risk of displaying the following behaviour?	
Violence to others		Sexualised behaviour on camera	
Severe self neglect		Use inappropriate language /phrases which could 'trigger' or upset others	
Risk from others (e.g. exploitation)		Unable to cope with the full length of the Zoom/google class room lesson due to medical or special educational need ( <i>Consider making the lessons shorter to support this need</i> )	
Risk to intellectual/social development		Is the young person in a living space which can accommodate Zoom/ google class room learning and will safeguard themselves and others in the home?	
Sexualised behaviour		Dressing appropriately whilst on Camera	
Uses inappropriate language		Adhere to any of the RFHCS behavioural expectations when engaging in a Zoom/ google class room lesson as stated in the guidance given in the school Google class room drive as well as signed contract by parents and pupils.	
History of Self- Harm		Have the parents and young person signed the RFHCS consent form for engaging in Zoom/ google class room E-learning lessons?	
Online exploitation			
Unable to keep safe online (social media/other online platforms)			

**\*Additional comments by personal tutor/teacher or Key professional known to the young person**

**Early warning signs, relapse indicators, triggers**

**ACTIONS/INTERVENTIONS TO MEET IDENTIFIED NEEDS/MANAGE RISK**

**ACTION TO BE TAKEN IN THE EVENT OF A CRISIS**

**Agreed school response to a crisis and who to contact**

- In the event that a young person displays behaviour which is inappropriate or a cause for concern- personal tutor will document this following the RF safeguarding procedures and Alert safeguarding Leads (AY/JM) at the RFHCS to ensure that if the young person needs further support to keep themselves safe online – this can be offered.
- If Risk is shown using Zoom online, personal tutor will contact the young person and their parents/home school directly and discuss any use of behaviours, which show a concern as mentioned above.
- Inform external/internal professionals of this 'Risk' behaviour if necessary. In includes also updates about progress and positive engagement online
- If inappropriate use of Zoom by a young person is identified in the 'group' lessons- consider the alternative in arranging an individualised timetable in which 2:1 learning takes place instead during the 'open' spaces of the Online RF school timetable

**Signed by Personal Tutor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Young Person's & Parent/Carer agreement:

Please observe the following rules when using Zoom/Google class room:

***Safeguarding- please keep yourself and others safe whilst using Zoom/ Google Class room for online learning.***

***In the event that you have any concerns about inappropriate use online during these sessions, please do not hesitate to contact your child's Personal Tutor with any safeguarding concerns. You can speak directly to the school's designated safeguarding leads, Alex Yates and Gemma Michelson.***

- Under NO circumstance should you film, screenshot or record the Zoom/Google Class room session of each other, or of teaching staff with the intention to share it with anyone.
- **When learning is taking place on this online platform, a Parent/Carer/teaching professional to be present and observing in the room throughout the session to ensure safeguarding practices are being followed.**
- Zoom/Google Class room is a platform to engage you in learning during this time- if this platform is not used in a responsible way, the consequences could be serious.
- If you have any questions or concerns, please contact your teacher, personal tutor and they can give you further advice.

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- We realise that everyone has a different living situation, but ask that if you can, try and be in a place where you will not be distracted by your surroundings, is quiet and others would not be visible on screen.

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- Just like during a 'normal' lesson in your school, you we ask that you do not access to your mobile during lessons to text, call or use for any other purpose.
- We ask that you turn you phone off during the session.



Dear Parents/carers/referring professionals,

Please read and discuss this agreement below for using remote access teaching via Zoom/Google Class room with your child. We ask that you then respond via email to consent to engaging in Zoom/ Google classroom lessons with RF teachers and other professionals working with Royal Free school to say:

**Parents/Carers:**

***We have discussed this online safety agreement with ([Young person's name here](#) ) and they have agreed to follow the rules set out below in line with the Royal Free Hospital Children's school IT and Safeguarding policy.***

***I ([parent/carers name here](#) ), consent to my child taking part in the stated activity: Zoom/Google class room online E-learning lessons from teachers and/or other professionals working at the Royal Free Hospital Children's School.***

***When learning is taking place on this online platform, I agree to be present and observing in the room to ensure safeguarding practises are being followed.***

**Young person:**

***I ([Young persons' name here](#)) understand that engaging, enjoying the learning activity and being safe means I need to follow the behaviour code and safety rules as expected at the Royal Free Hospital Children's school.***

The school email to reply to is the admin account: [admin@royalfree.camden.sch.uk](mailto:admin@royalfree.camden.sch.uk)

If you have any further questions or concerns, please contact:

[Head@royalfree.camden.sch.uk](mailto:Head@royalfree.camden.sch.uk) Designated Safeguarding Lead

[jemma.michelson@royalfree.camden.sch.uk](mailto:jemma.michelson@royalfree.camden.sch.uk) Designated Safeguarding Lead