

Valence School
 Westerham Road, Westerham, Kent. TN16 1QN
Remote Learning AUP (Dec 2024)

This policy has been written for...	All staff at Valence School.
Copies of this policy may be obtained from...	It is available as a hard copy on request from reception.
Edition, Review frequency and dates	<p>Policy reviewed: December 2024 Date agreed and ratified by Governors: 17th December 2024 Date of next review: December 2026 <i>This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.</i></p>
The lead member of staff is	Lisa Kavanagh – (Vice Principal – Safeguarding & Social Care)
Key Personnel	<p>Matthew Strange (Principal) Contact details: email: mstrange@valence.kent.sch.uk Tel: 01959 565627 (Ext 1100) / 07894 483673</p> <p>Lisa Kavanagh (Vice Principal - Designated Safeguarding Lead & Head of Safeguarding & Social Care) Contact details: email: lkavanagh@valence.kent.sch.uk Tel: 01959 567810 (Ext 1103) / 07912 124724</p> <p>Jo Chivers (Residential Care Manager) Contact details: email: jchivers@valence.kent.sch.uk Tel: 01959 567819 (Ext 1104) / 07896905095</p> <p>Zena Belton (Assistant Principal) Contact details: email: zbelton@valence.kent.sch.uk Tel:01959 567811 (Ext 1106) / 07894483666</p> <p>Vanessa MacPherson (Assistant Principal) Contact details: email: vmurray@valence.kent.sch.uk Tel. 01959 562156 (Ext 2270)</p> <p>Kirsty McIntosh (IT Lead Teacher, Online Safety Co-ordinator) Contact details: email: kmcintosh@valence.kent.sch.uk Tel:01959 562156</p>

	<p>Katie Gibson (Lord) Contact details: email: klord@valence.kent.sch.uk Tel:01959 562156 (Ext 1108) / 07702 513402</p> <p>Brian Davies – Chair of Governors bdavies@valence.kent.sch.uk</p>
<p>Aim</p>	<p>This policy is in place to safeguard all members of the Valence school community when taking part in remote learning following any full or partial school closures.</p>
<p>Ethos</p>	<p>Valence School community recognises that bullying, especially if left unaddressed, can have a devastating effect on individuals; it can create a barrier to learning and have serious consequences for mental wellbeing. By effectively preventing and tackling bullying, our schools can help to create safe, disciplined environment, where students are able to learn and fulfil their potential.</p> <ul style="list-style-type: none"> • Our community: <ul style="list-style-type: none"> • Monitors and reviews our anti-bullying policy and practice on a regular basis. • Supports staff to promote positive relationships, to help prevent bullying. • Recognises that some members of our community may be more vulnerable to bullying and its impact than others; being aware of this will help us to develop effective strategies to prevent bullying from happening and provide appropriate support, if required. • Will intervene by identifying and tackling bullying behaviour appropriately and promptly. • Ensures our students are aware that bullying concerns will be dealt with sensitively and effectively; that everyone should feel safe to learn and abide by the anti-bullying policy. • Requires all members of the community to work with the school to uphold the anti-bullying policy. • Reports back to parents/carers regarding concerns on bullying, dealing promptly with complaints. • Seeks to learn from good anti-bullying practice elsewhere. • Utilises support from the Local Authority and other relevant organisations when appropriate.
<p>Leadership Oversight and Approval</p>	<ul style="list-style-type: none"> • Remote learning will only take place using Microsoft Teams <ul style="list-style-type: none"> ○ Teams has been assessed and approved by SLT. • Staff will only use school managed or specific, approved professional accounts with students and/or parents/carers. <ul style="list-style-type: none"> ○ Use of any personal accounts to communicate with learners and/or parents/carers is not permitted. ○ Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with Lisa Kavanagh, Designated Safeguarding Lead (DSL) who will record and agree whether an exception is formally approved. ○ Staff will use work provided equipment where possible e.g., a school laptop, tablet, or other mobile device.

	<ul style="list-style-type: none"> • Online contact with students and/or parents/carers will not take place outside of the operating times as defined by SLT. • All remote lessons will be formally timetabled; a member of SLT, DSL and/or head of department is able to drop in at any time. • Live streamed remote learning sessions will only be held with prior approval and agreement from SLT.
Data Protection and Security	<p>Any personal data used by staff and captured by Teams when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy. Staff are reminded to use bcc to ensure email addresses of participants are not automatically shared.</p> <ul style="list-style-type: none"> • All remote learning and any other online communication will take place in line with current school confidentiality expectations. • All participants will be made aware that Teams records activity. • Only members of Valence School community will be given access to Teams. • Access to Teams will be managed in line with current IT security expectations
Session Management	<ul style="list-style-type: none"> • Staff will record the length, time, date, and attendance of any sessions held. • Appropriate privacy and safety settings will be used to manage access and interactions. This includes: <ul style="list-style-type: none"> ○ Use of waiting rooms ○ Limiting chat if appropriate ○ Not sharing screens/webcams if appropriate • When live streaming with learners: <ul style="list-style-type: none"> ○ contact will be made via learners' school provided email accounts. ○ contact will be made via a parents/carer account ○ staff will mute learners' videos and microphones unless participation is required. ○ at least 2 members of staff will be present. ○ If this is not possible, SLT approval will be sought. • Live 1 to 1 sessions will only take place with prior approval from SLT. • A pre-agreed invitation detailing the session expectations will be sent to those invited to attend. <ul style="list-style-type: none"> ○ Access links should not be made public or shared by participants. ○ Learners and/or parents/carers should not forward or share access links. ○ If students/parents/carers believe a link should be shared with others, they will discuss this with the member of staff running the session first. ○ Learners are encouraged to attend lessons in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/carer or another appropriate adult. • Alternative approaches and/or access will be provided to those who do not have access.
Behaviour Expectations	<ul style="list-style-type: none"> • Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom. • All participants are expected to behave in line with existing school policies and expectations. This includes. <ol style="list-style-type: none"> a. Appropriate language will be used by all attendees. b. Staff will not take or record images for their own personal use. c. Setting decisions about if other attendees can or cannot record events for their own use, and if so, any expectations or restrictions about onward sharing. • Staff will remind attendees of behaviour, expectations, and reporting mechanisms at the start of the session.

	<ul style="list-style-type: none"> • When sharing videos and/or live streaming, participants are required to: <ul style="list-style-type: none"> a. wears appropriate dress. b. ensure backgrounds of videos are neutral (blurred if possible). c. ensures that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds. • Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.
Policy Breaches and Reporting Concerns	<ul style="list-style-type: none"> • Participants are encouraged to report concerns during remote and/or live streamed sessions: <ul style="list-style-type: none"> • reporting concerns to the member of staff running the session, telling a parent/carer etc. • If inappropriate language or behaviour takes place, participants involved will be removed by staff, the session may be terminated, and concerns will be reported to the DSL. • Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying, and behaviour. • Any safeguarding concerns will be reported to Lisa Kavanagh, Designated Safeguarding Lead, in line with our child protection policy.

I have read and understood the Valence School Acceptable Use Policy (AUP) for remote learning.

Staff Member Name:

Date.....