Remote Learning Assessment

Latchmere Academy Trust

Assessment conducted by: AS	Job title: HT	Covered by this assessment: **staff**, **governors**, **parents**, **volunteers** and **visitors**.
Date of assessment: 22/10/20	Review interval: **monthly during risk period**	Date of next review: 22/11/20

Risk rating		Likelihood of occurrence		
		Probable	**Possible**	**Remote**
Likely impact	**Major** Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

For the purpose of this risk assessment, we have used the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19). Schools need to ensure this risk assessment reflects local arrangements.

The Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction- Explanatory Note
"Schools have a legal duty to provide remote education for state-funded, school-age children unable to attend school due to coronavirus (COVID-19). The Department for Education is providing further support for schools so that they are able to do so. The Direction requires that where a class, group of pupils, or individual pupils need to self-isolate, or there are local or national restrictions requiring pupils to remain at home, schools are expected to provide immediate access to remote education. The expectations on the quality of remote education expected of schools remain those set out in the guidance for full opening published in July 2020".

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
The responsible body of the school is required to provide remote education to pupils- where a class, group of pupils, or individual pupils need to self-isolate, or there are local or national restrictions requiring pupils to remain at home	M	• Plans to provide remote learning to any pupil who needs to self-isolate are in place. • An overview to identify the support offered to individual or groups of pupils in each year group is in place. • Remote learning can be accessed via a range of devices to ensure it is accessible.	Y	HT	22.10.20	L
Remote education will be provided to those pupils where travel to or attendance at their school would be contrary to guidance issued by a public authority for the nation in which they live.	M	• Any pupils who develop symptoms or live with someone who has symptoms of COVID 19, or are contacted by test and trace will be advised to self-isolate in line with guidance. • When the school are contacted and informed by parents they will be directed to the home learning available.	Y	HT	22.10.20	L
Behaviour of pupils accessing remote learning	M	• Teachers delivering and parents and pupils accessing remote education online will be aware that the same principles set out in the school's staff behaviour policy will apply. • This will be made clear in the remote learning policy.	Y	HT	22.10.20	L
Pupil, parent and staff ability to stay safe online.	H	• resources to understand more about how to ensure online education is safe: • remote education advice from The Key for School Leaders • advice from NSPCC on undertaking remote education safely • guidance from the UK Safer Internet Centre on remote education	Y	HT	22.10.20	M

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		• Schools can access the free Professionals Online Safety Helpline which supports the online safeguarding of both children and professionals. Call 0344 381 4772 or email helpline@saferinternet.org.uk. The helpline is open from Monday to Friday from 10am to 4pm. • Guidance on teaching online safety in schools provides information to help schools ensure their pupils understand how to stay safe and behave online. • School contact with parents and carers during this time can also be used to reinforce the importance of children staying safe online. • It is especially important for parents and carers to be aware of what their children are being asked to do, including: • sites they will be asked to use • school staff their child will interact with • The importance of a safe online environment will be emphasised and parents and carers will be encouraged to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. These are usually free, but often need to be turned on. These resources can be used to support parents and carers to keep their children safe online: • support for parents and carers to keep children safe online, which outlines resources to help keep children safe from different risks online and where to go to find support and advice • guidance on staying safe online which includes information on security and privacy settings • Thinkuknow provides advice from the National Crime Agency (NCA) on staying safe online				

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		• Parent info is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations • Childnet offers a toolkit to support parents and carers of children of any age 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 • Internet matters provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world • London Grid for Learning has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online • Net-aware has support for parents and carers from the NSPCC, including a guide to social networks, apps and games • Let's Talk About It has advice for parents and carers to keep children safe from online radicalisation • UK Safer Internet Centre has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services • IT staff are responsible for reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer				
Reporting safeguarding concerns to the school	H	• Parents should follow the schools Safeguarding Policy which will be adapted in the event of whole school closure. • To ensure the safety of pupils and staff, one to one conversations or support between a child and member of staff is not advised. Where it is necessary parents will be asked to be present. • Any staff who have safeguarding concerns should be emailed to the DSL using a CFC form. In emergencies, or for additional	Y	HT	22.10.20	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		• support, teacher should phone the DSL as detailed in the Safeguarding Policy • Concerns about E-Safety should be reported to the E-Safety Co Ordinator. It may also be appropriate to inform the Safeguarding Lead				
Communicating with parents, carers and pupils	M	• Where education is having to take place remotely due to coronavirus (COVID-19), it's important for schools, teachers and pupils to maintain professional practice as much as possible. • The school will communicate within school hours as much as possible (or hours agreed with the school to suit the needs of staff) • Parents, pupils and staff will communicate through the school channels approved by the senior leadership team- the school email accounts • Complaints should be addressed in line with the Complaints Policy and the Leadership Team must be informed • Concerns about E-Safety should be reported to the E-Safety Co Ordinator. It may also be appropriate to inform the Safeguarding Lead	Y	HT	22.10.20	L
Virtual lessons and live streaming	H	• All stakeholders will follow the guidance set out in the remote learning policy. • When providing remote education using live streaming or pre-recorded videos, guidance from the National Cyber Security Centre (NCSC) on which video conference service is right for your school and using video conferencing services securely could help schools to set up video conferencing safely. • In addition, guidance from the UK Safer Internet Centre on safe remote learning includes detailed advice on live, online	Y	HT	22.10.20	M

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		teaching, and the safeguarding guidance from London grid for learning (LGfL) includes platform-specific advice.				
Personal data and GDPR	M	The school will continue to follow the guidance outlined in the data protection: toolkit for schools when managing personal data and may need to consider: • taking care not to share contact details when emailing multiple people • being careful when sharing usernames and other personal data for access to online resources • providing access to school data systems safely	Y	HT	22.10.20	L
Remote learning is ineffective in supporting children's learning	M	• Senior leaders will monitor the effectiveness of remote learning by monitoring work uploaded, holding weekly staff meetings, monitoring parent emails and complaints, monitoring how staff are feeding back to pupils	Y	HT	22.10.20	L
School equipment having technical issues	M	• IT staff are responsible for fixing issues with systems used to set and collect work • Helping staff and parents with any technical issues they're experiencing	Y	HT	22.10.20	L
Pupils do not have access to a computer	H	• Office 365 Teams can be accessed via a computer, tablet or smartphone. Where a child does not have access to a devices, the school will follow guidelines and where appropriate apply for remote education support via www.gov,uk/guidance/remote-education-during-coronavirus-covid-19 **Remote education support: available now** The items in this section are available now. Devices, internet access and digital education platforms You can get help with technology, this includes information on: • how schools can order laptops and tablets for pupils	Ongoing	DHT	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		• getting internet access for pupils • accessing funded support to get set up and trained on the Office 365 Education or G Suite for Education digital platform				
Staff do not have access to a computer or the resources to support remote learning	H	• Any staff who do not have access to a computer at home will be provided one by the school. • In the event of a whole school closure due to a local or national lockdown, staff may be able to access the school site, following agreement with the Headteacher, to access their classroom resources.	Ongoing	HT	Ongoing	M
Some pupil groups do not have access to reading materials	H	• Pupils who receive PPG funding and other vulnerable groups, as decided by the Headteacher, will be provided with reading materials from the year group reading list or appropriate topic books for background reading.	Ongoing	DHT	Ongoing	M

This policy is linked to our:

> Behaviour policy

> Remote Learning Policy

> Child protection policy and coronavirus addendum to our child protection policy

> Data protection policy and privacy notices

> Home-school agreement

> ICT and internet acceptable use policy

> Online safety policy

https://lmat.promoteyourschool.co.uk/policies/