

Policy Owner	Director of Education	Review Date:	March 2025
Policy No.	119e	Version No.	1.0

- Setting up e-mail addresses for parents to contact college staff.
- Keeping operating systems up to date.
- Troubleshooting of IT issues.
- Alerting the DSL of any safeguarding concerns.
- Supporting admin teams with the distribution of devices to learners at home where appropriate/required

Learners and parents

Staff can expect learners learning remotely to:

- Be contactable during the college day – although consider they may not always be in front of a device the entire time.
- Complete work to the deadline set by teachers.
- Seek help if they need it, from teachers or teaching assistants or adults at home. Alert teachers if they're not able to complete work.

Staff can expect parents with children or young person learning remotely to:

- Make the college aware if their child or young person is sick or otherwise can't complete work.
- Support their child(ren) or young person as best as they are able given their own home circumstances, health, work commitments etc.
- Seek help from the college if they need it.
- Be respectful when making any complaints or concerns known to staff.
- Contact the college staff by e-mail or learning platform.
- Read guidance and updates from the college on online safety and use resources such as those on the [Ambitious about Autism website](#) to support keeping their children and young people safe online at home.

Governing Body

The Governing Body is responsible for:

- Monitoring the college approach to providing remote learning to ensure education remains as high quality as possible.
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.
- Supporting staff and learner well-being.
- Checking how the college is safeguarding the learners, including those in college and those remaining at home, and be aware of any themes arising from this.

Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – talk to the relevant subject lead or SLT.
- Issues with behaviour – talk to a colleague, class teacher, Behaviour Analyst.
- Issues with IT – talk to IT staff.
- Issues with their own workload or wellbeing – talk to their line manager.
- Concerns about data protection – talk to the Data Protection Officer or SLT.
- Concerns about safeguarding – talk to the DSL.

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Data protection

Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Only use their official college e-mail account and never use personal messaging systems.
- Only access personal data if it necessary for the purposes of remote teaching and learning.
- Only connect to personal data on the college network using approved tools e.g. College Microsoft 365 account, Databridge.

Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and telephone numbers as part of the remote learning system. As long as this processing is necessary for the college

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