

## Remote Learning Assessment

### Amadeus Primary Academies Trust

|                              |   |  |
|------------------------------|---|--|
| Assessment conducted by: PR  | Job title: EHT  | Covered by this assessment: <b><u>staff, governors, parents, volunteers</u></b> and <b><u>visitors</u></b> . |
| Date of assessment: 20/01/21 | Review interval: <b><u>monthly during risk period</u></b> | Date of next review: 20/02/21  |

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

| Area for concern   | Risk rating prior to action<br>H/M/L | Recommended controls   | In place?<br>Yes/No | By whom? | Deadline | Risk rating following action<br>H/M/L |
|--|--------------------------------------|--|---------------------|----------|----------|---------------------------------------|
| <i>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</i> | M                                    | <ul style="list-style-type: none"> <li>Plans to provide remote learning to any pupil who needs to self-isolate are in place with the policy shared with families and on the school website.</li> <li>Teachers set work following MTP in the case of self-isolation and bubble closures.</li> <li>Remote learning can be accessed via a range of devices to ensure it is accessible.</li> </ul>                     | Y                   | HT       | 04/01/20 | 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                                    | <ul style="list-style-type: none"> <li>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.</li> <li>When the school is contacted and informed by parents they will be directed to the home learning available via a letter sent from the year group teachers..</li> </ul>                 | Y                   | HT       | 04/01/20 | L                                     |
| Behaviour of pupils accessing remote learning  | M                                    | <ul style="list-style-type: none"> <li>Google Classroom to be introduced for live check-in sessions. Expectations of behaviour during these sessions will be shared with pupils and families before the sessions begin. Staff and families will be aware that the same principles set out in the school's staff behaviour policy will apply.</li> <li>This is made clear in the remote learning policy.</li> </ul> | Y                   | HT       | 04/01/21 | L                                     |

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| Pupil, parent and staff ability to stay safe online. | H | <ul style="list-style-type: none"> <li>resources to understand more about how to ensure online education is safe:</li> <li>remote education advice from <a href="#">The Key for School Leaders</a></li> <li>advice from <a href="#">NSPCC</a> on undertaking remote education safely</li> <li>guidance from the <a href="#">UK Safer Internet Centre</a> on remote education</li> </ul> | Y | HT | 04/01/21 | M |
|--|---|---|---|----|----------|---|

| Area for concern | Risk rating prior to action<br>H/M/L | Recommended controls   | In place?<br>Yes/No | By whom? | Deadline | Risk rating following action<br>H/M/L |
|------------------|--------------------------------------|--|---------------------|----------|----------|---------------------------------------|
|                  |                                      | <ul style="list-style-type: none"> <li><input type="checkbox"/> Schools can access the free <a href="#">Professionals Online Safety Helpline</a> which supports the online safeguarding of both children and professionals. Call 0344 381 4772 or email <a href="mailto:helpline@saferinternet.org.uk">helpline@saferinternet.org.uk</a>. The helpline is open from Monday to Friday from 10am to 4pm.</li> <li><input type="checkbox"/> Guidance on <a href="#">teaching online safety in schools</a> provides information to help schools ensure their pupils understand how to stay safe and behave online.</li> <li><input type="checkbox"/> School contact with parents and carers during this time can also be used to reinforce the importance of children staying safe online.</li> <li><input type="checkbox"/> It is especially important for parents and carers to be aware of what their children are being asked to do, including:               <ul style="list-style-type: none"> <li><input type="checkbox"/> sites they will be asked to use</li> <li><input type="checkbox"/> school staff their child will interact with</li> <li><input type="checkbox"/> 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.</li> </ul> </li> </ul> <p>These resources can be used to support parents and carers to keep their children safe online:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">support for parents and carers to keep children safe online</a>, which outlines resources to help keep children safe from different risks online and where to go to find support and advice</li> <li><input type="checkbox"/> guidance on <a href="#">staying safe online</a> which includes information on security and privacy settings</li> <li><input type="checkbox"/> <a href="#">Thinkuknow</a> provides advice from the National Crime Agency (NCA) on staying safe online</li> </ul> |                     |          |          |                                       |

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|                  |                                      | <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Parent info</a> is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations</li> <li><input type="checkbox"/> <a href="#">Childnet</a> 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</li> <li><input type="checkbox"/> <a href="#">Internet matters</a> 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</li> <li><input type="checkbox"/> <a href="#">London Grid for Learning</a> has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online</li> <li><input type="checkbox"/> <a href="#">Net-aware</a> has support for parents and carers from the NSPCC, including a guide to social networks, apps and games</li> <li><input type="checkbox"/> <a href="#">Let's Talk About It</a> has advice for parents and carers to keep children safe from online radicalisation</li> <li><input type="checkbox"/> <a href="#">UK Safer Internet Centre</a> 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</li> <li><input type="checkbox"/> IT staff are responsible for reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer</li> </ul> |                     |          |          |                                       |

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| Reporting safeguarding concerns to the school | H | <ul style="list-style-type: none"> <li>• Parents should follow the schools Safeguarding Policy which has an addendum in reference to the event of whole school closure.</li> <li>• 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.</li> <li>• Any staff who have safeguarding concerns should report it using My Concern and inform the DSL.</li> </ul> | Y | HT | 04/01/21 | M |
|---|---|---|---|----|----------|---|

| Area for concern                              | Risk rating prior to action<br>H/M/L | Recommended controls   | In place?<br>Yes/No | By whom? | Deadline | Risk rating following action<br>H/M/L |
|---|--------------------------------------|--|---------------------|----------|----------|---------------------------------------|
|   |                                      | <ul style="list-style-type: none"> <li>Concerns about E-Safety should be reported to the safeguarding team by either contacting the school or using the designated safeguarding email for the school.</li> </ul>   |                     |          |          |                                       |
| Communicating with parents, carers and pupils | M                                    | <ul style="list-style-type: none"> <li>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.</li> <li>The school will communicate within school hours as much as possible and working hours for communication are set on Class Dojo.</li> <li>Parents, pupils and staff will communicate through the school channels approved by the senior leadership team using Class Dojo, DB Primary and Tapestry as our online communication platforms. Google Classroom will be used from February 2021.</li> <li>Complaints should be addressed in line with the Complaints Policy and the Leadership Team must be informed</li> <li>Concerns about E-Safety should be reported to the safeguarding team by either contacting the school or using the designated safeguarding email for the school.</li> </ul> | Y                   | HT       | 04/01/21 | L                                     |
| Use of Google Classroom                       | H                                    | <ul style="list-style-type: none"> <li>All stakeholders will follow the guidance set out in the remote learning policy and the expectations document.</li> <li>In addition, <a href="#">guidance from the UK Safer Internet Centre on safe remote learning</a> includes detailed advice on live, online</li> </ul>   | Y                   | HT       | 04/01/21 | M                                     |

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|--|--------------------------------------|--|---------------------|----------|----------|---------------------------------------|
|  |                                      | teaching, and the <a href="#">safeguarding guidance from London grid for learning (LGfL)</a> includes platform-specific advice.  |                     |          |          |                                       |
| Personal data and GDPR   | M                                    | <p>The school will continue to follow the guidance outlined in the <a href="#">data protection: toolkit for schools</a> when managing personal data and may need to consider:</p> <ul style="list-style-type: none"> <li>taking care not to share contact details when emailing multiple people</li> <li>being careful when sharing usernames and other personal data for access to online resources</li> <li>providing access to school data systems safely</li> </ul>  | Y                   | HT       | 04/01/21 | L                                     |
| Remote learning is ineffective in supporting children's learning | M                                    | <ul style="list-style-type: none"> <li>Senior leaders will monitor the effectiveness of remote learning by:               <ol style="list-style-type: none"> <li>LT to call a random selection of families to check in and see if things are ok and gain feedback on remote learning. Are they receiving feedback and support when needed from the school?</li> <li>Subject leaders to look at looms and activities to monitor against policy and expectations, including adequate differentiation within lessons plus SEND. Feed back to LT. Including Tapestry/Dojo portfolios/DB Primary tasks.</li> <li>LT to monitor and analyse engagement.</li> </ol> </li> </ul> | Y                   | HT       | 04/01/21 | L                                     |
| School equipment having technical issues                         | M                                    | <ul style="list-style-type: none"> <li>IT technicians from ATS are able to support families and staff with IT issues at agreed times.</li> </ul>   | Y                   | HT       | 04/01/21 | L                                     |



|  |          |  |                |                                 |                |          |
|--|----------|--|----------------|---------------------------------|----------------|----------|
| <p>Pupils do not have access to a computer</p> | <p>H</p> | <p><input type="checkbox"/> Zoom / GMeets 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 <a href="http://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19">www.gov.uk/guidance/remote-education-during-coronavirus-covid-19</a></p> <p><b>Remote education support: available now</b></p> <p>The items in this section are available now.<br/>Devices, internet access and digital education platforms<br/>You can <a href="#">get help with technology</a>, this includes information on:</p> <p><input type="checkbox"/> how schools can <a href="#">order laptops and tablets</a> for pupils</p> | <p>Ongoing</p> | <p>School level Coordinator</p> | <p>Ongoing</p> | <p>M</p> |
|--|----------|--|----------------|---------------------------------|----------------|----------|

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|---|--------------------------------------|---|---------------------|-------------------|----------|---------------------------------------|
|   |                                      | <ul style="list-style-type: none"> <li>getting internet access for pupils</li> <li>accessing <a href="#">funded support</a> to get set up and trained on the Office 365 Education or G Suite for Education digital platform</li> </ul>  |                     |                   |          |                                       |
| Staff do not have access to a computer or the resources to support remote learning  | H                                    | <ul style="list-style-type: none"> <li>Any staff who do not have access to a computer at home will be provided one by the school, or work from school in a safe area as needed.</li> <li>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.</li> </ul>   | Ongoing             | HT                | Ongoing  | M                                     |
| Some pupil groups do not have access to reading materials   | H                                    | <ul style="list-style-type: none"> <li>Pupils who receive PPG funding and other vulnerable groups, as decided by the Headteacher, will be provided with reading materials which are age and level appropriate through the addition of MyOn to our current Accelerated Reader set up. Classes also have an account with Get Epic.</li> </ul>   | Ongoing             | English Co / Team | Ongoing  | M                                     |
| Virtual Teaching<br><br>Staff shielding to support children virtually (use of zoom or google meets) and provide live sessions to the whole class e.g. story, PSHE sessions. | H                                    | <ul style="list-style-type: none"> <li>On 1:1 basis – sessions should be recorded and only viewed if there was a problem / allegation. File to be saved on the staff member's own staff google drive and the file shared with SP only.<br/>Virtual interventions &gt; JM,KT,ES, LT, RT,TL,NV</li> <li>Where more than one child is working with the staff member, the session does not need recording . If personal preference, it can be recorded and saved.</li> <li>Permission form parents for this to take place and be recorded will be sought prior to the start of interventions.</li> <li>Interventions can take place whilst in the classroom or in a quiet area e.g. cloakroom.</li> </ul> | Ongoing             | LT                | Ongoing  | M                                     |

This policy is linked to the school level:

- Behaviour policy
  - Trust Remote Learning Policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
  - Home-school agreements
- ICT and internet acceptable use policy
- Online safety policy