

Coast Tuition – Remote Learning Policy

August 2025

Date	Version	Edit and Agreed	Staff
2020	1	Y	HE, LK
2021	2	Y	HE, LK
2022	3	Y	HE, LK
2023	4	Y	HE, LK
2024	5	Y	HE, LK
2025	6	Y	HE, LK

CONTENTS

1.0 Statement of Intent - 2 -

2.0 Legal Framework..... - 2 -

3.0 Roles and Responsibilities - 2 -

4.0 Resources..... - 5 -

4. Online safety..... - 6 -

5.0 Safeguarding..... - 7 -

6.0 Data Protection..... - 8 -

7.0 Communication - 8 -

Policy Version	Amended and agreed
August 2022	HE
August 2023	HE
August 2024	HE
August 2025	HE
August 2026	
August 2027	

1.0 Statement of Intent

At Coast Tuition, the need to continually deliver high quality education includes any period of remote working. This policy is intended to provide clarity and transparency to learners and parents/ carers about what to expect from remote education.

The policy aims to:

- Minimise the disruption to learners education
- Ensure provision is in place so that all learners have access to high quality learning resources.
- Protect learners from the risks associated with using devices connected to the internet.
- Ensure staff, parents/ carers and learner data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all learners have the provision they need to complete their work to the best of their ability and remain supported through periods of remote learning.

2.0 Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction
- Equality Act 2010: advice for schools DfE Feb 2013
- Special Educational Needs and Disability Regulations 2014
- Education Act 2002
- The General Data Protection Regulation (GDPR)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Data Protection Act 2018
- DfE 2024 Keeping children safe in education
- DfE 2016 (Updated 2018) 'Children missing education'

3.0 Roles and Responsibilities

Directors are responsible for:

- Ensuring that there are robust risk management procedures in place.
- Ensuring that there is a business continuity plan in place, where required.
- Evaluating the effectiveness of the remote learning arrangements.
- Ensuring that staff, parents/ carers, and learners adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning to ensure that learners are accessing remote learning safely.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy on a regular basis and communicating any changes to staff, parents / carers, and pupils.
- Arranging any additional training staff may require to support learners during the period of remote learning.
- Conducting reviews on a regular basis of the remote learning arrangements to ensure learners' education is of a good and consistent standard.
- Communicating with parents/ carers and learning to ensure that they understand what is required of them whilst learning remotely.
- Having due regard for the health and well-being of learners, parents / carers and staff during remote learning periods.
- Ensuring that the relevant health and safety risk assessments, and the monitoring of these, are carried out within the agreed timeframes, in collaboration with the Headteacher and governing body.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that learners identified as being at risk are provided with necessary information and instruction, as required.
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.
- Being proactive in identifying potential risks caused by remote learning.

The Data Protection Lead is responsible for:

- Overseeing that all Coast Tuition electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all staff, parents / carers, and learners are aware of the data protection principles outlined in the GDPR.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.
- Ensuring any data breaches are reported appropriately.

The Designated Safeguarding Lead is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the person responsible for IT to ensure that all technology used for remote learning is suitable for its purpose and will protect learners online and that parents / carers are informed of steps that they can take to restrict such access when their children are accessing online remote learning on home devices.
- Identifying vulnerable learners who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the learner is learning remotely, and liaising with the Directors and other organisations to make alternate arrangements for learners who are at a high risk, where required.
- Identifying the level of support or intervention required while learners learn remotely and ensuring appropriate measures are in place and monitor that this support or intervention is carried out
- Liaising with relevant individuals to ensure vulnerable learners receive the support required during the period of remote working
- Ensuring all safeguarding incidents are adequately recorded and reported in line with the Child Protection policy.
- Identifying vulnerable learners who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the learner is learning remotely, and liaising with the Directors and other organisations to make alternate arrangements for learners who are at a high risk, where required.
- Identifying the level of support or intervention required while learners learn remotely and ensuring appropriate measures are in place and monitor that this support or intervention is carried out
- Liaising with relevant individuals to ensure vulnerable learners receive the support required during the period of remote working

The designated person for Special Education Needs is responsible for:

- Liaising with the person responsible for IT to ensure that the technology used for remote learning is accessible to all learners and that reasonable adjustments are made where required.
- Ensuring that learners with Education Health Care Plans continue to have their needs met while learning remotely, and liaising with the Directors and other organisations to make any alternate arrangements for learners with Educational Healthcare plans and Individual Health Plans
- Identifying the level of support or intervention that is required while learners with SEND learn remotely.
- Coast Tuition will ensure that the learner is able to continue working towards the objectives within the EHCP
- Ensuring that the provision put in place for learners with SEND is monitored for effectiveness throughout the duration of the remote learning period & adapted accordingly.

Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.

- Reporting any health and safety incidents to the Directors and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the DSL and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any dangers or potential dangers, they identify, as well as any concerns they may have about remote learning, to the Directors.
- Adhering to the Staff Code of Conduct at all times.
- Providing high quality remote learning for the learners for which they are responsible for.

Parents / carers are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely and that the work set is completed on time and to the best of their child's ability.
- Reporting any technical issues to Coast Tuition as soon as possible.
- Ensuring that their child always has access to remote learning material.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Engaging with Coast Tuition as appropriate throughout any periods of remote learning.
- Adhering to the Acceptable User Agreement Policy at all times.

Learners are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely and that their work is completed on time and to the best of their ability.
- Reporting any technical issues to staff.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the work they have been set.
- Ensuring they use any equipment and technology for remote learning as intended.
- Reporting any safeguarding concerns they have to a responsible adult.
- Adhering to the Behaviour Policy at all times.

4.0 Resources

Learning Materials

For the purpose of providing remote learning, the school may make use of:

- Online lessons/ tutoring
- Recorded teaching
- Printed paper packs produced by staff

- Textbooks and reading books
- Commercially available websites supporting the teaching of subjects or areas, including video clips or sequences
- Long-term project work and/or internet research activities
- Live sessions delivered by educational sources

Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.

Lesson plans will be adapted to ensure that the curriculum remains fully accessible via remote learning, where practical – where this is not practical; Coast tuition will ensure learners can catch up on these areas they have missed.

Staff will liaise with the person responsible for Special Educational Needs and other relevant members of staff to ensure all learners remain fully supported for the duration of the remote learning period.

Any defects or issues with remote learning resources will be reported as soon as possible to the relevant member of staff.

Learners will be required to use their own or family-owned equipment to access remote learning resources.

Learners and parents / carers will be required to maintain the upkeep of any equipment they use to access remote learning resources.

Teaching staff will oversee academic progression for the duration of the remote learning period and will provide feedback on work.

The arrangements for any 'live' classes, e.g. webinars, will be communicated through our usual channels of communication.

4. Online safety

This section of the policy can be read in conjunction with the Online Safety Policy.

Below are some key aspects to consider when delivering virtual lessons, especially where webcams are involved:

- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by Directors to communicate with pupils

- Staff should record, the length, time, date and attendance of any sessions held.
- Ensure they can be seen on the camera at all times.
- Wear suitable clothing – this includes others in their household.
- Be situated in a suitable ‘public’ living area within the home with an appropriate background – ‘private’ living areas within the home, such as bedrooms, are not suggested during video communication.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected on site
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible.

Coast Tuition will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.

Coast Tuition will ensure that all equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.

Coast Tuition will communicate to parents/ carers via letter or email about any precautionary measures that need to be put in place if their child is learning remotely using their own/ family-owned equipment and technology, e.g. ensuring that their internet connection is secure.

5.0 Safeguarding

This policy should be read in conjunction with the Child Protection Policy and Safeguarding Adults at Risk Policy.

The Designated Safeguarding Lead (DSL) and Directors will identify ‘vulnerable learners’ (learners who are deemed vulnerable or at risk of harm) via risk assessment.

The DSL will keep in contact with ‘vulnerable learners’ care professionals during the period of remote learning, as required. The DSL will ensure there is a communication plan with the learner, details of which will be recorded as a record of contact made.

Communication plans include:

- Remote contact number
- Phone contact
- Door-step visits
- Other contact as necessary

Vulnerable learners will be provided with a means of contacting the DSL, their deputy or any other relevant member of staff, this will be arranged by the DSL.

All members of staff will report any safeguarding concerns to the DSL immediately.

6.0 Data Protection

All staff members will adhere to Data Protection regulations when teaching remotely and will ensure confidentiality and integrity at all times.

The Data Protection policy should be read in conjunction with this policy.

7.0 Communication

Coast Tuition will ensure adequate channels of communication are arranged in the event of an emergency. This will be communicated to all learners and parents/ carers.

Learners and parents/ carers will inform the relevant staff member as soon as possible if work cannot be completed.

Any issues with remote learning or data protection should be communicated to Coast Tuition as soon as possible in order to resolve them.