

## 1. Scope

All employees of Expanse Learning.

## 2. Overview

This policy covers the temporary measures imposed by Expanse Learning during the COVID-19 Pandemic to ensure the continuity of its educational/support provision. This provision which is delivered and/or supported and/or assessed through means which generally do not require the student to attend particular classes or events at particular times and particular locations. This includes practice such as e-learning, distance learning, blended learning, flexible learning, instructor led training and the use of web-based materials to supplement classroom-based learning.

The policy outlines the minimum requirements that Expanse Learning expects should be met by all employees when delivering this provision. The requirements of the policy are in addition to the normal expectations on employees during their daily activities.

***ALL EMPLOYEES ARE REMINDED OF THE ICT ACCEPTABLE USE POLICY***

***ALL EMPLOYEES MUST AVOID ONE TO ONE TUTION TO HELP SAFEGUARD BOTH STUDENTS AND EMPLOYEES***

## 3. Delivery

### a. Systems

The following approaches have been made readily available for students:

- Daily Welfare Calls
- Microsoft Office365 email address
- Microsoft Teams
- Private Facebook groups (Managed by Class Teacher and support, monitored by Corporate Services)
- Databridge/GOAT
- Kahoot (Game-based learning platform)
- Module descriptors, to show the intended learning outcomes and teaching, learning and assessment methods of the module(s);
- A clear schedule for the delivery of their study materials and for assessment of their work.
- Access to the Oak Academy online learning materials

***ANY SYSTEMS/PLATFORMS THAT ARE NOT LISTED IN THIS POLICY MUST BE APPROVED BY THE SENIOR LEADERSHIP TEAM PRIOR TO THEIR USE.***

### b. Students

- Passive or interactive = teacher will post activities and students will post responses (e.g. Facebook Groups)
- Podcast or Voice tutorials will be considered
- Students will have access to Office365 emails and Teams platform (Official Expanse Learning emails MUST be used, no personal emails should be used during online learning)
- Interactive, live or synchronous = This is where the teacher and the student are connected to the session at the same time e.g. live video and audio, Microsoft Teams etc. ***ALL EMPLOYEES MUST AVOID ONE TO ONE TUTION TO HELP SAFEGUARD BOTH STUDENTS AND STAFF***

### c. Size of Group

Students will be kept in their original class cohorts where possible as larger groups of students may be more challenging to manage during an interactive session.

### d. Live Video

Any live streaming must have privacy settings set to private so only the members of the group can access. Consideration must be given to the services being used and in particular if there are any minimum age requirements of the chosen service. Any online chat features must have the capacity to be fully moderated and monitored.

Type of delivery	Group Size	Teaching Mode	Potential Technology
Welfare	Individual	Interactive	Telephone or Microsoft Teams**
Classes	Small	Interactive / Broadcast	Facebook Groups, Messenger or Microsoft Teams**
Session	Small	Broadcast	Microsoft Teams**

\*\* A minimum of 2 staff **MUST** be present for the duration of the contact

## e. Staff

Staff should ensure that:

- study materials and resources meet the expectations of Expanse Learning in respect of the quality of teaching and learning-support material;
- the study materials and resources are subject to Quality Assurance Monitoring.

## f. Resources

### Audio Calls

- Telephone (All numbers must be withheld)
- Microsoft Teams

### Broadcast

- YouTube
- Facebook Live

### One to many conferencing

- Microsoft Teams

## g. Technology

Consideration must be given to the technology and Internet connection requirements to enable students to participate (e.g. devices)? Remember not all students will have access to technologies that will enable them to participate in online classes therefore solutions need to be provided to enable them to continue learning e.g. Loan of devices, posted assignments, phone calls with staff etc

Consider activities carefully when planning – online access within Expanse Learning will have internet content filtering systems in place that are unlikely to be replicated in the home environment. Be careful that staff and students don't incur surprising costs, e.g. mobile data access charges - (video utilises significant amounts of data).

If interactive conference is being used, it may benefit from logistical support to help participants overcome access queries or glitches and to allow the teacher to concentrate on the objective of the online class. Also consider the security of devices, in particular cameras and microphones.

## h. Location/Environment

If live video and audio is being used, there should be careful consideration of the location that everyone uses. It is possible that students may be in their bedrooms and this **IS NOT** appropriate (*Students must be advised to access any services in communal areas of the house*). Microsoft Teams will allow the teacher to disable users' microphone and video cameras if required.

## i. Behaviour

Be clear about the expectations of both student and staff behaviour (e.g. a 'classroom standard' of behaviour is expected from all participants). It is worth considering some ground rules; creating safe spaces and explaining these as the introduction to each session. Examples may be who can speak. If this is the first time that classes are delivered online, it may take some time in becoming familiar with the new environment.

## **j. Recording**

Always make a note of the conference timing and who participated, including those that arrived/departed early or late. Be clear about whether it is acceptable for students to record events and expectations/restrictions about onward sharing

If the service you use records the conference, make sure that everyone is aware of this. It's important to know how long any recordings are kept for and how to access them. Microsoft Teams will highlight across the top of the screen that the session is being recorded.

## **k. Personal Data**

The conference service may require the sharing of personal data, e.g. usernames to invite in. It is always best practice to use Expanse Learning-provided email addresses as Data protection laws still apply.

## **l. Safeguarding**

- Online or offline, effective Safeguarding requires an organisational approach. Planning for online or distance learning activities should include the safeguarding team as part of the planning process.
- Ensure online tuition follows best practice (e.g. 2 members of staff involved) and is in-line with the Safeguarding Policy.
- Remind staff of safeguarding obligations. Report any safeguarding incidents or potential concerns according to your school policy.
- Remind students of who they can contact for help or support.
- [UK Safer Internet Helpline](#) is a source of support.

## **4. Students support**

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Students should receive a clear and realistic explanation of the expectations placed upon them, and for the nature and extent of autonomous, collaborative and supported aspects of learning.

Students should have access to:

- a schedule for any support available to them through timetabled activities, for example tutorial sessions or web-based conferences;
- clear and up-to-date information about the learning support available to them locally and remotely for their programme or elements of study;
- documents that set out their own responsibilities as students, and the commitments of Expanse Learning for the support of a programme or element of study.

Students should have:

- from the outset, an identified contact, either local or remote through email or telephone, who can give them constructive feedback and guidance;
- appropriate opportunities to give formal feedback on their experience of the programme.

Teachers should ensure that students can be confident that:

- staff who provide support to students on these programmes have appropriate skills, and receive appropriate training and development;
- support for students, meets the expectations of Expanse Learning for the quality of support.

## **5. Assessment of students**

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Students should have access to:

- information on the ways in which their achievements will be judged;
- timely formative assessment on their Personal Success Targets to provide a basis for individual constructive feedback and guidance.

## **6. Monitoring**

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This Policy will be monitored and updated at regular intervals throughout the COVID-19 Pandemic and will be

converted to a permanent policy.

<b>Impact of non-compliance for:</b>	
<b>Staff:</b>	Disciplinary action, prosecution
<b>Student:</b>	Not applicable
<b>Legislation/organisational:</b>	Reputational damage, litigation, statutory and non-regulated compliance. prosecution
<b>Compliance lead:</b>	Corporate Services (Corporate Services)
<b>Policy Reference:</b>	ELGR-OPR-003
<b>Version:</b>	2
<b>Agreed policy location:</b>	Employee Portal: Documents/Policies 2019-20/Expanse Learning (Group)/Operational
<b>Does the policy require Governor approval?</b>	No

**Approval**

<p><b>Prepared by</b> Scott Roberts 01/09/2020</p>  <p>Head of Corporate Services</p>	<p><b>Approved by</b> Tony Brown 01/09/2020</p>  <p>CEO</p>	<p><b>Counter Signatory</b> Richard King 01/09/2020</p>  <p>Director of Schools, Pre 16 Education</p>
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**Version Control**

Version	Date	Revision	Review Date
1	31/03/2020	First Issue	31/03/2021
2	01/09/2020	Policy Reviewed	31/08/2021
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4			
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