

# Online Teaching & Learning Policy

Expansive Learning Group

November 2023

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Author: Karl Wane      Version: 5      Review Date: November 2024

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## 1. Scope

This policy applies to all staff working across Expanse Learning sites, (Hereafter referred to as the college), students and prospective students.

## 2. Overview

This policy covers measures to ensure the continuity of education and support provision which is delivered and/or supported and/or assessed through means which generally do not require the student to attend specific onsite classes or events. This includes practices 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 and students when utilising this provision. The requirements of the policy are in addition to the normal expectations for employees and students during regular education activities.

All employees are reminded to refer to the ICT acceptable use policy and to ensure that they implement all measures fully if undertaking 1:1 online tuition to safeguard all parties.

## 3. Delivery

### a. Systems

The following approaches have been made readily available for students:

- Daily Welfare Calls
- Microsoft Office365 email address
- Microsoft Teams
- Facebook groups
- Databridge/GOAT
- Kahoot (Game-based learning platform)
- Module descriptor(s) detailing learning outcomes, teaching and assessment methodology.
- A clear schedule for the delivery of their study materials and for assessment of their work.

### b. Students

- Passive or interactive = teacher will post activities and students will post responses (e.g. Facebook Groups)
- Appropriate podcast or voice tutorial can be used
- Students have access to Office365 emails and Teams platform via designated Expanse Learning email only.
- Interactive, live or synchronous with teacher and the student(s) logged onto the session at the same time.

### c. Size of Group

- Students will generally access group sessions as part of their own class cohort or smaller group from within to minimise additional challenges presented by larger group of students.

### d. Live Video

- Any live streaming must have privacy settings set to private so only the members of the invited group can access. Consideration must be given to service choice, in particular if there are minimum age requirements of the chosen service. All online chat services 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**

#### **e. Staff**

Staff should ensure that:

- study materials and resources are quality assured and approved by Head.

#### **f. Resources**

##### Audio Calls

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

##### Broadcast

- YouTube
- Facebook Live

##### 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 have access to technologies to enable them to participate in online classes therefore equipment and/or resources should be provided to enable them to access learning e.g. Loan of devices, posted assignments, phone calls with staff etc

Consider activities carefully when planning – online access within Expanse Learning has internet content filtering systems in place that are unlikely to be replicated in a home environment. Consider the security of devices, in particular cameras and microphones and be careful that staff and students don't incur additional costs, e.g. mobile data access charges.

Where relevant utilise logistical support to help students address technical issues and enable teachers to concentrate on delivering the online activities.

#### **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.

## **I. 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**

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**

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**

This Policy will be monitored and updated at regular intervals throughout the COVID-19 Pandemic and will be converted to a permanent policy.

**Impact of non-compliance**

<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>	Director
<b>Policy Reference:</b>	ELGR-TELN-POL-0001
<b>Version:</b>	5
<b>Agreed policy location:</b>	Company Intranet and Webpage
<b>Review Schedule:</b>	12 Months
<b>Does the policy require Governor approval?</b>	No

**Approval**

<b>Prepared by</b> Karl Wane 03/11/2023   Director	<b>Approved by</b> Tony Brown 03/11/2023   CEO	<b>Counter Signatory</b> Richard King 03/11/2023   Director
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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
3	01/09/2021	Policy Reviewed	31/08/2022
4	01/11/2022	Policy Reviewed	31/10/2023
5	03/11/2023	Policy Reviewed and updated	02/11/2024