

Safer Blended Learning

Guidance for Schools

Blended Learning combines learning in school alongside learning at home. With the possibility of future lock downs, schools should continue planning to adopt a 'blended learning' approach to ensure the continuity of learning for their children. The following guidance is to ensure your blended learning strategy is safe for your entire school community, with full details at swgfl.org.uk/blendedlearning including statutory obligations.

Leadership

- Define who has leadership responsibility for blended learning
- Review policies and procedures to incorporate blended learning
- Provide appropriate pathways for children, young people and their families to report safeguarding concerns and make sure everyone is aware of these routes
- Provide appropriate pathways for staff and tutors to report safeguarding concerns arising and make sure everyone is aware of these routes
- Consider developing an action plan
- Review and learn from previous experiences and include a risk assessment

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Online Learning Environment

- Is working from home necessary or can staff make use of a COVID secure empty classroom?
- Provide equipment, or schedule use of the classroom space to make use of equipment
- Maintain a central register of all online sessions
- Consider any obligations to ensure that filtering and monitoring systems are applied
- Carefully consider how you will safely and consistently share content
- Where appropriate, identify the right video platform

Preparation (Teacher and Student Capability)

- Ensure staff, including tutors, are reminded of safeguarding policies and procedures
- Support teachers and tutors to understand their role in teaching online safety
- Reinforce teachers' and tutors' awareness of the need for appropriate professional behaviours whilst online (consider updating the staff behaviour policy/code of conduct)
- Ensure teachers and tutors are prepared and confident in using online delivery tools
- Provide support routes for staff, tutors, children and young people to obtain support for technology issues when accessing content online
- Consider an 'induction' session or pack/online content for staff, tutors, children and young people to outline the new blended learning approach
- Prepare communications to parents and carers in anticipation of online learning
- Not all children and young people will have unlimited bandwidth or technology available at all times of day
- Ensure that children and young people with SEND are considered in the planning and their access to blended learning accommodated

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- ❑ Determine if online sessions will be recorded following local guidelines. If recording will take place, ensure that everyone is aware of this and the retention period
- ❑ Live learning can be captured and converted into recorded content as long as the privacy of the children and young people is maintained in accordance with data protection laws

Consideration for Live Teaching when Students Present

- ❑ Has consent been obtained from students participating in filming and recording of lessons?
- ❑ Are Acceptable Use Policies updated to set expectations for remote learners and those in the classroom?
- ❑ Are parents/carers aware of expectations of them and their children?
- ❑ Have staff and pupils privacy rights been considered?
- ❑ Ensure all staff are reminded of their duty of care, safeguarding policies and procedures, e.g. in the event of a disclosure
- ❑ Adhere to school data protection guidelines when recording and publishing content
- ❑ Have alternative arrangements been considered for those who may not be able to take part?
- ❑ Schools' responsibility for the visibility/ accessibility of content published/ recorded
- ❑ Is the lesson being filmed/ recorded on a school owned device?
- ❑ Determine whether webcams are to be used, considering everyone's circumstances
- ❑ Have risk assessments been carried out?
- ❑ Are staff and students aware of reporting procedures and follow up support available should an incident occur during a live lesson?

Expectations

Establish clear expectations for online sessions as part of any blended learning. Review the advice for schools in [selecting a tutor](#), and set your expectations for any and all online learning.

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