

# MathsMakers Remote Learning Policy

Updated October 2024

## Statement of Intent

MathsMakers is committed to delivering high-quality Maths education to pupils whether it is face-to-face/in-person or remotely.

This policy intends to address the main concerns associated with the use of online technology and remote learning in terms of safeguarding and Data Protection.

This policy aims to be a framework to ensure the provision of good quality Maths lessons remotely within a safe and supportive online environment for the pupils.

This policy needs to be read in conjunction with MathsMakers' Safeguarding and Child Protection policies and MathsMakers Online Safety policy

## Legal Framework

This policy has due regard to all relevant legislation and national guidance, including:

- Education Act 2004
- Equality Act 2010
- The General Data Protection Regulation GDPR
- The Data Protection Act 2018
- Keeping Children Safe in Education (KCSIE) 2024
- DfE Safeguarding & Remote education during the Coronavirus 2020

## Roles & Responsibilities

At MathsMakers, the responsibility for devising, supervising and ensuring the delivery of remote learning rests with the Executive Director, Helena Mullins.

MathsMakers Instructors will be recruited and trained to deliver the remote learning programmes to the pupils safely.

## Safeguarding & Online Safety

Safeguarding Responsibility (refer to MathsMakers Child Protection Policy and MathsMakers Online Safety Policy)

The Safeguarding responsibility at MathsMakers rests with:

- The Designated Safeguarding Lead, Helena Mullins.
- The Deputy Designated Safeguarding Lead, Karen Smith.

## Safeguarding Training

MathsMakers will ensure that all directors and instructors receive Safeguarding & Online Safety training each year as well as accredited Safeguarding training at least every two years.

### Safeguarding & Online Safety Procedures

MathsMakers will follow the school's Safeguarding/Child Protection policies and Online Safety policy.

MathsMakers Directors and Instructors will be made aware by the school of any vulnerable children in their group.

It is the responsibility of the school to stay in regular contact with vulnerable children.

MathsMakers will keep a record of attendance and report any absence for online lessons to the school.

In case of absences, MathsMakers will inform parents and carers using a text message or email.

MathsMakers Directors and Instructors will contact individual pupils directly only as follows:

- Using TextMagic group messages to the pupils' mobile phones, confirmed with messages to parents/carers
- Using the pupils' school email addresses
- Using the online learning platform that has been agreed with the school.

MathsMakers will ensure that all school's agreements contain a Safeguarding and Online Safety clause.

MathsMakers will refer to the school's policies in case of a concern, pupil disclosure and/or incident.

MathsMakers Directors and Instructors will follow the MathsMakers reporting procedure and ensure that any concern is followed up in the correct manner.

Instructors will inform the MathsMakers Designated Safeguarding Lead and Deputy Designated Safeguarding Lead and follow the procedure outlined in the MathsMakers Child Protection Policy.

### Online Lessons

Pupils will be referred to MathsMakers by the school or organisation with which MathsMakers has a contractual agreement.

Online teaching lessons will always have a group of 2 or 3 pupils minimum. One to one online teaching will take place only if acceptable with the school/organisation.

Where possible the online classroom will be accessible to a senior member of staff from the school, either the intervention manager or Head of Maths.

The online lessons will also be accessible to MathsMakers director(s).

All online lessons will be video and audio recorded for safeguarding and quality control purposes.

The Online platform will have the maximum possible security setting, for example: password-protected link to online tutorial, and a waiting room. All participants will be required to identify themselves on arrival. If there is any doubt regarding whether the participant is as indicated in the student registration list, they will be removed from the meeting.

If, for any reason, a pupil or pupils cannot access the lesson, MathsMakers Director(s) will discuss possible alternative provisions with the school.

#### Equipment & Platform for Remote Teaching

It is the responsibility of the school to ascertain that all pupils have the right equipment and secure access to the Internet.

MathsMakers will ask the school to confirm that Parents have been informed of the online security measures necessary to access MathsMakers online lessons.

MathsMakers will endeavour to use a similar platform to the one used by the school.

Whatever the platform used, MathsMakers will carry out a risk assessment of the technology prior to its use and ensure that maximum online security and privacy modes are in place. Platform and settings will be communicated and agreed with the school in the MathsMakers-School agreement.

#### **Home/Online Learning Agreement**

According to the MathsMakers-School Agreement, the school agrees to obtain parent/carer consent for the Home/Online Learning Agreement.

MathsMakers expects all students to comply with the school's Home/Online Learning Agreement

Pupils not following the Home/Online Learning Agreement and/or not using the device/software for the intended purposes will be reported to the school and dismissed from the programme.

#### **Staff Code of Conduct**

The Staff Code of Conduct and the Staff Agreement on Acceptable Use of Technology need to be read in conjunction with this policy. Instructors will be asked to sign and agree before being allowed to teach.

The Staff Code of Conduct and the Staff Agreement on Acceptable Use of Technology will be included in Staff induction and training.

Any inappropriate use of the internet and breach of the Staff Online Code of Conduct will result in dismissal from MathsMakers.

### **Communication with Parents/Carers and Pupils**

MathsMakers may wish to communicate with Parents/Carers and pupils to:

- Get feedback on the quality of the lessons;
- Get feedback on pupils engagement or difficulties to engage with the programme/specific topic;
- Get feedback from parents/carers on the usefulness of the intervention.

MathsMakers will agree in advance with the school what format this communication should take: phone call, email, interview via online platform, online survey, letter and paper survey, or other.

### **Data Protection**

MathsMakers will keep all data, recordings/videos of lessons securely for a length of time agreed with each school, and for agreed purposes.

MathsMakers will only share data, including recordings/videos with MathsMakers instructors and directors and the school's member(s) of staff.

MathsMakers will ensure sensitive personal data shared between devices is password-protected.

For internal training, monitoring and evaluation purposes, data, including audio and video recordings, may be kept and archived by MathsMakers.

### **Policy Review**

This policy will be reviewed every 12 months or whenever necessary if there is a change in legislation, DfE guidance or within MathsMakers organisation.

Next Review: November 2025

Adopted by the Board of Directors

Signed: Helena Mullins



Date: 15/11/2024