

Portsmouth City Council - Community Learning Service (CLS)

### Remote Learning Policy

Remote learning takes place when learners and staff are not in the same place and the learning session is delivered remotely. This may be a part of curriculum design or as part of a response to closure arrangements. It is essential that this is undertaken in a safe way, supported by risk assessments. Remote learning, assessments and tutorials will all be conducted under the framework of the Education Inspection Framework 2019 and with due regard to Data Protection and GDPR legislation. Remote learning will be subject to quality assurance measures and learner feedback that mirrors CLS's wider provision.

Remote learning can involve:

- Learners working from personal devices such as computers, tablets, mobile phones
- Live learning through streamed video conferencing
- Pre-recorded learning
- Provision of online learning materials i.e. through Learn My Way, BKSB
- Electronic chat forums and virtual classrooms
- E-Portfolio
- Setting and marking of assignments, electronically or via the post.

When scheduling remote learning, session times, attendance arrangements and platforms used e.g. Zoom, Google classrooms will all be confirmed as part of the enrolment and induction process, together with details of any specialist requirements or assessment processes for accredited learning.

All remote provision and behaviours will be in line with CLS's wider policies and Learner Charter that are available on the website or by contacting [thelearningplace@portsmouthcc.gov.uk](mailto:thelearningplace@portsmouthcc.gov.uk). All online courses will include agreed 'group rules' as part of the induction. They will cover online behaviour in line with and adapted from: <http://www.bbc.co.uk/webwise/guides/about-netiquette>

Should you not have access to a suitable device, CLS, does have a small amount of loan equipment learners. If you would like to know more about this, or available help with connectivity, please contact us to discuss availability and eligibility.

### SAFEGUARDING

All members of staff are required to work and raise concerns or disclosures within the clear guidelines of existing Safeguarding policies.

Safeguarding awareness including Prevent will always be covered at the start of a course, learners should be made aware of what safeguarding is and given the contact details for safeguarding.

Induction and at regular intervals during the course tutors will embed teaching of online safety and risks of harm. This will include how to use technology safely, responsibly, respectfully and securely, and where to go for help and support. This will be supported through completion or signposting to [Online safety | Learn My Way](#)

Staff will safeguard themselves and avoid crossing professional boundaries by not sharing personal information putting themselves and learners at risk.