# Remote Provision (WFH) Policy

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| **Reference** | PC_Remote Provision (WFH)_Policy_2026-27 |
| **Version** | v1.0 |
| **Effective from** | 1 September 2026 |
| **Applies to** | All team members across all Pinc College |
| **Policy owner** | Chief Student Experience Officer |
| **Next review** | Summer 2027 |

**Introduction**

Pinc College is committed to providing holistic education of the highest quality and this policy is underpinned by Pinc College values, culture and methodology.

Our college Values

**Individual - 'We celebrate difference'**

**Inclusive - 'We value and support everyone'**

**Innovative 'We believe in the power to change'**

We foster a culture that is **Respectful, Responsible, Safe and Kind**

Our methodology holds the individual, their wellbeing and their specific needs in every aspect of our approach.

**Policy intent and scope**

Pinc College is committed to ensuring continuity of education where students are unable to attend College due to emergency situations, adverse weather, site closures, individual circumstances, public health incidents or other unforeseen events. Attendance at College remains the preferred and expected means of accessing education. Remote education is not regarded as an equal alternative to in-person attendance and will only be used where attendance is not possible, and students are well enough to engage in learning.

The College will maintain high expectations for participation, safeguarding, wellbeing, behavior, and achievement during periods of remote education.

This policy aims to:

- Minimise disruption to education
- provide high-quality learning opportunities
- ensure accessibility for students with SEND and EHCP
- protect students from online risks
- maintain safeguarding; Ensure robust safeguarding measures are in place during live online lessons. Ensure all students have the provisions required to take part in live online lessons and complete their work to the best of their ability, and to remain happy, healthy and supported during periods of remote learning

- protect personal data; Ensure team, parent and Student data remains secure and is not lost or misused.
- support wellbeing
- Support an effective return to face-to-face learning.
- Ensure provision is in place so that all students have access to high-quality lesson content.
- Protect student from the risks associated with using an online lesson platform through the internet.

**Legal framework**

This policy should be read alongside Keeping Children Safe in Education, Providing Remote Education Guidance, Safeguarding and Remote Education Guidance, SEND Code of Practice, UK GDPR, Data Protection Act 2018,
Pinc Attendance Guidance, Online Safety, Safeguarding, Health and Safety, SEND and Support to Learn policies.

**Responsibilities and Communication**

The Governing board will be responsible for:

- Evaluating the effectiveness of the colleges remote learning arrangements.
- Reviewing the effectiveness of this policy on an annual basis in conjunction with the Head of college
- Ensuring that online safety training for team is integrated, aligned and considered as part of the colleges overarching safeguarding approach.
- Deciding whether information regarding the college remote education offering should be published on the website.

The Head of College will be responsible for:

- Ensuring team, parents and students adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating and managing the risks associated with remote education, including live online lessons.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote education provision.
- Ensuring that the college has the resources necessary to carry out the procedures in this policy.
- Ensuring that student have access to remote education as soon as reasonably practicable, where appropriate.
- Reviewing the effectiveness of this policy on an annual basis in conjunction with the governing board and communicating any changes to team, parents and student.

- Arranging any additional training for team who may be required to support student with live online lessons.
- Ensuring that the remote education provision expected from Team is accessible to Team with additional needs which may be impacted by the online format, e.g. Team who are visually impaired.
- Considering the assignment of overarching responsibility for the quality and delivery of remote education to a member of the College leadership Team.

Team members will be responsible for:

- Always adhering to this policy when preparing and delivering remote education.
- Reporting any safeguarding incidents and concerns to the Designated Safeguarding Lead (DSL) and asking for guidance as appropriate.
- Taking part in training to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any defects on college-owned equipment used for remote education to the ICT manager.
- Adhering to the Team Code of Conduct at all times.
- Reporting any health and safety incidents to the health and safety officer and asking for guidance as appropriate.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the CL.

The Head of programmes will be responsible for:

- Liaising with the ICT manager to ensure that the technology used for remote education is accessible to all student and that reasonable adjustments are made where required.
- Ensuring that student with Education, Health Care (EHC) plans continue to have their needs met during periods of remote education and liaising with the Head and other organisations to make any alternate arrangements for student with EHC plans and Individual Healthcare Plans (IHP).
- Identifying the level of support or intervention that is required while student with SEND receive remote education.
- Ensuring that the remote education provision put in place for student with SEND is monitored for its effectiveness.
- Liaising with the CL and local authority (LA) in circumstances were delivering remote education to student with EHC plans proves to be challenging or impossible, to find other ways to provide education.

The DSL will be responsible for:

- Attending and arranging, where necessary, any safeguarding meetings regarding remote education.

- Liaising with the ICT manager to ensure that all technology used for remote education is suitable for its purpose and will protect student online.
- Identifying vulnerable student who may be at risk if they take part in remote education.
- Ensuring that child protection plans are enforced if vulnerable student take part in remote education.
- Identifying the level of support or intervention required while student take part in remote education and ensuring appropriate measures are in place.
- Assisting teachers with all remote education lesson planning to ensure the correct safeguarding measures are in place. 3.6 The Privacy and Compliance Officer will be responsible for:
- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all team, parents, and student are aware of the data protection principles outlined in the UK GDPR.
- Ensuring that all computer programs used for remote learning are compliant with the UK GDPR and the Data Protection Act 2018.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.

Student will be responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely and have appropriate space to take part and that their college work is completed on time and to the best of their ability.
- Reporting any technical issues and any safeguarding concerns or incidents to their teachers as soon as possible.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensuring they use any equipment and technology for remote learning as intended.

**Resources**

Learning materials

The platform used to deliver remote education at Pinc college Microsoft Teams, Live lessons will only be provided when Pinc College has to close for an extended period to ensure the safety of the students and team. For individual students that are absent from school for an extended period of time that are well enough to engage in learning, structured work will be provided through Microsoft office. When a teacher is delivering online learning to individual this will take place with the team member being onsite at an exams centre or campus.

Pinc College will utilise a range of different teaching methods when delivering remote education. For the purpose of providing remote learning, the College may make use of the following:

- Printed resources,
- Past and mock exam papers
- Current online learning portals
- Educational websites
- Reading tasks
- Live webinars
- Pre-recorded video or audio lessons

Pinc College will review the DfE's guidance on where Colleges can source educational resources to assist with the delivery of remote education and utilise these as appropriate. Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources.

Reasonable adjustments will be made to ensure that all Students have access to the resources needed for effective remote learning.

Teachers will ensure the programmes chosen for online learning have a range of accessibility features, e.g. voice-to-text conversion, to support our students SEND needs.

The arrangements for any 'live' classes, e.g. webinars, will be communicated via email no later than one day before the allotted time and kept to a reasonable length of no more than one hour per session. These will take place through teams and will only be in place where remote education is required for all students for an extended period of time.

Where remote education is needed, the school will ensure that it is equivalent in length to the core teaching pupils would receive in college and includes recorded or live direct teaching time, as well as time for students to complete tasks and assignments independently.

**Safeguarding**

This section of the policy will be enacted in conjunction with the College's Safeguarding Policies.

All teaching team will be made aware that the procedures set out in the Colleges Team Code of Conduct always apply during the delivery of remote education. Parents will be made aware of what students are being asked to do for those students under 18, including:

- The sites that they will be accessing.
- The team that they will be interacting with.

Additional contact, including home visits, will be considered where required. Phone calls made to students will be made using college phones at all times.

All contact with students will be recorded on our MIS systems and suitably stored in line with the Safeguarding Policy.

The DSL will keep in contact with students' social workers or other care professionals when the student is receiving remote education, as required.

All home visits will only be used if safeguarding concerns arise and welfare checks needed team will utilise the local policing service too via 101:

- Be suitably recorded on MIS systems and the records stored so that the DSL has access to them.
- Actively involve the student.

Students will be provided with a means of contacting the DSL, their deputy, or any other relevant member of team – this arrangement will be set up by the Head of programmes prior to the period of remote learning.

The HOP will meet, in person or remotely, with the relevant members of team weekly to discuss new and current safeguarding arrangements for students learning remotely.

All members of team will report any safeguarding concerns to the DSL immediately. Students and their parents will be encouraged to contact the DSL if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The school will also signpost families to the practical support that is available for reporting these concerns.

Team will always have due regard for our Safeguarding Policy during remote education, e.g. whilst conducting live online lessons.

The planning of live lessons will always be carried out in conjunction with the campus DSL.

The College will ensure the system used for live online lessons does not have a minimum age requirement above the age bracket of students attending the college.

Students will not share private information through the live online system. Students will not respond to contact requests from people they do not know when using systems for live online lessons.

Students will be informed of the reporting lines, should they see or hear anything inappropriate during live online lessons, via email. Pupils will be provided with the contact details of the DSL to report any concerns. Team will ensure all video and phone calls are not set to public, and meetings are protected with passwords.

Meeting links and passwords will not be published publicly.

Support team will be on hand to supervise and handle any sudden changes or developments, such disputes between students, that may occur during the live online lesson.

Team will uphold their safeguarding obligations and will report any incidents or potential concerns to the DSL in line with the colleges Child Protection and Safeguarding Policy. The school will communicate the importance of online safety to parents and encourage parents to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites.

The school will inform parents of the government-approved resources on child online safety to support parents further.

**Related Polices and Process Flows**

Safeguarding adults

Safeguarding children

Prevent