



USE OF ICT FOR REMOTE EDUCATION POLICY

Issued: October 2020
Reviewed: September 2026
Next Review Due: October 2028

Table of Contents

Item	Page(s)
1. Trust Policy Statement	3
2. Aims of the Policy	3
3. Circumstances Where Remote Education May Be Required	3
4. The Role of the Local Authority	4
5. Designated ICT Platform for Remote Education	4
6. Live Streaming Remote Education	4

1. Trust Policy Statement

As part of our focus on diversity and inclusion, Bradford Diocesan Academies Trust (BDAT) pledges that our policies will seek to promote equality, fairness, and respect for all staff and pupils. Our policies reflect the BDAT values of inclusion, compassion, aspiration, resilience, and excellence. By working closely with a range of stakeholders, such as our school, union, and HR colleagues, we have ensured that BDAT's policies do not unlawfully discriminate against anybody.

For the purpose of this policy, the term Trust refers to BDAT. The term school and the term academy are interchangeable. The term pupil and the term student are interchangeable.

2. Aims of the Policy

This guidance is issued to set out the protocols and standards to be followed to allow safe, secure and accessible remote education across the BDAT family of schools.

It builds on the good practice that was established during the COVID 19 pandemic, as well as ensuring consistency and coherence of teaching in the rare circumstances when schools may be required to close at short notice.

The following links are to relevant guidance and BDAT policies which may provide further information:

- [DFE Guidance on Providing Remote Education - January 2023](#)
- [Keeping Children Safe in Education 2026](#)
- [Working Together to Improve School Attendance - August 2024](#)
- [DFE Guidance on Safeguarding and Remote Education - November 2022](#)
- [DFE Guidance on Emergency Planning and Response for Education, Childcare, and Children's Social Care Settings – May 2023](#)
- [DFE Guidance on Arranging Education for Children who cannot Attend School because of Health Needs – December 2023](#)
- [The Education Act 1996](#)
- [BDAT Policies - Bradford Diocesan Academies Trust](#)

(In particular the ICT Acceptable Use Policy, BDAT Attendance Statement and Supporting Students with Medical Needs Policy)

3. Circumstances Where Remote Education May Be Required

The [DFE Guidance on Providing Remote Education](#) is clear that remote education should only ever be considered as a last resort and is not equivalent to attendance in school. The [BDAT Attendance Statement](#) aligns with this principle and emphasises the importance of pupils attending school wherever possible to get the most out of their school experience in relation to attainment, wellbeing and wider life chances.

Remote education will only be considered where the alternative would be no education at all. In line with the DFE guidance, this broadly falls into two categories:

- A. School closures or restrictions on attendance, where access to school for pupils is restricted: this may apply in situations where school and Trust leaders deem it not to be possible to open their school safely, or where to open would contradict guidance from local or central government.

All BDAT schools have a business continuity plan in place that is enacted in circumstances such as these to support leaders in their decision-making, as well as risk assessment. It is stated within these plans that a high-quality remote education offer should be implemented at the earliest possible convenience.

- B. Individual cases where a pupil is unable to attend school but is able to learn: these cases will be considered on a case-by-case basis in line with [DFE Guidance on Providing Remote Education](#).

BDAT expects that all of our schools would only implement provision of a remote education as a short-term solution, as part of a documented plan to reintegrate the pupil back into school, and only when it is judged that provision of remote education would not adversely affect this return to school.

4. The Role of the Local Authority

Under [The Education Act 1996 s.19](#), there is a duty upon the local authority to provide suitable education for children of compulsory school age who, by reason of illness, exclusion or otherwise, may not receive suitable education otherwise, for any period of time.

BDAT recognises that it is the responsibility of all of our schools to work in partnership with the local authority in these circumstances to ensure that appropriate education is provided for any pupils affected at the earliest possible opportunity. The context of each case will be unique, but further information can be found within the BDAT Supporting Students with Medical Needs Policy and school level Suspensions and Exclusion policies - [BDAT Policies - Bradford Diocesan Academies Trust](#).

5. Designated ICT Platform for Remote Education

Microsoft Teams must be used as the platform for all video conferencing and remote learning. Google Classroom must not be used. Other applications such as Zoom are not to be initiated by Trust staff, but staff may join a Zoom call if invited to do so by a third party.

When remote meetings are scheduled, they are to be conducted using Teams. The meeting organiser should inform other participants that the meeting may be recorded, and once the meeting has started, the meeting organiser must ask all participants if anyone objects to recording. If an objection is made, the meeting is not to be recorded.

6. Live Streaming Remote Education

BDAT's position on live streaming of lessons is that it is acceptable as long as it occurs in line with relevant guidance (see below). This will include ensuring that appropriate safety measures and risk assessments are put in place to protect staff and pupils.

Should schools choose to provide remote education using live streaming or pre-recorded videos, this link [National Cyber Security Centre Guidance](#) may help schools to set up video conferencing safely.

In addition, [SWGfL Guidance on Safe Remote Learning](#) includes detailed advice relating to live online teaching and safeguarding considerations whilst [LGfL Guidance on Remote Learning](#) includes platform-specific, as well as general advice.

BDAT would recommend the following general advice for all staff who deliver live remote learning:

- Teaching from home is different to teaching in the classroom. Teachers should try to find a quiet or private room or area to talk to pupils, parents, or carers. When broadcasting a lesson or making a recording, consider what will be in the background.
- Before running a live stream lesson, consideration should be given to ensuring appropriate safeguarding measures are in place.

The non-negotiable considerations when live streaming are:

- Never use personal accounts
- Do not use any system not approved by the Trust
- Never start live streaming without another member of staff 'in the room'
- Never hold one-to-one conversations with students

Staff who feel uncomfortable with live streaming lessons or do not understand the system and protocols should not be pushed to live stream lessons until they have been offered further support or training. Teaching will not be enhanced if staff are not fully trained and comfortable with the system, and the lesson may not be safe or reliable.

If a staff member is uneasy, they should discuss this with their line manager who, in turn, should take the following steps:

- Share the risk assessment to explain what measures are in place to protect the staff member
- Take time to discuss the expectations with the staff member around live streaming lessons
- Provide further additional training to help the staff member feel at ease with this format of teaching
- Allow the staff member to observe and support another live streamed lesson so they feel familiar with the approach

Ultimately, BDAT aims to support all staff to feel comfortable in delivering teaching remotely, as this is an additional skill which will enhance their teaching skillset in the long term. At all times when remote learning is necessary, it will be an essential way to support pupils when they cannot attend school in person.