

## **NASUWT CHECKLIST FOR THE USE AND MANAGEMENT OF DISTANCE LEARNING**

This checklist must be read in conjunction with the NASUWT guidance on distance learning, which can be found at: [www.nasuwat.org.uk/remoteteaching](http://www.nasuwat.org.uk/remoteteaching).

The checklist highlights important professional and practical issues which need to be considered by members before they engage in distance learning.

### **Members must be satisfied that:**

- the distance learning approach being used represents the most effective means of delivering a particular learning objective or whether other distance learning approaches would be more appropriate;
- the school is abiding by the Welsh Government guidance that live video streaming is not used to deliver distance learning;
- there is clear agreed guidance on the involvement of and interaction with parents;
- the preparation of materials for distance learning has been workload impact assessed and working time allocated for the preparation of materials;
- distance learning will not result in excessive marking, planning and assessment-related burdens;
- the required technology has been identified and appropriate training has been made available to staff;
- no requirement has been placed on staff to provide or purchase their own equipment to support distance learning, and staff who may have agreed to use their own equipment are being compensated as appropriate;
- the platform and methodology being used to provide distance learning has been risk assessed in the context of the school's policies on:
  - safeguarding;
  - data protection; and
  - health and safety.

- health and safety guidance has been issued by the employer to staff which complies with safety requirements of use of screen time, home working and disability access;
- distance learning will not be monitored for the purposes of performance management/appraisal;
- there is no expectation by the employer that distance learning will be used, when schools are fully open, to extend learning provision to individuals, groups or all pupils in the evenings, during the working week, at weekends or during school holiday periods.

If the provisions in this checklist are not being met and the school is resistant to accepting these safeguards, then contact should be made with the NASUWT for further advice and support on: [advice@mail.nasuwt.org.uk](mailto:advice@mail.nasuwt.org.uk).

The Welsh Government with the Consortia and Estyn have produced advice which supports many of these safeguards. These can be found at:

<https://hwb.gov.wales/storage/19393a15-8ee2-42f8-b648-ba2edaeb56db/developing-approaches-to-support-distance-learning.pdf>; and

<https://hwb.gov.wales/storage/d72369a5-779b-49b6-a105-87573dd65195/advice-for-school-and-pru-leaders-and-governors-on-how-to-continue-with-school-and-pru-business-during-the-covid-19-pandemic-en.pdf>.