POL028 Issue number 1	EDClass Onboarding Policy for Commissioning Schools - Unrestricted	
Approved by Sam Warnes	Date: 02.09.2024	

EDClass Onboarding Policy for Commissioning Schools

Strategic Partnership

This policy outlines the strategic partnership between EDClass and commissioning schools. It details the mutual responsibilities and commitments of both parties to ensure a successful onboarding experience and ongoing collaboration.

Purpose

This policy aims to:

➢ Establish a clear and standardised onboarding process for schools integrating EDClass into their learning environment.
➢ Ensure that all stakeholders (staff, teachers, safeguarding offices, and administrators) understand their roles and responsibilities in the partnership.
➢ Promote effective communication and collaboration between EDClass and commissioning schools.
➢ Safeguard students' well-being and ensure a safe online learning environment.
➢ Facilitate the seamless integration of EDClass into the school's curriculum and learning practices.

This policy aims to ensure a smooth transition, establish effective communication channels, and set the foundation for a successful partnership focused on student achievement and well-being.

1. Onboarding Process

Initial Consultation: An initial consultation will be held with the school account manager to discuss the school's specific needs and goals for using EDClass. This consultation will set the foundation for the entire onboarding process.

Managed Service Setup: The EDClass team will work with the school to set up the managed service, including configuring user accounts, setting up permissions, and customising the platform to align with the school's curriculum and learning objectives.

2. Safeguarding

Safeguarding Details Introduction: The school will be introduced to EDClass's comprehensive safeguarding policies and procedures. This includes a review of the school's safeguarding responsibilities and how EDClass can support their efforts to keep students safe online.

Safeguarding Team Introduction: The school will be introduced to the EDClass safeguarding team, who will be available to provide ongoing support and guidance on all safeguarding matters.

Safeguarding Meeting: A safeguarding meeting will be held with all relevant parties, including the teaching team, to ensure everyone understands their role in safeguarding students on the EDClass platform. a comprehensive safeguarding meeting involving all relevant stakeholders, including:

- ➢ School leadership
- ➢ Designated Safeguarding Lead (DSL)
- ➢ Teaching staff
- ➢ EDClass safeguarding team

Here you will review and discuss the safeguarding policy, procedures, and reporting mechanisms.

3. Schools and MATs to agree to the EDClass 10-Point Checklist

Agreement and Action Points: The MAT / school / LA agree to follow the 10-point checklist that outlines the key actions required for successful onboarding and to establish a positive partnership for their alternative provision.

The checklist will be used to

- ➢ track progress and ensure all essential tasks are completed.
- ➢ outline essential actions for schools to take.
- ➢ work collaboratively to implement the action points outlined in the checklist
- ➢ ensure all parties understand and agree to the checklist's items, which cover safeguarding, data protection, curriculum alignment, and other critical areas
- ➢ assign responsibilities and set timelines for completion to ensure a systematic approach.

Checklist for your schools

You must advise your schools that this 10-point checklist provides what a school must do in preparation for their AP Ofsted judgement

1. State EDClass as one or their main alternative providers
2. State how many registered and unregistered Alternative Provisions they use =- make sure they put that we are a DfE accredited online education provider
3. Adhere to the camera on policy - so the students have the camera on always and the parents and key personnel understand the importance of this to the legislation
4. Have checked / inspected the provision
5. Have all relevant SEND, EHCP, CAMHS, and relevant data been shared
6. Sent us Schemes of Work so we can create specific learning pathways for the learners. We need English, Maths and Science
7. Safeguarding lead has had a meeting with our DSL Kim to understand the process, alerts, camera, questionnaires and responsibilities and agreed
8. Understand the live supervision, teaching, support and learning that happens
9. Have evidence of Re-integration and destination data
10. Have termly reviews even though the best practice for us is every 6 weeks

4. Alerts and Questionnaire Review

The review of the school's alerts and questionnaire process to ensure they are aligned with EDClass's safeguarding policies and procedures.

The partnership will also establish a clear process for reviewing alerts and questionnaires generated by the EDClass platform whilst also determining who at the commissioning school will be responsible for monitoring and responding to these alerts.

Incident Reporting: The school will be trained on:

- ➢ Types of alert
- ➢ How we Clearly outline the incident reporting procedures for any safeguarding concerns or technical issues that arise.
- ➢ Ensure the school understands how to assist in incidents promptly and effectively
- ➢ how to deal with incidents in EDClass, ensuring a timely and appropriate response to any safeguarding concerns.

5. Camera-On Policy

The school will be informed of EDClass's camera-on policy, which promotes student engagement and interaction during live lessons. This Camera on policy outlines the requirements and expectations for having cameras on during EDClass sessions for commissioning schools, school staff, school DSLs (Designated Safeguarding Leads), students, and parents that have subscribed to EDClass. It is designed to promote a safe, engaging, and effective learning environment for all users. The "Camera On" policy is designed to:

- ➢ safeguard children participating in online lessons at all times.
- ➢ create a safe, secure positive, and engaging online learning environment for all EDClass users.
- ➢ supports effective live supervision, teaching, student engagement, and live learning in association with the DfE legislation
- ➢ ensure the well-being of students participating in EDClass online learning and virtual classroom environment
- ➢ empower the use of cameras to be a vital tool for safeguarding students in their online environment,
- ➢ allow any dangers or hazards to be reported, reviewed and visually seen which can be seen to the school DSLs and relevant authorities
- ➢ enables EDClass to proactively identify and respond to potential risks, creating a safe and supportive space for all learners.

By adhering to this policy and DfE legislation, we create a stronger sense of community, enhance the quality of our online education, and most importantly, prioritise the safety and well-being of every child who participates in EDClass.

6. Seat Concept and Student Details

Clarification of Seat Concept: The concept of a "seat" in EDClass will be explained to the school. A seat represents a single student's access to the platform.

Adding Students to Seats: The process of adding students to seats will be demonstrated, ensuring the school understands how to manage student enrolment.

Student Details: The importance of providing accurate and up-to-date student details, including special educational needs (SEND / EHCP/ LAC / CIN / CP) and learning styles, will be emphasised. This information helps EDClass personalise the learning experience for each student.

7. Alignment of Curriculum with Schemes of Work:

Introduction: The school will be introduced to the key features and functionalities of the EDClass platform, focusing on how it can support teaching and learning.

Curriculum Alignment: The school will be guided on how to align their curriculum with EDClass's course offerings to ensure a seamless integration.

Platform Setup: The EDClass team will assist the school in setting up the platform, including creating timetables, learning structures, and customising the platform to meet their specific needs. This is vital to the success of the platform, engagement and for any inspection to evidence this so that both parties work strategically to:

➢ Emphasise the importance of selecting courses that align with the school's schemes of work.
➢ Offer assistance in identifying the topics and lessons available and customising the pathways with the teaching team to fit the student's specific needs.
➢ configure EDClass to match the school's curriculum
➢ assist in adding students, teachers, and relevant staff to the platform.
➢ provide guidance on customising settings to reflect the importance of the guidance to help with their future inspections
➢ Create the learner timetable and discuss
  ➢ AM and PM Registration
  ➢ Daily slots for the timetable subject and session allocation
  ➢ Notifications
  ➢ Definition if FT / PT learners who are on ST/MT
  ➢ Agreeing the time for slots
  ➢ Assigning pathways to the slots

8. Teaching and Learning in EDClass

Key Features: The school will be shown the key teaching and learning features in EDClass, such as personalised learning paths, progress tracking, reporting, and safeguarding tools.

Both parties, parents and students must understand the:

➢ Personalised Learning Paths: students receive individualised learning plans based on their strengths and needs.
➢ Live Teaching and Support: Qualified teachers provide live lessons and one-on-one support through virtual classrooms and chat. Explain how teachers can adapt content and activities to cater to individual needs and abilities.
➢ Progress Tracking and Reporting: Detailed reports help you monitor student progress, identify gaps, and measure overall impact.

9. Review and engagement Responsibilities

Review Process and Term Meetings: A regular review process will be established, including termly meetings, to discuss safeguarding concerns, review incidents, and address any issues that arise.

Notifications and Permissions Setup: The EDClass team will help the school set up notifications and permissions to ensure the right people are informed about safeguarding concerns and have the necessary access to address them.

10. Home Visits

Home Visits Importance: The importance of home visits in certain situations will be emphasised. Home visits can be a valuable tool for understanding a student's home environment and addressing any underlying issues that may be affecting their learning or well-being.

11. Parent/Guardian Engagement

Engagement Strategies: The school will be provided with strategies for engaging parents and guardians in the EDClass platform, promoting communication and collaboration between home and school. Here you will discuss how EDClass can facilitate communication and collaboration with parents/guardians.

12. Onboarding Students

Smooth Transition: The EDClass team will work with the school to ensure a smooth transition for students onto the platform. This includes providing training and support for students and parents whilst ensuring they have the necessary resources to succeed.

13. Progress Tracking and Reporting:

Demonstrate how to track student progress effectively using EDClass's reporting tools whilst discuss how these reports can inform teaching strategies and interventions, especially the inspection ready report.

Conclusion

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This onboarding policy serves as a roadmap for commissioning schools partnering with EDClass. By adhering to this policy, schools can ensure a successful integration of the platform, maximise its benefits for students and teachers, and create a safe and supportive learning environment. Regular reviews and ongoing communication will be essential to maintaining a strong partnership and achieving shared educational goals.