

# BLENDDED LEARNING POLICY

Company Operations

ADO SERVICES C.I.C.

Incorporating River Valley School

Version 1.2P ©2022-2024

Current Version Valid from 3<sup>rd</sup> January 2023

Next Scheduled Review January 2024

2022-2024

## 1. Blended Learning Policy Overview

ADO is committed to providing strong leadership to all employees and are aware of the importance that this policy is adhered to.

The Blended Learning Policy is valid for the following services:

**ADO Education – River Valley School – ADO Training Centre**

## 2. Introduction

This document is intended for ADO Directors, Senior Managers, Examination Officers and all relevant Teaching Personnel.

Blended Learning is defined as a style of education where students not only learn through traditional face-to-face teaching, but also digitally and via online media.

Please note that although we have created this policy, we were able to remain open throughout the global pandemic due to working with service users who were classed as 'vulnerable'. This was made easier than most provisions as we are based outdoors. We adhered to all social distancing guidelines, and followed all advice given to us by Public Health England.

This policy was set up to ensure that we were equipped to support any service user who was unable to attend physically, due to self-isolation or being associated with any 'high risk' individuals.

## 3. Policy Aims

The aims of this policy are to:

- Ensure ADO has a consistent structure when blended learning is required.
- Ensure ADO staff have a reference for clarity on supporting students through blended learning.
- To ensure ADO are meeting the blended learning guidelines, as set by the relevant awarding organisation.
- To ensure any assessment of blended learning materials is valid, reliable and does not disadvantage learners in any way.

In order to achieve the above aims, ADO will:

- Run relevant training with teaching staff to ensure they understand the electronic and online media content to effectively deliver Blended Learning.
- Ensure students have access to an electronic device to allow them to participate in Blended Learning. If a student does not have access to an electronic device, a member of the ADO team will liaise with the student referrer to discuss any potential options with them.

- Ensure staff have adequate time to prepare lessons and homework for each group of learners or individual learners.
- Ensure staff have scheduled time to respond to any messages or calls from students and or their parents to help support with electronic or online work. Staff will have timetables planned to allow them adequate time to run online learning, respond to students and to mark received work.
- Any completed assessments which are sent electronically, will be stored securely in accordance with the Pearson-JCQ Exam Centre Agreements.
- Any assessments to be completed as part of the BTEC work will be discussed between the teaching staff and students either face-to-face or over the phone. Work tasks and any deadlines will be explained clearly to students, and staff will ensure the individuals understand what they are required to do and by when.

#### 4. Remote Teaching

If staff are required to conduct online learning to our students, the relevant staff members will have access to use 'Zoom'. ADO operates with a business Zoom account, and all remote learning would be delivered via this method. Other measures that would be put in place for remote teaching will include:

- Staff will be provided with a suitable location and time to complete remote teaching as required.
- A second staff member will be within the surrounding area during any video calls for safeguarding purposes.
- Only relevant staff members may enter an area where staff are hosting video calls.
- No confidential material is to be discussed regarding other teaching personnel or students whilst on the video call.
- When staff are not teaching, they must ensure the video and microphone have been turned off or that the video call has been ended.
- Staff will adhere to the appropriate code of conduct during any video call.
- If staff have any concerns during the video call, they will follow ADO's **Safeguarding Policy**.

#### 5. Educational Videos

To assist with student's education and to help them still feel like a valued member of River Valley School when they were not physically with us, we created educational videos and these were added to our ADO TV YouTube channel. The YouTube channel was first introduced in March 2020 during the first Covid-19 lockdown, to support students who could not access the site. Videos featured animal talks for Animal Science, fitness videos for Adventure Sport, bushcraft skills and other various videos surrounding Outdoor Education.

The educational videos are there to support anyone individual but are specifically aimed at targeting our River Valley students, both current and future cohorts.

The videos featured were;

- Planned out in advance.

- Educational and informative.
- Specific to subjects and lessons taught at ADO.
- Filmed at ADO settings.
- Encouraged students to try the tasks where relevant, or just listen.
- Hosted by familiar members of the team.
- Filmed outdoors in nature where possible.
- Featured clear and positive speech.
- Featured staff wearing appropriate clothing for our setting.

The videos featured did not;

- Include any students, unless written consent has been provided by the parent-carer.
- Refer to any students by their names.
- Have any student's name being called in the background of the video by another student or staff member.
- Include any swearing or disrespectful language.
- Promote violence in any way.
- Get produced for any reason other than educational, therapeutic or informative.
- Have student's details written anywhere in the title or description on the website.

All media produced at ADO is subject to the strict regulations of the **ADO Privacy Policy**.

## 6 Review

All ADO policies and procedures follow ITIL guidelines to ensure version control, change control and release management of any documents. As a matter of policy, documents can be updated at any time to reflect changes to ADO procedures, legal changes, OFSTED directives or any other reason to ensure the policies and procedures are accurate and correct. This involves consultation with stakeholders and approval from the directors. All policies and procedures are reviewed at the very least on an annual basis. Regular communication through newsletters, social media, text systems and through our website within the ADO Library is part of our Release Management.

## 7 Contact

This document was produced by the ADO Operations team in partnership with Avensure Ltd. This version supersedes any previous versions and will be reviewed annually.

All correspondence with regard to this policy, or any other operational policy and procedure should be directed to the ADO Chief Operating Officer by e-mailing [gmp@adoservices.co.uk](mailto:gmp@adoservices.co.uk) or calling 0208 855 6778, requesting to speak to the Chief Operating Officer or in writing c/o Chief Operating Officer, 126 Upper Wickham Lane, Welling, Kent, DA163DP.