

SCHOOL NAME: <b>GGLV Federation</b>			Risk Assessment No		
Topic:	ZOOM / ONLINE PLATFORM LESSONS		People at Risk:	Employees, Pupils, Other Household Members	
Assessment carried out by:	Tim Kay, EBM	Date:	January 2021	Date of Review:	Ongoing

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<b>Safeguarding</b> <b>How:</b> Pupils alone in the room, parents not aware of the meeting, allegations made about staff member. Pupil discloses a safeguarding issue. Staff become aware of a safeguarding concern. Inappropriate images shown to pupils due to staff not reviewing links etc	<ul style="list-style-type: none"> <li>Children to not be alone in room where session is running.</li> <li>Parents send <u>Home School Guidance</u> document with the Schools expectations.</li> <li>Staff to ensure they can see a parent / adult in the room before any session starts.</li> <li>Two members of staff present in live feeds.</li> <li>All communication regarding timings and login details to be sent to parents via Email and Text using the school's Management Information System.</li> <li>School staff to check any external media links prior to the lesson.</li> <li>School staff log on using the School LGFL mail account.</li> </ul>	<b>H</b>	<ul style="list-style-type: none"> <li>In the unlikely event that one of the two adults is called away from the session, the session is to cease early</li> <li>Both the 'host' of the lesson and the support staff member to be an adult who has undergone safeguarding training and has DBS clearance.</li> <li>Both members of staff to be familiar with Online Safety and safer use of technology guidelines</li> <li>Both members of staff to be aware of the procedure to be followed should a child make an unexpected disclosure, or they see a safeguarding concern.</li> <li>The 'waiting room' feature to be used for all lessons so no participants can join before the host</li> <li>Screen sharing is restricted to the host only</li> </ul>	HoS Ongoing	L
<b>Behaviour</b> <b>How:</b> Pupil using inappropriate language / behaviour during session	<ul style="list-style-type: none"> <li>Staff member to disable the link immediately to the pupil.</li> <li>Staff member to report any issues to HoS</li> <li>Does the Behaviour Policy reference what would happen?</li> </ul>	<b>M</b>	<ul style="list-style-type: none"> <li>Are staff trained in how to disable links with pupils immediately during sessions? – if yes put this as a control measure</li> </ul>	HoS	L

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<b>Data Sharing</b> <b>How:</b> Inappropriate sharing of personal data / Information / security breaches	<ul style="list-style-type: none"> <li>• Date and time of lessons, together with link to meeting to be shared only in secure email or within the Microsoft Teams channels.</li> <li>• Both parents and participants to be instructed not to pass on login details (or link details) to other persons, regardless as to how well they know them.</li> <li>• Only designated school staff to provide parents with login details—i.e. teachers</li> <li>• LGFL account details to be used to provide additional security</li> <li>• Any data protection contravention of log in details to be reported to IT Technician and a new password etc. issued directly to the family</li> <li>• Parents sent <u>Home School Guidance</u> document with the Schools expectations</li> <li>• All school staff aware of the <u>Home School Guidance</u> and their responsibilities.</li> </ul>	M	Data Controller (EBM) to be informed of any data breach who will discuss with the Data Protection Officer (Lewisham) and investigate/log breach	All Ongoing	L
<b>Environment / Equipment</b> <b>How:</b> Poor working environment / poor sitting position, risks of using electrical equipment – injury / fire / electric shock	<ul style="list-style-type: none"> <li>• Health and safety information sent to all parents</li> <li>• Lesson times restricted to 1 hour.</li> <li>• Visual guidance sent to parents regarding their children working safely.</li> <li>• Staff advised to report to HoS if they have any concerns about individual pupils / families</li> </ul>	M		HoS Ongoing	L
<b>Room / Area</b> <b>How:</b> Pupils in the chat can see personal items / information which could lead to identifying	<ul style="list-style-type: none"> <li>• School staff to ensure they are in a neutral space without personal information visible – family photographs / links to their address</li> <li>• Each lesson to begin with a reminder not to share personal information, i.e. addresses, etc.</li> <li>• School staff to visually scan each screen shot</li> </ul>	M	Staff to report any concerns to the HoS	Teachers Ongoing	L

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address in staff members room / area within home. Staff / Pupils not dressed appropriately. Other members of the staff members household walk into session.	<p>at earliest opportunity to seek to establish any inappropriate or sensitive background, etc</p> <ul style="list-style-type: none"> <li>• Staff to ensure they are dressed appropriately when live feeding sessions with pupils.</li> <li>• Parents / Staff issued with the <u>Home School Guidance</u> document with clothing guidelines.</li> <li>• Staff to ensure that other members of the household do not walk into live sessions – where possible</li> </ul>				
<p><b>Recording</b> <b>How:</b> Unauthorised recording of sessions by pupils.</p>	<ul style="list-style-type: none"> <li>• Staff instructed to record live lessons to provide reassurance if any allegations are made.</li> <li>• Parents and Pupils instructed not to record any part of the live lessons etc (via <u>Home School Guidance</u> document)</li> <li>• Staff to disable pupils link if they suspect they are being recorded.</li> <li>• All pupils will be regularly reminded by Class Teacher that the session must not be recorded by any person other than the host</li> <li>• Any suspected recording to be brought to the attention of the HoS immediately</li> </ul>		Staff have been trained to disable links.		
<p><b>Use of Technology</b> <b>How:</b> Parents / pupils unable to set up the link and access the lesson. Not competent in any IT issues.</p>	<ul style="list-style-type: none"> <li>• Pupils and Parents have been given instruction on how to access the platform and trouble shooting guidance</li> </ul>				

**Signed:**

**Role:**

**Date:**