

## General Risk Assessment Record Form

1. **Section/Service/Team**...Streethay Primary School..... 2. **Assessor(s)**...Stuart Taylor/Kirsty Bishton.....
3. **Description of Task/Activity/Area/Premises etc.** ...Live Online Sessions.....

This risk assessment is to be read in conjunction with the Code of Conduct for live online sessions.

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
1. Awareness of policies and procedures	Pupils Staff	<ul style="list-style-type: none"> <li>● Staff are aware of and have read all relevant policies and procedures in particular the Code of Conduct that has been written for live online sessions;</li> <li>● Staff have due regard for relevant guidance and legislation linked to safeguarding and data protection;</li> <li>● The live online sessions have been organised in line with our SET Remote Education Policy</li> <li>● Pupil have read, or parents have shared with pupils, the Code of Conduct linked to live online sessions;</li> <li>● Parents are aware of and know where to locate relevant policies and procedures;</li> </ul>	4	<ul style="list-style-type: none"> <li>● All relevant documentation has been sent to parents and staff;</li> <li>● Parents have been signposted to other useful documents available via the school website.</li> </ul>		2

		<ul style="list-style-type: none"> <li>The risk assessment is continuously reviewed by the Headteacher (also DSL) and Health and Safety lead to ensure that it addresses the school's circumstances and remote education approach;</li> <li>Parents have been provided with the Code of Conduct for live online sessions;</li> <li>Parents must complete and return a consent form before their child will be allowed to access the live online sessions.</li> </ul>			
2. Systems and technology	Staff Pupils	<ul style="list-style-type: none"> <li>Pupils will access the live online sessions via our current learning platform – Microsoft Teams Classroom;</li> <li>Staff ensure that privacy settings and pupil controls are set appropriately before conducting the session;</li> <li>Headteacher (also DSL) to have tested the system in place prior to a live online session taking place;</li> <li>Staff are fully aware of and understand how to use and control the different functions available through Teams;</li> <li>Staff will provide a link to invite pupils to the session and close the session once it has finished;</li> <li>Live online sessions will be organised so as they take place at different times during the week to</li> </ul>	4	<ul style="list-style-type: none"> <li>Clear protocols are in place and have been shared via the Code of Conduct as to the expectations if the session cannot be held;</li> <li>Clear protocols are in place and have been shared via the Code of Conduct as to the expectations if technology fails and the staff member hosting the online session is no longer in the meeting;</li> <li>Headteacher to deliver CPD around the use of Teams Meeting to conduct live online sessions for pupils.</li> </ul>	2

		support the number of devices a family might have and our school's capacity in relation to the internet.			
3. Safeguarding	Pupils	<ul style="list-style-type: none"> <li>• Staff maintain due regard for the school's Safeguarding Policy whilst conducting live online sessions;</li> <li>• The DSL is aware of when live online sessions are taking place and this has been agreed;</li> <li>• Pupils have been reminded not to share private information through the platform of Teams Meeting;</li> <li>• The chat function will be disabled and all pupils microphones will be muted by the staff member holding the session in the first instance;</li> <li>• Staff will only admit pupils for whom we have received a completed consent for to the sessions;</li> <li>• Pupils can only access the session via a link posted on the closed platform - Teams;</li> <li>• Clear protocols are in place for where the sessions should take place and what appropriate clothing should be worn;</li> <li>• Staff will only conduct live online sessions from the school premises;</li> <li>• Two members of staff will always be present during the live</li> </ul>	6	<ul style="list-style-type: none"> <li>• A 'How to' video has been created for pupils so as they are aware of what the different icons mean and which functions are accessible to them during the session;</li> <li>• Sessions will not take place unless they have been agreed and scheduled in advance by the HT and DSL;</li> <li>• The Code of Conduct outlines that the sessions must not be recorded by staff, pupils or parents.</li> </ul>	3

		<p>online session in line with our Remote Education Policy;</p> <ul style="list-style-type: none"> <li>• The HT or DHT will be present during each live online session;</li> <li>• Pupils will only take part in the sessions if there is an adult nearby who can hear the conversation;</li> <li>• Live online sessions will never be delivered on a 1-1 basis;</li> <li>• Staff are reminded to report any safeguarding incidents or concerns to the DSL (also Headteacher) and log these on MyConcern in line with usual protocols.</li> </ul>			
4. Personal data	Pupils Staff	<ul style="list-style-type: none"> <li>• Staff maintain due regard for the school's Data Protection Policy whilst conducting live online sessions;</li> <li>• The school has obtained consent from parents for their child to access the live online session and for their face to be visible whilst on the Teams Meeting;</li> <li>• Pupils who are in school will not access the live online sessions;</li> <li>• Only pupils for whom consent has been granted will be admitted into the live online session via Teams Meeting;</li> <li>• Pupils will access the live online session via their usually login details for Teams;</li> </ul>	4	<ul style="list-style-type: none"> <li>• Clear protocols are in place and have been shared via the Code of Conduct stating that pupils, parents and staff should not record, screenshot or download any aspect of the live online session.</li> </ul>	2

		<ul style="list-style-type: none"> <li>• The live online sessions will be for the purpose of well being catch-ups with a familiar staff member;</li> <li>• The live online sessions will not be recorded;</li> <li>• Staff have ensured their full name is not visible, changing their settings to either an initial and surname, or title and surname;</li> <li>• Staff and pupil email addresses will not be visible during the session and should not be shared.</li> </ul>				
5. Pupil conduct	Pupils	<ul style="list-style-type: none"> <li>• Pupils have received a copy of the Code of Conduct and have read, or a parent has shared, the information so as they understand their responsibilities during the live online sessions;</li> <li>• Pupils who do not follow the expectations set out in the Code of Conduct may be asked to leave the session and may not be able to take part in future Teams Meetings;</li> <li>• Pupils will access the session in a suitable place (not in a bedroom or bathroom);</li> <li>• Pupils will only take part in the sessions if there is an adult nearby who can hear the conversation;</li> <li>• Pupils will ensure that they follow the Code of Conduct at all times.</li> </ul>	6	<ul style="list-style-type: none"> <li>• A 'How to' video has been created for pupils to support them in understanding how to access the session and how to use the different functions within the session.</li> </ul>		3

6. Parent conduct	Pupils Staff Parents	<ul style="list-style-type: none"> <li>• Parents have received a copy of the Code of Conduct and should understand the responsibilities they have during the live online sessions;</li> <li>• Parents will discuss expectations and appropriate behaviour with their child/children prior to the session;</li> <li>• Parents will ensure that they can hear the conversation taking place during the Teams Meeting;</li> <li>• Parents or any other member of the household will not be visible on the screen during the Teams Meeting;</li> <li>• Parents or any member of the household will not record the session;</li> <li>• Parents will ensure that they follow the Code of Conduct at all times.</li> </ul>	6	<ul style="list-style-type: none"> <li>• A 'How to' video has been created for pupils but will ensure that parents are aware of how the platform will be used and which functions should be accessed;</li> <li>• An overview of online safety tips has been provided for parents and they have been made aware that further advice can be found on the school website.</li> </ul>		3
7. Staff conduct	Staff Pupils	<ul style="list-style-type: none"> <li>• Staff have received a copy of the Code of Conduct and will have read this to understand that expectations of themselves, pupils and parents;</li> <li>• Staff will follow associated school policies linked with remote education;</li> <li>• Staff to use their school login details to set up the Teams Meeting;</li> <li>• Staff to set up the Teams Meeting in line with instructions provided to ensure that staff and</li> </ul>	4	<ul style="list-style-type: none"> <li>• Headteacher to deliver CPD around the use of Teams Meeting to conduct live online sessions for pupils.</li> </ul>		2

		<p>pupil emails are not visible, and that the staff member has to start the session before pupils can be admitted;</p> <ul style="list-style-type: none"> <li>• Staff will only conduct the live online sessions from the school premises;</li> <li>• Staff will only use school devices for conducting the live online sessions;</li> <li>• Staff will keep a record of all pupils who attend the Teams Meeting;</li> <li>• Staff will ensure that they follow the Code of Conduct at all times.</li> </ul>				
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4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User

If any are ticked a specific risk assessment form must be completed separately. For example, a COSHH form must be completed if a hazardous substance is used.

## 5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

		Potential severity of harm <i>(this may injury, loss or damage)</i>		
		Minor Harm 1	Moderate Harm 2	Serious Harm 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Low 2	Medium 3
	Unlikely 2	Low 2	Medium 4	High 6
	Likely 3	Medium 3	High 6	High 9

Risk Rating	Action Priority
High (6-9)	Immediate action required
Medium (3-4)	Actions to control the risk must now be considered and steps to manage the risk until control measures can be provided must implemented.
Low (2)	Implement reasonable control measures and monitor.
Trivial (1)	No action required unless level of harm or likelihood changes.



## 6. Assessment

**Signature of Assessor(s):**

**Print Name:** Kirsty Bishton

**Date Assessed:** 20.01.2021

**Signature of Line Manager:**



**Print Name:** Stuart Taylor

**Review Date:** 1.2.2021

## 7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.