

## RISK ASSESSMENT



<b>Location/Premises/School: St Andrew's Major CiW Primary</b>	<b>Date: 18/01/21</b>
<b>Completed by: Gen Hallett</b>	<b>Review date: as and when required e.g. issues identified, changes in Welsh Government / Public Health advice etc.</b>
<b>Activity/Description/Area:</b> This risk assessment takes into account the following Welsh Government operational guidance: Live-streaming and video-conferencing: safeguarding principles and practice. Keeping safe online – Hwb (January 2021) <b>AIM:</b> To ensure that both staff and pupils can participate in effective and safe online sessions.	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Date action complete
Awareness of policies and procedures	Staff & pupils	All staff and pupils are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>• <b>Child Protection and Safeguarding Policy</b></li> <li>• <b>Policy</b></li> <li>• <b>Data Protection Policy</b></li> <li>• <b>Online Safety Policy</b></li> <li>• <b>Remote Home Learning Policy</b></li> <li>• <b>Live session guidance for families</b></li> </ul> All staff have due regard for relevant guidance and legislation including, but not limited to, the following:  Data Protection Act 2018 DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'  The Headteacher and DHT/OM review this risk assessment regularly to ensure it addresses the school's circumstances and remote learning approach	Ongoing monitoring  Communication with parents to website/policies	Staff  HT	Ongoing  Ongoing	

		<p>Parents and pupils are made aware of the risks associated with live online sessions and the measures in place to mitigate them.</p> <p>The school provides parents and pupils with online safety information</p>				
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Systems and technology	Staff and Pupils	<ul style="list-style-type: none"> <li>• The school uses LA approved providers for live sessions.</li> <li>• Staff ensure privacy settings are adjusted appropriately on the provider’s site or app.</li> <li>• The meet link is unique and private for only the members of that class.</li> <li>• Staff test the service before conducting their first live session using the ‘test’ function, if applicable</li> <li>• Staff ensure they understand how to mute the microphone and turn off the camera at a minimum.</li> <li>• Staff understand what features are available through the system, e.g. recording calls, sharing files or screen sharing.</li> <li>• The school ensures all pupils due to attend live online sessions have access to equipment which will enable them to participate, e.g. a laptop and internet access.</li> <li>• Staff always have due regard for the school’s Child Protection and Safeguarding Policy whilst carrying out live online sessions.</li> <li>• Pupils are reminded not to share private information through the live online session system.</li> <li>• Pupils are made aware of the reporting lines, should they see or hear anything inappropriate during live sessions.</li> <li>• Staff ensure all video and phone calls are not set to public, and meetings are protected with passwords. Meeting links and passwords are not posted publicly.</li> <li>• Staff are reminded of their safeguarding obligations and report any incidents or potential concerns in line with the school’s Child Protection and Safeguarding Policy.</li> </ul>	Ascertain children who do not have access to technology – HT to liaise with parents in order to provide equipment.	HT	Ongoing	
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Personal data	Staff & pupils	<ul style="list-style-type: none"> <li>• Staff have due regard for the school's Data Protection Policy at all times when conducting live online Sessions.</li> <li>• The school communicates to parents the details of how to access the live online session and any additional information regarding online learning to parents.</li> <li>• Staff ensure data is only transferred between devices if it is necessary to do so for the purposes of live online sessions.</li> <li>• Any data transferred between devices is suitably encrypted – where this is not possible, other data protection measures are in place.</li> <li>• When recording a live session is necessary, prior permission from parents is obtained in writing via email.</li> </ul>	Ensure staff involved are aware of RA	HT Staff	Ongoing	
Pupil Conduct	Pupils	<ul style="list-style-type: none"> <li>• The school provides pupils (via parents) with a copy of the live sessions guidelines via email to ensure they understand their responsibilities with regard to conduct during live online sessions.</li> <li>• Pupils are reminded that they should not be in an inappropriate setting during live online lessons</li> <li>• Parents are provided with a copy of the Remote Home Learning Policy via the website and are expected to adhere to the measures outlined within it.</li> <li>• Pupils are reminded not to record live online sessions.</li> </ul>	<p>Email information and guidelines to parents.</p> <p>Pupils reminded during meetings</p>	<p>HT</p> <p>Staff</p>	<p>Prior to first live meet in any class.</p> <p>Ongoing</p>	

		<ul style="list-style-type: none"> <li>• Pupils are reminded not to speak during live online sessions unless they are prompted to do so or have a question.</li> <li>• Cameras must remain on during sessions. If the meeting leader cannot be sure who is joining the meeting, they will be dismissed from meet.</li> <li>• Pupils are reminded that they should report any technical issues to their teacher as soon as possible, using a parent's device if they cannot access their own technology.</li> <li>• Pupils are reminded to behave responsibly and respectfully at all times during live online sessions, as they would during a normal school day.</li> <li>• Pupils who breach the above may have the opportunity for live sessions withdrawn.</li> </ul>				
Parent Conduct		<ul style="list-style-type: none"> <li>• Parents are made aware that the meetings are for pupils only. Comments for the teacher are to be made via email or phone call to school.</li> <li>• Parents must not take screen shots and/or share on Social Media.</li> </ul>	Email information and guidelines to parents.	HT	Prior to first live meet in any class.	
Staff Conduct		<ul style="list-style-type: none"> <li>• Staff only use school email addresses and phone staff numbers to communicate with pupils.</li> <li>• Staff only use school devices for conducting live online sessions, where possible.</li> <li>• Staff do not share personal information whilst conducting live online sessions.</li> <li>• Staff conduct live sessions with appropriate surroundings, e.g. sitting somewhere with a neutral background.</li> <li>• Staff communicate with pupils within school hours as far as possible (or within hours agreed with the school to suit the needs of staff).</li> <li>• Staff only communicate and conduct live online sessions through channels approved by the SLT.</li> <li>• Staff are sensitive to the needs of any pupils who may be sensitive to certain topics or issues that may arise during the live online session.</li> </ul>	Share Info and RA	HT	Prior to first live meet in any class.	