

# Staploe Education Trust Risk Assessment



Risk Assessments for:	Video calls between staff and pupils		
Assessed by:	RR	Date: January 21	Review Date: March 21

## Impact

1=extremely low 2=low 3=serious 4=severe 5=extremely severe  
(If, no measures were put in place)

## Likelihood

1=very rare 2=rare 3=likely 4=very likely 5=extremely likely  
(When, measures are put in place)

1 - 3	Low risk
4 - 6	Moderate risk
7 - 12	High risk
13 - 25	Extreme risk

Types of Hazard(s) identified (assuming no controls)	Who might be harmed?	Impact	Likelihood	Risk Rating	What are you already doing?	Responsible Person(s)
<b>Inappropriate area used in chat by staff member and pupil</b>	Staff Pupil Families  Through inadvertent disclosure of personal information available in the background picture	1	2	L	<ul style="list-style-type: none"> <li>Staff to ensure that background area is free from personal items, use one of the pre-set virtual background options.</li> <li>Before the meeting begins, address any issues with pupil backgrounds if needed.</li> <li>Families asked to consider the background where their child will be during video calls (see guidance notes for parents).</li> </ul>	All
<b>Inappropriate behaviour due to children being unsupervised</b>	Staff Pupils  Risk of allegations of inappropriate comments/behaviour	1	2	L	<ul style="list-style-type: none"> <li>Where possible, two members of staff will be present in each video call.</li> <li>If a second member of staff cannot attend, the meeting will be recorded and the recording will be stored on school server or on Teams.</li> </ul>	All

					<ul style="list-style-type: none"> <li>• Pupils to be reminded that behaviour expectations online are the same as in school.</li> <li>• Parent protocol states that where possible a parent/carer is required to be present in the room for the duration of the call. Check this at the start of the meeting.</li> <li>• Staff training on how to 'mute' pupils from commenting, how to delete any typed inappropriate comments (but still be able to access or retrieve them if they need to).</li> <li>• We have a duty of care over all children. ANY safeguarding concerns must be recorded and reported to a DSL in accordance with the Safeguarding policy.</li> </ul>	
<b>Unexpected parents/children on call</b>	Staff Pupils	1	2	L	<ul style="list-style-type: none"> <li>• No siblings to be in the background of a video call or to join the call, as this could risk the call being terminated.</li> <li>• Parent protocol sets clear expectation for log in details not to be shared. They should direct other parents to school staff as needed</li> <li>• If any unauthorised people join the chat, the staff member will terminate the call for all participants. SLT must be informed.</li> </ul>	All
<b>Inappropriate behaviour and communications between pupils in meeting</b>	Pupils  Bullying, sharing of inappropriate content	1	1	L	<ul style="list-style-type: none"> <li>• All calls initiated by a staff member at an agreed time.</li> <li>• Calls are started using the 'meet now' function. This prevents pupils being able to enter a call before an adult is present.</li> <li>• The 'meet now' function is switched off for pupils – they do not have the ability to start calls with each other.</li> <li>• Pupils to be reminded that behaviour expectations online are the same as in</li> </ul>	All

					<p>school.</p> <ul style="list-style-type: none"> <li>• Pupils can message in the whole group chat function, this is available for all to see, not private to private messaging.</li> <li>• Channels' settings are set such that pupils cannot edit or delete their own messages.</li> </ul>	
<b>Meeting being recorded on another device</b>	<p>Staff Pupils</p> <p>Being recorded without their knowledge</p>	1	2	L	<ul style="list-style-type: none"> <li>• Staff to remind parents/carers that recording the video call is not authorised. Any suspicion that this is happening will result in the call being terminated.</li> <li>• Staff will never join a meeting scheduled by a family. If a family wishes to meet via Teams then the staff member will generate a link following the procedures above.</li> <li>• Staff need to log in to their Teams settings on their browser to turn off the screen recording permissions when scheduling meetings – (see guidance notes for staff).</li> </ul>	All
<b>Remote teaching during national lockdown</b>	<p>Identification of pupils KWC/LAC/Vulnerable</p>	1	2	L	<ul style="list-style-type: none"> <li>• Staff are reminded, when live teaching from the classroom that pupils in school should not be identifiable.</li> <li>• The spotlight feature will ensure that only the teacher is on the screen.</li> </ul>	All

Assessors Name:

RR

Assessors Signature

*R. Patebiff*

Date:

January 2021