

REMOTE LEARNING / LIVE LESSONS RISK ASSESSMENT

Location / Organisation / School	
Eythorne Elvington Community Primary School	
What is the Activity / Task / Procedure?	
Remote Learning and Live lessons	
Who is at Risk?	
Staff, Children, Families.	

Hazard	
Inappropriate behaviour or conduct from adults.	
Control Measures Required	
<ol style="list-style-type: none"> 1. Staff use school agreed platforms (Tapestry, Zoom). 2. SLT can access and monitor these platforms. 3. Staff code of conduct shared and signed by all staff. 4. All zoom meetings are recorded. 	
Hazard	
Inappropriate behaviour or conduct from children.	
Control Measures Required	
<ol style="list-style-type: none"> 1. Staff can message or email children about inappropriate behaviour. 2. Staff share verbal reprimands during live lessons if required. 3. Head teacher to contact parents if issues persist and further sanctions put into place. 	

Hazard	
Unauthorised recording by pupils, parents, or staff.	
Control Measures Required	
<ol style="list-style-type: none"> 1. All live lessons take place on school agreed Zoom platform. 2. Staff are designated as presenters in these live lessons and are the only people enabled to record lessons. 3. Staff discussion and agreement to record all live lessons. 4. Pupil Computing code of conduct shared and signed by all children and families. 	
Hazard	
Unauthorised sharing of content.	
Control Measures Required	
<ol style="list-style-type: none"> 1. Staff discussion and agreement to record live lessons but not share material. 2. Staff upload presentations and other documents on school agreed platforms (Tapestry). 3. These platforms are set up for families to view and download resources, but not edit. 	
Hazard	
Inappropriate contact with pupils outside lesson time.	
Control Measures Required	
<ol style="list-style-type: none"> 1. Staff are able to use school agreed platforms (Tapestry, class email, Zoom) to contact peoples and families. This contact should take place within school time. No Zoom sessions will be outside of school hours. Parents can upload work outside of school hours as it may work with their working day – staff can respond to these comments out of school hours should they wish but there is no expectation on this. 2. Acting HT (and ICT Technician) able to access and monitor these school agreed platforms. 3. Staff have read and signed to show their agreement of: Acceptable Use of ICT policy and Code of Conduct. 	

Hazard	
Inappropriate contact with pupils in a different account or a different platform.	
Control Measures Required	
<ol style="list-style-type: none"> 1. Staff are not permitted to contact pupils on any different platform or from any different account than the school agreed platforms (Tapestry, class email, scheduled Zoom meetings). 2. Specific staff are given permission to share information and achievements through the schools: Facebook, Twitter and YouTube accounts / channels. 	
Hazard	
Inappropriate language in chat function.	
Control Measures Required	
<ol style="list-style-type: none"> 1. Pupils are reminded of school rules and respectful and responsible online behaviour. 2. School created and shared a "How to show respect During Zoom Lessons" poster. This is shared on Tapestry. This was also shared with families in an email from the acting head teacher. 3. Incidences of inappropriate language are dealt with by reminders and sanctions during the lesson from staff, and if required a phone call and letter to the family from the head teacher 	
Hazard	
Inappropriate dress, conduct, or location.	
Control Measures Required	
<ol style="list-style-type: none"> 1. Staff dress should be appropriate and in line with the school's code of conduct. 2. Staff have been advised to have a plain background behind them if teaching a live lesson from somewhere different than a classroom. 	
Hazard	
Unauthorised people invited into the video call.	
Control Measures Required	

<ol style="list-style-type: none"> 1. Links to the live lessons and online collective worships are shared only with the relevant families. 2. Staff are designated as presenters in these live lessons and are therefore able to remove attendees if required. 	
Hazard	
Unauthorised streaming to the wider public.	
Control Measures Required	
<ol style="list-style-type: none"> 1. Links to the live lessons and online collective worships are shared only with the relevant families. 2. The acting head teacher and (James) are the only members of staff authorised to upload videos to the school's YouTube channel. 3. Specific staff are given permission to share information and achievements through the school's: website, Facebook and Twitter accounts. 	
Hazard	
Data breach. For example, showing pupils on camera without permission, sharing personal data.	
Control Measures Required	
<ol style="list-style-type: none"> 1. Families and children are given the choice to keep their cameras off when joining a live lesson or online collective worship. 2. Personal information about children, families all staff members are not shared in live lessons, online collective worships, or through messages / emails. 	
Hazard	
Data breach showing confidential information whilst online.	
Control Measures Required	
<ol style="list-style-type: none"> 1. Staff have received advice on how to share their screen using the schools agreed platform. Staff continue to share advice and professional learning as a team 	
Hazard	

Unauthorised sharing of inappropriate content via share screen.

Control Measures Required

1. Staff have read and signed to show their agreement of the “acceptable use of ICT” policy. This does not permit them to access inappropriate content on school devices or systems.
2. Staff are presenters in live lessons and online collective worships, and therefore other attendees do not have permission to share their screen.

Hazard

Unauthorised lessons that SLT are unaware of.

Control Measures Required

1. All live lessons are agreed and timetabled with the headteacher's permission.

Hazard

Unauthorised chats or video whilst monitoring adult is offline.

Control Measures Required

1. The children in YR-Y6 can only join or chat in lessons timetabled by staff.

Hazard

What action is to be taken if a disclosure or concern is raised by pupil whilst online?

Control Measures Required

1. Children are advised to talk to a trusted adult. If they wish to speak to a member of staff, the member of staff will either call or message the child on a one-to-one basis.
2. All of these conversations will be recorded on the schools ‘My Concern’ online platform, which will automatically alert the schools DSLs.
3. The member of staff will then have a follow up conversation with one of the DSLs.

Hazard	
How will concerns be raised about any livestream issues by pupils, parents or staff?	
Control Measures Required	
<ol style="list-style-type: none"> 1. Pupils and parents can raise concerns either directly with the class teacher, or by phoning the school, or emailing the admin office school account. 2. Staff can raise concerns with the SLT either in person, by phone or by school email. 	

With these control measures the risk is:		
UNACCEPTABLE	FURTHER CONTROLS REQUIRED	ADEQUATELY CONTROLLED

Assessor's comments	
<p>The school have provided training to all staff on using Tapestry since September 2020.</p> <p>In September 2020 the school started to use Tapestry for school and home learning. Therefore staff, pupils and families are comfortable and confident using these platforms / systems during this period of remote learning.</p>	
Name of Assessor	Lisa Taylor / Laura Sutcliffe
Signature of Assessor	<i>Lisa Taylor Laura Sutcliffe</i>
Date of Assessment	8 th Feb 2021

Manager's comments	
Agree with the above – review again in Term 4.	
Name of Manager/Approver	Neil Garvey
Signature of Manager/Approver	<i>Neil Garvey</i>

Date of Signing	
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Review date	Reviewed by	Reviewer signature	Remarks