

REMOTE LEARNING / LIVE MEETINGS RISK ASSESSMENT

School	
St Laurence Junior Academy	
What is the Activity / Task / Procedure?	
Remote Learning and Live Teams Meetings	
Who is at Risk?	
Staff, Children, Families.	

Hazard	Risk Rating: Low
Inappropriate behaviour or conduct from staff.	
Control Measures Required	
<ol style="list-style-type: none"> 1. Staff use school agreed platforms (Teams & Class Dojo). 2. SLT and pastoral team can access and monitor these platforms. 3. Staff code of conduct shared and signed by all staff. 	
Hazard	Risk Rating: Medium
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. Teacher will contact parents if issues persist – pastoral Team/SLT notified via record of communication sheet 	
Hazard	Risk Rating: Medium
Unauthorised recording by pupils, parents, or staff.	
Control Measures Required	
<ol style="list-style-type: none"> 1. All live meetings take place on school agreed Microsoft Teams platform. 	

<ol style="list-style-type: none"> 2. Staff are designated as presenters in these live meetings and are the only people enabled to record lessons – teacher must select ‘only me to present’ at the beginning of each meeting. 3. Staff are not to record live Teams meetings with the children. 4. If lessons were recorded a record would be evident within the lesson chat, which is accessible for monitoring by IT technician. 	
Hazard	Risk Rating: Medium
Unauthorised sharing of content.	
Control Measures Required	
<ol style="list-style-type: none"> 1. Staff discussion and agreement not to record live lessons. 2. Staff upload presentations and other documents on school agreed platform (Class Dojo). 3. This is set up for families to view and download resources, but not edit. 	
Hazard	Risk Rating: Low
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 (Teams & Class Dojo) to contact peoples and families. This contact should take place within school hours (9-12 & 1-3pm) 2. SLT 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	Risk Rating: Low
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 then the school agreed platforms (Teams & Class Dojo). 2. Specific staff are given permission to share information and achievements through the school’s Facebook 	
Hazard	Risk Rating: Medium
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 – see Class Rules for Teams Meetings (Appendix 1) 2. Class Rules for Teams meeting is shared with every class. This was also shared with families before meetings commenced. 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	Risk Rating: Medium
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. Staff have also been trained to blur their background or upload a background. 	
Hazard	Risk Rating: Medium
Unauthorised people invited into the video call.	
Control Measures Required	
<ol style="list-style-type: none"> 1. Links to the live meetings and online collective worships are shared only with the relevant families. 2. Staff are designated as presenters in these live lessons and are there for able to remove attendees if required. 	
Hazard	Risk Rating: Medium
Unauthorised streaming to the wider public.	
Control Measures Required	
<ol style="list-style-type: none"> 1. Links to the live meetings and online collective worships are shared only with the relevant families. 2. The head teacher and IT technician are the only members of staff authorised to upload videos to the school's Facebook page. 3. The head teacher and IT technician are the only members of staff authorised to upload digital content onto the school's website 	
Hazard	Risk Rating: Medium

Data breach. For example, showing pupils on camera without permission, sharing personal data.

Control Measures Required

1. Families and children are given the choice to keep their cameras off when joining a live meeting or online collective worship.
2. Personal information about children, families all staff members are not shared in live meetings, online collective worships, or through messages / emails.

Hazard

Risk Rating: Low

Data breach showing confidential information whilst online.

Control Measures Required

1. Staff have received training in how to share their screen using the schools agreed Microsoft Teams platform. Staff continue to share advice and professional learning as a team.

Hazard

Risk Rating: Low

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 meetings and online collective worships, and therefore other attendees do not have permission to share their screen.

Hazard

Risk Rating: Low

Unauthorised lessons that SLT are unaware of.

Control Measures Required

1. All live meetings are agreed and timetabled with the headteacher's permission.
2. The head teacher and IT technician are the owners of the schools agreed Microsoft Teams platform: this enables them to access and monitor or meetings and conversations if required.

Hazard

Risk Rating: Medium

Unauthorised chats or video whilst monitoring adult is offline.

Control Measures Required

1. Children are told they can only join or chat in lessons timetabled by staff.
2. All children do have KLZ accounts, however the head teacher, IT Technician and their class teacher can access their accounts to monitor their online behaviour.
3. Parents to be informed of any misuse of the chat feature outside of scheduled Teams meetings.

Hazard

Risk Rating: Medium

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 and should be accessed by the DSLs.
3. The member of staff will then have a follow up conversation with one of the DSLs.

Hazard

Risk Rating: Low

How will concerns be raised about any livestream issues by pupils, parents or staff?

Control Measures Required

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.

Appendix 1: Class Rules for Teams Meetings



Find a quiet place, free of distractions (other family members, television, mobile phones, pets etc)



Ensure you are fully dressed (no pyjamas please!)



Show up a few minutes early so you are ready to click 'Join' once the meeting begins.



Turn your camera on if you feel comfortable to - it would be lovely to see you!



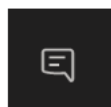
Mute your microphone unless you are asked to speak.



Be polite and respectful at all times.



Click the 'raise hand' button if you have a question or something to share.



You may also use the chat feature to ask a question or share something. This feature may only be used to communicate with the adults in the meeting. The chat will be monitored by an adult throughout.



Stay focused so you don't miss anything.