



# Live Learning Risk Assessment

HAZARD	CONTROL MEASURES	PERSON RESPONSIBLE	ADDITIONAL NOTES	RAG RATING
<p>Inappropriate conduct, for example grooming, exploitation, explicit language, sextortion or one individual forcing the other to take part in sexual activities or view inappropriate content</p>	<p>We have clear procedures in place for reporting concerns during partial closure, and these are set out in the Addendum for Covid Child Protection Policy</p> <p>Regular monitoring of any 1-to-1 sessions that take place, by having SLT drop into these regularly. SLT will be included on the ZOOM invites for drop ins.</p> <p>Remote Learning Code of Conduct states that pupils to receive calls in the same room as a family member.</p> <p>We support pupils and their families to spot signs and report concerns of abuse by reminding them how to keep children safe online and letting them know to contact DSL or Deputy DSL if they have concerns about a child, even if they're unsure.</p>	<p>SLT</p>		
<p>Video communication taking place at inappropriate times, for example late into the evening</p>	<p>We'll only contact pupils with a timetable of live lessons during normal school hours.</p> <p>Parents will be informed of timings via letter – we will contact families who are not attending to confirm they have read letters.</p>	<p>SLT</p>		

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Video communication taking place through inappropriate channels, such as over social media	<p>Staff, parents and pupils to be made aware that video communication should only take place through our school's digital education platform.</p> <p>Staff will use school devices (over personal devices) to access our digital education platform.</p> <p>Staff not to share personal information (such as social media details) with pupils.</p>	SLT		Green
False accusations	<p>Use of only our school's chosen digital education platform for all video lessons and video calls.</p> <p>A record of the date and time of any 1-to-1 sessions will be made and SLT will be aware that session taking place.</p> <p>Regular monitoring of any 1-to-1 sessions that take place, by having SLT drop into these regularly. SLT will be invited to these sessions.</p> <p>The school will not be recording live sessions in line with GDPR regulations and parental permissions.</p>	SLT		Yellow

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Staff and/or pupils viewing or hearing inappropriate content, either in an individual's environment, on their person or on their screen	<p>Expectations will be communicated to staff, pupils and parents in our Remote Learning Policy, Parental Information about remote learning, Remote Learning code of conduct.</p> <p>If staff and pupils have their webcams on, they will be asked to:</p> <ul style="list-style-type: none"> <li>• Have a neutral background, if possible</li> <li>• Avoid being situated in their bedroom</li> <li>• Appropriate attire (including other household members)</li> <li>• Use polite and professional language</li> </ul> <p>Additionally, staff will be asked to:</p> <ul style="list-style-type: none"> <li>• Double check that any tabs they have open in their browser would be appropriate for a pupil to see, if they're sharing their screen</li> </ul> <p>Teachers will be able to mute all and turn off webcams as appropriate,</p>	SLT		
1-to-1 sessions not always being the most appropriate choice of format	<p>Sessions will be evaluated on a case-by-case basis whether another adult needs to be present, and only run 1-to-1 sessions where both appropriate and necessary. 1-to-1 sessions will need approval by the senior leadership team before taking place.</p> <p>1 staff member will not be alone with 1 pupil</p>	SLT		
1-to-1 sessions not being appropriate for certain members of staff and/or pupils	Where any vulnerable pupils are learning remotely, our DSL or Deputy DSL has identified which pupils these are, and monitors any sessions with them through an invitation via ZOOM	SLT		

Commented [JB1]: 'DSL or a deputy DSL'

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Staff and/or pupils recording sessions without the other person knowing and, for example, sharing them online	Staff and pupils or parents will agree not to record sessions and understand the sanctions involved if any material is shared online without consent.	SLT		Yellow
Staff not considering all normal child protection procedures when teaching remotely	<p>There are clear procedures for staff to report any safeguarding concerns or disclosures of abuse that they may have observed during a call or lesson.</p> <p>Staff are reminded of the continued importance of safeguarding within the context of remote education, including staying alert to potential issues, and acting on concerns immediately by contacting the SLT,</p>	SLT		Green

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<p>Staff and/or pupils behaving inappropriately online, for example:</p> <ul style="list-style-type: none"> <li>• Sharing explicit content</li> <li>• Bullying/harassing each other</li> </ul>	<p>Expectations shared with parents in Remote Learning Code of Conduct</p> <p>Any ZOOM chat in the sessions via webcams or chat feed will be monitored by the teacher. Settings are configured on ZOOM so that children cannot communicate with each other via the chat feed.</p> <p>We take the measures outlined below to ensure staff, pupils and parents know how to stay safe online.</p> <p>We'll share these resources with staff, pupils and parents:</p> <ul style="list-style-type: none"> <li>• <a href="#">UK Safer Internet Centre</a>, where they can report harmful content</li> <li>• <a href="#">Educate Against Hate</a> for safeguarding from radicalisation, building resilience to extremism, and promoting shared values</li> <li>• The National Crime Agency's <a href="#">Child Exploitation and Online Protection Command</a> for advice on reporting online abuse</li> </ul>	SLT		

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<p>Certain teachers not understanding how to behave appropriately online</p>	<p>All staff have read and understood annex C of <a href="#">Keeping Children Safe in Education</a>.</p> <p>SLT has identified which staff need more support here and provides regular opportunities to brief these staff on appropriate online behaviour.</p> <p>Senior leaders regularly check in during 1-to-1 or small group sessions to ensure staff are behaving appropriately.</p> <p>Staff understand how to use the privacy features on our digital education platform.</p>	<p>SLT</p>		
<p>Parents and pupils not knowing how to keep pupils safe online</p>	<p>Our home-school communication includes materials that help parents keep their children safe online.</p> <p>We monitor staff lesson plans to ensure that they regularly remind pupils of online safety principles.</p> <p>Parents are directed to the DfE's <a href="#">guidance for parents and carers to keep children safe online</a>.</p>	<p>SLT</p>		

**Emma McGahey February 2021**