

**Cockfield Primary School Risk Assessment – Use of Live Teams or Zoom for online learning.**

<b>Date completed: January 2021</b>	<b>Assessed by: K Costello</b>	<b>Authorised by: K Costello</b>
Review date:	Identification of those at risk: Pupils School staff Parents	

Possible risks/hazards	Measures put in place	Who is responsible for measures?	What is the risk now?
Leaked link to chat	<ul style="list-style-type: none"> <li>Date and time of chat only shared in secure email sent by teachers via ....</li> <li>Link to chat only shared in secure email sent by teachers via ....</li> <li>Staff to set up Zoom accounts using their professional email address only – we all have brand new emails that work with Teams</li> </ul>	Staff setting up meeting and overseen by phase leaders/deputy headteacher and ICT Manager	Low
Use of personal devices to stream	<ul style="list-style-type: none"> <li>There must be at least two school adults in the sessions at any one time.</li> <li>Teachers will be the last people to leave the session once all children have left.</li> <li>To comply with GDPR and to protect all children and staff, there must be no adult or child filming or taking photographs during the session.</li> <li>School will record sessions and adults have been informed of this</li> </ul>	Staff setting up meetings and ICT Coordinator to support these sessions.	Low
Area used in chat by staff member and child	<ul style="list-style-type: none"> <li>Staff to ensure that background area is free from personal items like family photographs, links to address.</li> <li>Address issues with any child's background if needed</li> <li>Two staff in the meeting at all times</li> <li>Children's microphones to be muted when not needed – they should be invited to speak rather than a free for all</li> </ul>	Staff setting up meetings	Low
Children to not be in room being used alone	<ul style="list-style-type: none"> <li>Parents to be aware of guidance and be in the room during meeting. This will be explained in further detail in our code of conduct – they do not have to stay by their child for the meeting but must be in the room and show themselves at the beginning to the teaching team hosting</li> </ul>	Staff setting up meetings	Low

	<p>it.</p> <ul style="list-style-type: none"> <li>• Check once sessions starts that an adult is present in the room</li> <li>• Supporting staff member to also monitor the chat (if on Zoom) and raise any issues immediately – children may be removed from the session if any inappropriate behaviour as deemed by the teaching team.</li> <li>• High expectations for meeting: children must be in a quiet environment and appropriately dressed – top and bottom part of the body must be covered.</li> <li>• Everyone in the household should be made aware of the session taking place and that they are suitably dressed and do not use inappropriate language in the background.</li> <li>• No use of funny backgrounds that could cause offence for whatever reason.</li> </ul>		
Parents not using a secure email and password for their Teams or Zoom account – eg logging on through Facebook	<ul style="list-style-type: none"> <li>• Preference is to conduct sessions via Teams as all children have their own secure log in and therefore this would be much easier and secure.</li> <li>• Parents to ensure they have set up a Zoom account through their email address.</li> <li>• Parent Zoom accounts to have a secure password</li> <li>• Children should enter the session with their first name as their username (if on Zoom) and it should not be unknown e.g. iPad or Samsung Galaxy...</li> </ul>	Parents who are receiving meeting invitations but on Teams it would be conducted through child’s school account – therefore Teams always the first option.	Low
If Zoom: Parents passing on Zoom Meeting Details to others	<ul style="list-style-type: none"> <li>• Parents told that they must not give meeting details to others. They must direct other parents to school staff to gain information.</li> <li>• Any unknown users in the session will be removed if they cannot reveal themselves in time</li> </ul>	Staff to inform parents. Parents to follow advice.	Low