

PARK HILL JUNIOR SCHOOL



Risk Assessment for Livestreaming School Content

February 2021

Reviewed: April 2021

Risk Assessment for Livestreaming school content

Risk	Mitigation
<p>Inappropriate behaviour or conduct from adults</p>	<p>Where possible, two members of staff attend the online sessions. If this is not possible, sessions are recorded.</p> <p>More than one adult is assigned to each online classroom.</p> <p>Parents are requested to be off camera and pupils are on mute unless they are asked to unmute.</p> <p>Adults need to be in appropriate clothing and location. Inform member of SLT. Log situation/incident on CPOMS.</p> <p>Regular remote CPD provided to ensure staff understand what constitutes appropriate professional behaviour online.</p>
<p>Inappropriate behaviour or conduct from children</p>	<p>Where possible, two members of staff attend the online sessions. If this is not possible, sessions are recorded.</p> <p>Pupils are on mute unless they are asked to unmute.</p> <p>Pupils will be removed from online sessions if they behave inappropriately.</p> <p>Loss of privileges within the classroom e.g. being muted from the class stream, can be used if children type inappropriate messages.</p> <p>Children need to be in appropriate clothing and location. Inform member of SLT. Log situation/incident on CPOMS.</p>
<p>Inappropriate behaviour or conduct on video from another person in child's household</p>	<p>Where possible, two members of staff attend the online sessions. If this is not possible, sessions are recorded.</p> <p>Parents and other household members are requested to be off camera and pupils are on mute unless they are asked to unmute.</p> <p>Children are asked to sit with a neutral background behind them,</p>

	<p>e.g., a wall.</p> <p>Teacher/Staff Member leading the call to end the session immediately if inappropriate behaviour is observed in a child's home.</p> <p>Inform member of SLT. SLT member to contact parent of child involved and if deemed necessary after this, contact SPOC consultation line for guidance.</p> <p>Log situation/incident on CPOMS.</p> <p>If deemed necessary, an email to be sent to parents of all children who attended the session to explain what happened and reassure that all those involved have been informed.</p>
<p>Unauthorised recording by pupils, parents, or staff</p>	<p>Staff to inform children that they are recording a session as they are the only adult in attendance. A message also appears on screen, so children are aware.</p> <p>Parents will be asked to meet with school staff if they record a session, and the Parent Code of Conduct would be implemented.</p> <p>Inform member of SLT.</p> <p>Log situation/incident on CPOMS.</p> <p>Recordings of lessons to be stored securely and deleted within 6 months.</p>
<p>Unauthorised sharing of content</p>	<p>Children are made aware of sanctions, including having access to Google removed, if they share inappropriate content. Content will be removed by an adult as soon as seen.</p> <p>Phone calls to parents would be made immediately.</p> <p>Inform member of SLT.</p> <p>Log situation/incident on CPOMS.</p>
<p>Inappropriate contact with pupils outside lesson time</p>	<p>Children meet with staff using Google Meet given specific links by members of staff. These are for live sessions including registration, drop in, interventions and the plenary session. A log is kept of the live sessions that take place within a day which is monitored by the senior leader in charge of remote learning.</p>

	<p>All sessions either have two adults or are recorded. Recordings will be deleted after six months. The senior leader in charge of remote learning will inform staff when they can delete these files.</p> <p>Inform member of SLT. Log situation/incident on CPOMS.</p> <p>Any concerns reported immediately to DSL and the Leader responsible for remote learning.</p> <p>Regular remote CPD provided to ensure staff understand what constitutes appropriate professional behaviour online.</p> <p>All lessons recorded and stored securely to enable safeguarding checks to be carried out if a concern is raised.</p>
<p>Inappropriate contact with pupils in a different account or a different platform</p>	<p>Inform member of CLT. Log situation/incident on CPOMS.</p> <p>Teaching staff to only make contact with students via school approved platforms e.g. Google/LGfL.</p> <p>All live online interactions should be recorded and stored in line with GDPR - in the event of a concern being raised, the staff member must be able to present the appropriate record of interaction.</p>
<p>Inappropriate language in chat function</p>	<p>Children to be given warning. Chat function can be turned off if it cannot be used appropriately.</p> <p>Students to report any inappropriate language used in chat function to member of staff.</p> <p>Phone call to parents. Loss of privileges on Google Classroom e.g. muted.</p> <p>Inform member of SLT. Log situation/incident on CPOMS.</p>
<p>Inappropriate dress, conduct, or location</p>	<p>Children/adult to be given a warning. Camera to be turned off if required.</p> <p>Phone call to parents. Inform member of SLT. Log situation/incident on CPOMS.</p>

<p>Unauthorised people invited into the video call</p>	<p>School staff should not allow people from outside of PHJS/Folio Trust to join video calls unless invited. Only school email addresses can access the live online lessons. Teachers/support staff are instructed to refuse entry to outside email addresses that try to gain access. Staff member to remove unauthorised person immediately.</p> <p>Inform CLT Log situation/incident on CPOMS.</p>
<p>Unauthorised people crashing into video call</p>	<p>School staff should not allow people from outside of PHJS/Folio Trust to join video calls unless invited. Pupils to have face and shoulders clearly shown on camera during all lessons to ensure unauthorised persons do not have access. Staff member to remove unauthorised person immediately. Teacher to use 'host control' in the event of an unauthorised person crashing a video call to remove them instantly from the video call. If teacher is unable to remove them, tell students to leave the call, wait until all students have left and then exit the call, reporting the incident immediately to CLT. Log situation/incident on CPOMS.</p>
<p>Unauthorised streaming to another platform</p>	<p>All online contact should be via Google Classroom and Google Meet. Streaming to other platforms is not allowed - all staff, pupils and parents/carers informed.</p>
<p>Unauthorised streaming to the wider public</p>	<p>Streaming to other platforms is not allowed - all staff, pupils and parents/carers informed.</p>
<p>Data breach. For example, showing pupils on camera without permission, sharing personal data</p>	<p>Staff must ensure all tabs containing personal information are closed prior to the beginning lesson. End the call and inform CLT. Contact Folio Trust Data Protection Officer immediately after the situation. The recording of the lesson may need to be shared so that an assessment of the data breach can be conducted and actions can be taken in line with GDPR legislation.</p>

Data breach showing confidential information whilst online	<p>Staff must ensure all tabs containing personal information are closed prior to the beginning lesson. End the call and inform CLT.</p> <p>Contact Folio Trust Data Protection Officer immediately after the situation. The recording of the lesson may need to be shared so that an assessment of the data breach can be conducted and actions can be taken in line with GDPR legislation.</p>
Unauthorised sharing of inappropriate content via share screen	<p>Inform CLT.</p> <p>Phone call/letter may be required to apologise to parents.</p> <p>Log situation/incident on CPOMS.</p>
Unauthorised lessons that SLT are unaware of	<p>No lessons are permitted outside of timetabled hours.</p> <p>Staff members to inform members of SLT of all lessons.</p> <p>Log situation/incident on CPOMS.</p>
Accidentally being online early or afterwards without being aware	<p>Children who are online early/afterwards to be spoken to about arriving before the link is posted/not leaving.</p> <p>Contact parents to inform them.</p> <p>Removal of Meet access if children cannot be trusted to use times only.</p> <p>Inform member of SLT.</p> <p>Log situation/incident on CPOMS.</p>
Unauthorised chats or video whilst monitoring adult is offline	<p>Children to be spoken to about using chat/video inappropriately.</p> <p>Contact parents to inform them.</p> <p>Removal of Meet/Google access if children cannot be trusted to use times only.</p> <p>Inform member of SLT.</p> <p>Log situation/incident on CPOMS.</p>
Use of livestream platform by unauthorised staff or untrained staff	<p>All staff to use Google Meet when running sessions with pupils.</p> <p>Staff can use Teams or Zoom when meeting with other staff/adults, especially outside agencies.</p> <p>Training sessions to be run so staff know how to use Google</p>

	<p>Meet.</p> <p>Inform member of SLT.</p> <p>Log situation/incident on CPOMS</p>
<p>What action is to be taken if a disclosure or concern is raised by pupil whilst online?</p>	<p>Safeguarding Procedures would be followed.</p> <p>Staff to inform DSL or member of the safeguarding team immediately.</p> <p>Log situation/incident on CPOMS.</p>
<p>How will concerns be raised about any livestream issues by pupils, parents, or staff?</p>	<p>Email addresses for parents to contact staff.</p> <p>Phone lines remain open throughout the school day.</p> <p>Private chat facility for children to raise concerns to staff members - all staff members in the room can read these comments but are hidden from other pupils.</p> <p>Log situation/incident on CPOMS</p>
<p>Errors, mistakes, or concerns should be self-reported. How should this be done?</p>	<p>Inform a member of SLT.</p> <p>Log situation/incident on CPOMS.</p>