

## RISK ASSESSMENT FOR LIVE STREAMING SCHOOL CONTENT

**25th January 2021** - to be reviewed regularly

All staff, parents/carers and pupils are aware of all relevant policies and procedures including, but not limited to, the following:

Behaviour Policy

Online Safety Policy

Remote Learning Policy - "In line with the school's e-safety guidelines, it is essential that parents monitor their child's use of the internet and support them with access to school directed resources"

including *Guidelines for staff communicating with children and parents online - via Google Classroom, Tapestry, Google Meet and phone calls* and *Guidelines for pupils for Live Sessions & Remote Learning*

Safeguarding Policy and Covid addendum

Keeping Children Safe in Education

Social Media & Mobile phone Policy

### RISK

### MITIGATION

**Live webcams in teaching and learning**

- Whole class daily sessions using invitation via secure link sent via Google

	<p>Classroom or Tapestry</p> <ul style="list-style-type: none"> <li>● 1:1 and small group sessions (risk assessed by SLT) are timetabled and use invitation via secure link sent via Google Classroom or Tapestry</li> </ul>
<p><b>Timing of live sessions</b></p>	<ul style="list-style-type: none"> <li>● Live activity should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day</li> <li>● Time frame the session - "this session is for 20 mins and will finish at ...."</li> </ul>
<p><b>Inappropriate behaviour or conduct from adults and children</b> (including unauthorised recording or sharing of content by pupils, parents or staff)</p>	<p><i>Guidelines for staff communicating with children and parents online - via Google Classroom, Tapestry, Google Meet and phone calls</i></p> <ul style="list-style-type: none"> <li>● "Language must be professional and appropriate - model good language, as in a school situation"</li> <li>● "Live sessions must not be recorded"</li> </ul> <p><i>Guidelines for pupils for Live Sessions &amp; Remote Learning</i></p> <ul style="list-style-type: none"> <li>● "Show the same amount of respect for my teachers and classmates as I would in the classroom, including listening well and using respectful language".</li> <li>● "Remember that I am not allowed to film the lesson or record any part of it as well as putting this on social media."</li> </ul> <p><i>SLT regularly monitor call logs and Google Classroom, Tapestry comments and responses and live sessions on Google Meet</i></p>

<p><b>Inappropriate language in chat function</b></p>	<p><i>Guidelines for staff communicating with children and parents online - via Google Classroom, Tapestry, Google Meet and phone calls</i></p> <ul style="list-style-type: none"> <li>● “Language must be professional and appropriate - model good language, as in a school situation”</li> </ul> <p><i>Guidelines for pupils for Live Sessions &amp; Remote Learning</i></p> <ul style="list-style-type: none"> <li>● “Show the same amount of respect for my teachers and classmates as I would in the classroom, including listening well and using respectful language.</li> <li>● Use respectful language when responding to my teacher on Google/Tapestry”</li> </ul>
<p><b>Unauthorised people invited into video call or crashing into video call</b></p>	<p><i>Secure invitation through school Google account to live sessions - all staff trained in use of Google Meet</i></p> <ul style="list-style-type: none"> <li>● “Staff must only use platforms reviewed by Coombe Hill Infants School to communicate with pupils”</li> </ul>
<p><b>Data breach eg showing pupils on camera without permission, showing confidential information whilst on line</b></p>	<p><i>Guidelines for staff communicating with children and parents online - via Google Classroom, Tapestry, Google Meet and phone calls</i> includes</p> <ul style="list-style-type: none"> <li>● “Children in school must not be seen by the children at home</li> <li>● Any computers used should be in appropriate areas, for example, not in bedrooms or blur the background”</li> </ul> <p><i>Guidelines for staff communicating with children and parents online - via Google Classroom, Tapestry, Google Meet and phone calls</i> includes</p> <ul style="list-style-type: none"> <li>● “Make sure there is not any personal information, pictures or items in view while I have my video on. “</li> </ul>
<p><b>Accidentally being online early or afterwards</b></p>	<p><i>Guidelines for staff communicating with children and parents online - via Google</i></p>

<p><b>without being aware - unauthorised chats or video whilst monitoring adult is offline</b></p>	<p><i>Classroom, Tapestry, Google Meet and phone calls</i> includes</p> <ul style="list-style-type: none"> <li>● “Staff should be online at start of live session to oversee admitting children and should end the call so that no one can stay on at end of session”</li> </ul> <p><i>Guidelines for staff communicating with children and parents online - via Google Classroom, Tapestry, Google Meet and phone calls</i> includes</p> <ul style="list-style-type: none"> <li>● “Keep my microphone on mute unless I am asked by the teacher to turn it on.</li> <li>● Use the ‘reactions’ button to put my hand up if I want to say something and wait for my teacher’s response. “</li> </ul>
<p><b>What action is to be taken if a disclosure or concern is raised by pupil whilst online?</b></p>	<ul style="list-style-type: none"> <li>● Complaints or concerns shared by r pupils should be reported to DSLand dealt with as soon as possible</li> </ul>
<p><b>How will concerns be raised about any livestream issues by pupils, parents or staff?</b></p>	<ul style="list-style-type: none"> <li>● Complaints or concerns shared by parents or pupils should be reported to a member of SLT and dealt with as soon as possible</li> </ul>
<p><b>Errors, mistakes or concerns should be self-reported. How should this be done?</b></p>	<ul style="list-style-type: none"> <li>● Report to Head teacher</li> </ul>