

Risk Assessment: Ebor Live Learning Tockwith CoE Primary Academy									
Activity or Work Area Assessed: Live Learning using Zoom as an alternative platform to GMeet, live learning conducted from staff's homes in extraordinary circumstances (due to self isolation, shielding, child care provision) at the school leaderships discretion. Enabling staff to conduct live sessions 1:1 when a second member of staff is not able to join the Zoom.						Directorate: Tockwith CoE Primary Academy			
						Location: School and homes of pupils			
Risk Assessment reviewed by: Justin Reeve) Rebecca McGuinn (Trust Safeguarding Lead) Clare Walters (Director of Risk, Governance and Compliance) Charlotte Poole (Tockwith TA)						Date of Assessment: 02/02/2021			
Risk Assessment Approved by: Gail Brown (C.E.O Ebor Academy Trust)						Review date: (ongoing)			
Brief Outline									
<p>The ability to use Zoom as a platform for live learning (online lessons) has been requested at Tockwith CoE Primary Academy because of ongoing performance issues with Google Meet, the live platform prescribed by the trust Remote Teaching and Learning Policy. The Google meet performance has been investigated by both the trust IT provider and the Local authority which provides Tockwith's internet and filtering services unfortunately the root of the issue has not yet been resolved. From 5 January 2021, all schools were required to close to most pupils and the DfE expects schools to immediately offer all other pupils and students access to remote education, the use of zoom will allow Tockwith teaching staff to communicate with pupils and deliver live lessons to compliment material available via Google classroom.</p> <p>Further assessment has been conducted to review the risk associated with staff delivering these sessions from their own homes in extraordinary circumstances (self isolation / shielding / child care provision) enabling staff to continue to deliver the school learning offer when they are unable to come to the school site. One to one reading sessions under parental supervision have been assessed to enable a shielding TA to continue to deliver the sessions from home.</p>									
Support Documents									
Tockwith Zoom consent form:					Add link				
Zoom safety information for parents					Add Link				
Risk Rating									
The risk rating is calculated by multiplying the likelihood by the severity: e.g.: a likely chance of an accident resulting in a major injury = 3 x 4 = 12. therefore, a medium risk – within 1 month - review existing controls and consider additional ones. Regular monitoring required.									
Hazard: Something that has the potential to cause harm						Likelihood: The likelihood of the hazard causing harm.			
Risk matrix						Risk	Risk review period	Action for risk	
		Severity							
		1-Trivial	2-Minor	3-Serious	4-Major				
Likelihood	4-Very Likely	4 L	8 M	12 H	16 C	Critical (16)	Immediate	Stop! Do not undertake the activity. Controls need to be implemented and the risk rating reduced to an acceptable level before the activity can recommence.	
	3-Likely	3 L	6 M	9 H	12 H	High (9 -12)	1 week	Require immediate attention to bring the risk down to an acceptable level.	
	2-Possible	2 L	4 L	6 M	8 M	Medium (6 - 8)	1 month	Review existing controls and consider additional ones.	
	1-Remote	1 L	2 L	3 L	4 L	Low (1 – 4)	3 months	Continue with the existing controls.	

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Lack of supervision on the internet by parents	Staff and pupils	Children left alone. Harm out staff and pupils	3	3	9	1. Parents ask to make themselves known to the host and asked to stay close to child for the meeting. 2. Parents asked to login for the child using the two-stage authentication (code and password) 3. Parents to have filled in google form consent form	2	3	6	Teacher
Members of the public attending – non invited guests	Staff and pupils	Potential safeguarding issue / data breach	3	3	9	1. Waiting room used – one attendee is accepted at a time. Parent and child must be present when in waiting room and staff verifies the child is the child we are expecting 2. The meeting ID is sent via email and the PASSWORD is sent via seesaw With Google meet - no password so ensure that meet login is not shared.	1	3	3	Teacher
Parents not being aware of the risks of using Zoom	Pupils	Safeguarding / internet security issues	4	3	12	1. Send parental internet guide specifically concerning Zoom https://www.saferinternet.org.uk/blog/what-%E2%80%A6zoom-guide-parents-and-carers#How%20Zoom%20works 2. Set out clear expectations for parents concerning their role in keeping the children safe 3. Parents asked to ensure children are dressed appropriately. 4. Parents told to ensure meeting is taking place in public space i.e. the living room / dining room – not child's bedroom ALL OF THIS PART OF CONSENT FORM	1	3	3	A school administration
Children acting						1. Head teacher to monitor calls 2. Children will be muted and unmute permission removed for all users 3. Parents requested to remove child from the meeting – LEAVE MEETING if				

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inappropriately whilst on Zoom call	Parents and Pupils	Interrupted learning	4	2	8	child behaves inappropriately. 4. Teachers will be able to remove the teacher from meeting if inappropriate - phone call with parents from HT regarding conduct and head to be on the following call.	1	2	2	Head Teacher / Teacher
Adult or other children acting inappropriately by accident or deliberately.	Pupils	Safeguarding	3	4	12	Parents all sign consent - reminder of school rules when meeting commences. 2. Children will be muted and unmute permission removed for all users 3. Staff will remove any person from the meeting if the child acts inappropriately or return them to the waiting room for 5 minutes. Google meet - will end their participation 4. Follow up call from head teacher if any incidents 5. Staff aware of expectations	1	4	4	Parents via consent
Parents making judgement about each other's homes	Pupils / Parents	Bullying	3	2	6	1. Parents given information concerning using a background – Zoom feature https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users 2. Parents suggested to ensure nothing in the background they do not want others to see – blank wall https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background ALL PARENTS HAVE SIGNED GOOGLE FORM CONSENT FORM HIGHLIGHTING APPROPRIATE PLACE	2	2	4	Parents via consent
Illegal or						PARENT HAVE SIGNED GOOGLE CONSENT FORM				

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inappropriate content in the houses of the children	Pupils	Safeguarding	3	3	9	CONSENT FORM 2. Check will be made when accepting children into the meeting and message sent to parent via Seesaw	1	3	3	Parents via consent
Attendance of estranged parents on email system	Pupils	Safeguarding	3	3	9	1. List of estranged parents to be given to office – DSL to be consulted to create the list. Staff to ensure that invite stays with contacts from Integriss and check seesaw permissions.	1	3	3	School Administration / Teachers

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Invasion of Pupil / Parents Privacy	Pupils Parents	Pupil wellbeing affected as a result of other students and parents seeing a pupils home environment	3	3	9	Consent has been requested specifically for 1:1 reading sessions Expectations for parental supervision in home learning environment outlined in consent request Staff ensure a parent is supervising the session before commencing Background blurring functionality on Zoom	1	3	3	School administration
Invasion of staff Privacy	Staff	Staff wellbeing affected as a result of sharing their home environment with Pupils and parents	3	3	9	Staff required to present in front of a blank background Background blurring functionality on zoom	2	3	6	Teaching staff / SLT
Staff conduct been called into question during live lessons delivered from home with no second member of staff	Staff / Pupils	Pupils exposed to inappropriate staff conduct. Unfounded accusations of inappropriate staff conduct	3	4	12	Staffs participation in live sessions from home is authorised and logged with the school SLT Sessions are carried out under parental supervision due to the children's age Remote learning sessions are timetabled and visible to school SLT Home delivered sessions are prioritised for SLT monitoring All live sessions recorded and chat records retained on teachers G Drive Recordings retained until end of the academic year	2	4	8	Teaching staff / SLT
Less ability to swiftly escalate safeguarding issue when working from home	Pupils	Timely emergency action not taken	2	4	8	A direct line to the Head teacher is available when staff are preforming live lessons from home In an emergency staff can end the session or remove individuals	1	4	4	Staff
Data breach	Staff / Pupils / Parents	Staff, pupil or parental data could be inappropriately shared or stolen when staff are	3	3	9	Trust devices used for home teaching All staff have signed the E Safety acceptable use form as part of their induction	1	3	3	Staff

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		working away from school				Induction				

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Consent	Staff and pupils	Lack of information causing confusion. GDPR issue with parents not granting consent.	4	4	16	All pupils who wish to use Zoom must have a designated parent, carer or guardian give consent for its use. A parents guide and consent form will be sent to all parents and must be returned before the application can be unlocked. Until consent is received, Zoom cannot be used. The school administration are responsible for sending this form out and collecting in details. The consent must be recorded on the pupil's file.	1	4	4	School administration
Safeguarding	Pupils	Unknown of staff criminal history putting pupils at risk	2	4	8	All staff taking part in live learning must have a valid disclosure and barring service (DBS) check. This will be conducted by the school and held on their staff file by the school business partner or office manager.	1	4	4	School administration
Staff identity	Parents and Pupils	Pupils and parents will need to be able to identify Ebor staff.	2	3	6	All staff taking part of live learning are required to display a means by which they can be identified. This must be the official Ebor purple lanyard and ID badge, which staff must wear at all times during the live learning. <i>All staff involved are staff who would teach the children under normal circumstances i.e. class teacher AT and PPA cover</i>	1	3	3	Staff

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Safeguarding	Pupils	Untrained people in Ebor policies and procedure.	4	4	16	Only trained Ebor staff may conduct live learning. Non Ebor staff (supply teachers) should not deliver live learning unless accompanied by an Ebor member of staff.	1	4	4	School headteacher or of school
Staff alone live lesson time	Pupils	Staff conduct being called into question.	4	4	16	Teaching standards pt2 , personnal professional conduct / integrity. Recording of lessons. Best practice Tas will support teacher in class.	3	2	6	School headteacher or head of school/ teacher
Staff doing live learning from home	Pupils	Staff conduct been called into question.	2	4	8	Staff are not permitted to conduct Google Meet meetings from home with pupils. However, if staff are also self-isolating, they can deliver a Google Meet from home as long as another staff member is also be present on the call.	1	4	4	Staff
Time of live lessons	Staff and pupils	Too much live learning would result in a lot of time online.	2	3	6	The duration of lessons will be kept to a reasonable length, preferably no longer than one hour.	1	3	3	Staff
IT hardware not been fit for purpose.	Staff and pupils	Lack of filtering on personal devices	4	4	16	Staff and pupils should preferably undertake live learning using Ebor Academy IT equipment provided. However it is accepted that pupils may use other devices if there is no alternative. <i>This may also be the case for staff who are self isolating</i>	2	4	8	Staff
Social media communication	Staff and pupils	Staff conduct been called into question.	2	4	8	Communication via use of social media or any way of communicating other than the above-mentioned methods through unofficial channels is prohibited. Private chat or sharing of images between pupils and staff is not allowed.	1	4	4	Staff
Personal emails	Staff and pupils	Staff conduct been called into question.	2	4	8	Communication via Zoom must be undertaken only by using Ebor Academy Trust provided work email accounts. No other email accounts may be used.	1	4	4	Staff

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Time of live lessons	Staff and Pupils	Outside school hours meetings could result in pupils having unauthorised meetings	3	4	12	Zoom must only be used during school hours (8.45am to 3.15pm on school days). Neither student or staff should use this as a means of contacting the other party outside of scheduled school times.	1	4	4	Staff
Appropriate Language	Staff and Pupils	Staff and pupil conduct been called into question.	2	4	8	As with all school-based communications, the content and language online must at all times be professional by all parties concerned, including family members. Staff will advise parents if they need to contact them, to instead use normal channels.	1	4	4	Staff and parents
Not recording lessons	Staff and Pupils	Without a recorded lesson staff or pupil conduct could be called into conduct.	3	4	12	All lessons must be recorded and stored securely on staff Google drive (in line with GDPR requirements) for a maximum of 28 days for safeguarding purposes, to ensure that the lesson has taken place and to review in case of any issues that may arise. These are deleted automatically.	2	4	8	Staff

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Safe environment	Staff and pupils	Not sat doing a meeting in an appropriate location	3	4	12	<p>Suitable environment: Both students and teachers must be located in a safe working space appropriate for online lessons.</p> <p>Pupils: Should be in a room with or near an adult so that the adult can hear and see the lesson taking place or parents have consented to the sessions taking place through the google form</p> <p>Staff: May only conduct live learning at an authorised Ebor Academy Trust site, preferably in a classroom. Live learning from a staff member's home is only authorised if the staff are self isolating</p>	2	4	8	Staff and parents
Observation	Staff and pupils	Without review of the risk assessment the Trust would not know how well it is working.	4	4	16	On occasion the school headteacher and/or other members of staff or persons approved by Ebor Academy Trust may request to join a meeting. This will be in addition to the two members of staff on the call and will be for developmental or research purposes or to observe how this risk assessment is being implemented. In these instances separate letters to parents will be issued in advance of the session. It is preferable, but not compulsory, for such observations to be made from Trust premises. Where they are made from non Trust premises, and the persons taking part intend to participate in the lesson, an appropriate background must be used.	1	4	4	Staff

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Professional standards	Pupils	Staff conduct been called into question.	1	4	4	Staff should be reminded that Live Learning is an extension of physical classroom teaching and learning and incorporates safeguarding expectations as would be take place in the classroom.	1	4	4	Headteacher/ f school
Professional appearance	Staff and pupils	Staff conduct been called into question.	1	4	4	Teachers and pupils are required to be dressed appropriately for remote learning. Attire which would ordinarily be worn in school on a non-uniform day is expected.	1	4	4	Staff and parents
<p style="text-align: center;">This space has been left blank intentionally</p>										