



'Living life to the full'

RISK ASSESSMENT – USE OF ZOOM ONLINE PLATFORM

Date completed: 25.01.21	Assessed by: M.Baxendale / V.Gleeson Authorised by: <ul style="list-style-type: none"> • M.Baxendale (HT) • David Hewitt (Safeguarding Governor)
Review date: 12.02.21	Identification of those at risk: <ul style="list-style-type: none"> • 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"> • Date and time of chat only shared in secure email • Link to chat only shared in secure email • Staff to set up Zoom accounts using their professional email address; 	Staff setting up meeting	Low
Use of personal devices to stream	<ul style="list-style-type: none"> • School laptops/iPads are the only equipment which can be used to stream Zoom sessions with class/pupils 	Staff setting up meetings	Low
Area used in chat by staff member and child	<ul style="list-style-type: none"> • Zoom is only to be accessed by a device in a communal family space; • Staff to ensure that background area is free from personal items like family photographs, links to address. • Address issues with any child's background if needed; • Language must be professional and appropriate, including any family members in the background; the teacher retains the right to terminate a pupil's participation. 	Staff setting up meetings	Low

Children to not be in room being used alone	<ul style="list-style-type: none"> • Parents to be aware of guidance and be in the room during meeting to deal with any technical difficulties as the teacher will not stop the session; • Check once sessions start that an adult is present in the room. 	Staff setting up meetings	Low
Parents passing on Zoom Meeting Details to others	<ul style="list-style-type: none"> • The meeting ID is to remain confidential and not to be shared to anyone that it was not designated to; • Parents told that they must not give meeting details to others. They must direct other parents to school staff to gain information. 	Staff to inform parents. Parents to follow advice.	Low
Unwanted Behaviour	<ul style="list-style-type: none"> • Language must be professional and appropriate, including any family members in the background; • Follow the instructions and rules of the teacher during the zoom lessons. These will include permission to speak to peers and the teachers during the lesson. Your teacher will explain how it will work at the beginning of your lesson, with reminders; • The same behaviour expectations that are set within a classroom apply to the Zoom meeting and the teacher retains the right to terminate a pupil's participation. 	Staff to inform parents. Parents to follow advice.	Low
Safeguarding	<ul style="list-style-type: none"> • Parents to have read our zoom rules and signed & returned the consent form to school prior to the zoom session. The teacher will not allow a pupil to join the session if consent has not been submitted to school; • The Zoom meeting will be locked by the teacher 5 minutes after the start time so that it can only be accessed by authorised participants. Unfortunately, anyone arriving late to the meeting will not be able to gain access even with meeting ID; • The Zoom meeting may be recorded by the hosting teacher and stored in line with the school GDPR policy; • Recording, photos or screenshots of the Zoom meeting are not allowed by participants; • Use the virtual waiting room feature to hold potential participants in a separate "waiting room", so you can check who they are before allowing them entry; • Devices must show your child's name on the screen – so that they are easily identifiable by the teacher; 	Staff setting up meetings	Low

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| | <ul style="list-style-type: none">• Limit screen sharing – do not allow pupils to take control of the screen and prevent them from sharing; so only the teacher (host) can present to the class;• Teachers to disable private messaging to prevent distractions among your class by stopping private messaging between pupils, so they can't talk to one another without the teachers knowledge;• The children are not to have their own account, the zoom account is hosted by school. The meeting can be accessed via the link sent on dojo: https://zoom.us/docs/en-us/schools-privacy-statement.html | | |
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