

GENERAL SCHOOLS RISK ASSESSMENT



PART A. ASSESSMENT DETAILS:

Area/task/activity: **Online/Virtual Learning / Live Remote Teaching**

Location of activity: *Various*

Team/School name: Address & Contact details:	Blessed Sacrament Catholic Primary School, Farringdon Lane, Preston PR2 6LX	Name of Person(s) undertaking Assessment:	Dave Hannah (Site Operations Manager)
		Signature(s):	
Headteacher:	Kelly Hannah	Date of Assessment:	January 2021
Signature:		Planned Review Date:	Ongoing
How communicated to staff:	Website / Risk Assessment File / E-Mail / Telephone Discussions	Date communicated to staff:	January 2021

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Confidentiality violation	Pupils, teachers and teaching assistants	Breach of personal security	<ul style="list-style-type: none"> All staff will have up to date virus protection on computers/laptops. Student school emails to be used. Unwanted or disruptive participants will be removed. Private chats and videos will be disabled where there is only one student present with one teacher. DfE created group policies applied to virtual learning environment applications
Child protection	Pupils	Pupil's welfare, personal wellbeing,	<ul style="list-style-type: none"> All staff have a current DBS check and up to date Safeguarding training. The school has trained DSL's; any safeguarding concerns are reported to

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
		pupil's mental health	<p>directly to the DSL In line with the child protection policy.</p> <ul style="list-style-type: none"> • Virtual teaching platforms used should always be age appropriate for the students that are being taught. • School staff will be the account holder for virtual teaching platforms used to deliver lessons. • Staff should not use their own personal accounts to deliver lessons, activities or contact students. • Privacy setting should always be checked before a lesson is delivered. • Unwanted or disruptive participants should be removed. • Participants are notified automatically when lessons are being recorded • DfE created group policies applied to virtual learning environment apps
Sharing of data/work	Pupils, teachers and teaching assistants	Breach of personal security, personal wellbeing, damage to mental health	<ul style="list-style-type: none"> • No personal data or work that identifies any individual should be stored on the staffs' personal devices. • If staff record lessons, students need to be aware that they are being recorded. • If there is, a requirement for video, students must be asked to use a virtual background or make their background as neutral as possible. • DfE created group policies applied to virtual learning environment applications
Work Space in which Virtual activity is delivered in	Pupils, teachers and teaching assistants	Breach of personal security, personal wellbeing	<ul style="list-style-type: none"> • When delivering an online activity all staff are to have suitable virtual backgrounds or in a neutral area where nothing personal or inappropriate can be seen or heard in the background. • Staff should wear their appropriate clothing and ID badges during virtual activities. • Students should be advised to use neutral backgrounds during virtual activities especially if they are to be involved in activities with more than one student. • DfE created group policies applied to virtual learning environment applications

This general risk assessment will apply to this area/task/activity in most schools providing the control measures described be in operation and there are no further local significant hazards. If it does not fully apply and further control measures are required, please complete the Action Plan at Part C. If it fully applies, please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in (Name of school)

Signed:

Name:

Risk Assessor:

PART C: ACTION PLAN Further action / controls required						
Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed