COVID 19 Secure Remote Learning Risk Assessment Version

Education settings must be able to achieve the following controls as defined by the Department of Education. The Risk Assessment must be reviewed by Head Teachers point by point and where actions are implemented, they must be re-worded if necessary, to show how the controls have been applied, add/amend for your school environment. The risk assessment should be reviewed at SLT and with the Governing Body and shared with all staff. The risk rating for each identified hazard and overall risk assessment must be considered and decided/changed to Low, Medium, or High by the school on how the school proceeds with the COVID-19 control measures within the school. Sharing the risk assessment with School Unions and using the risk assessment as a training tool for all staff to ensure full knowledge and control of risk is in place. Secondary schools are expected to have a staggered return to school with remote learning for the first week in January.

Description of Activity	COVID 19 Secure Remote Learning Risk Assessment Version	**Review Dates**	10th February 2021
Location	St John's & St Paul's Whitechapel CE Primary School	**Tier level**	4
Completed by	Stuart McGregor/ Terry Bennett		
Date of Assessment	18th January 2021		

Level of Risk	Suggested Action
LOW	Control measures are adequate but continue to monitor and review; ensure that they remain satisfactory and appropriate
MEDIUM	Control measures need to be introduced within a specified time period; continue to monitor and review
HIGH	Unless control measures can be immediately introduced to reduce the risk so far as is reasonably practicable, the task or activity should be suspended
Overall Residual Risk for Activity (L / M / H):	MEDIUM

Glossary

AHT	Assistant headteacher
AIR	Accident incident report
CHSS	Corporate H & S Section
CRT	Covid-19 Response Team:- StJ: EHoS; DHT; SENCo; SBM; PM StP: EHT; DHT; SENCo; SAO; CT
CT	Caretaker (St Paul's)
DHT	Deputy headteacher
DL	Duty leader
EHoS	Executive head of school
EH	Executive headteacher
FBM	Federation business manager
HHP	Hand hygiene protocol
HSE	Health & Safety Executive
PLP	Parent liaison partner
PM	Premises manager (St John's)
PrTm	Premises team:- St John's: SBM; PM St Paul's: SAO; CT
RA	Risk assessment
SLT	Senior leadership team
SchCk	School Cook
SENCo	Special needs co-ordinator
SIB	Staff information booklet
SOA	Senior Office Administrator
SPM	Place2Be school project manager

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
Security/ privacy issues related to use of Zoom software.	Children – having access to age-inappropriate material	Avoid publishing the link on social media or in public forums. Date and time, together with link to meeting to be shared only in secure email from school email. Both parents and participants to be directed not to pass on link details to other persons, regardless as to how well they know them. Ensure Screen sharing is restricted to host. Chat is turned off.	LOW	Close the meeting if anything suspicious occurs during the meeting, and notify parents immediately. Inform HT (and LADO if appropriate).	Throughout meeting	
Uninvited / unknown person gaining access to the meeting.	Children – being subject to inappropriate contact and unknown persons.	Link only sent to a parent/ carer's or class verified email address. Parents use their child's name for the Zoom meeting so it is clear who is in the waiting room. The leader has a confirmed list of attendees prior to the meeting. Any discrepancy must be resolved before the meeting can progress.	LOW	The teacher/ TA to check the 'participants' button regularly throughout the meeting to check who is attending and that no-one has joined the meeting who shouldn't be there.	Prior to and during the meeting.	
Children having access to staff computer/ laptop.	Children - GDPR breach.	The teacher leads the meeting themselves and doesn't allow any child to be the host.	LOW	Remind children of the guidelines	Prior and throughout the meeting	
Unauthorised recording of sessions	Staff and children – breach of GDPR	Ensure parents read the Code of Practice stipulating that the meetings will not be recorded or screenshot by participants.	LOW	Ensure all participants are aware the session must not be recorded by any person who is not the leader.	Ongoing	
Risk of inappropriate online contact /grooming or allegations.	Staff - allegations or inappropriate use of Zoom platform or contact on other electronic platforms	Staff read, understand and follow this risk assessment and the E-Safety Policy and Code of Conduct. Zoom meetings may be recorded by the host via the official Zoom recording. Where possible, at least two staff members to be present throughout a meeting during remote home learning. A parent/ carer should supervise their child throughout the meeting during remote home learning. All meetings are group ones not 1:1 – all parties are aware. 'No join before host' setting enabled. The host of the meeting is a staff member with DBS clearance.	LOW	In the unlikely event that an adult is called away from the session, it will end early. There must be at least two adults present and visible within the session at all times.	Ongoing	

Unexpected disclosure.	Child and other attendees.	The teacher/ TA must have Safeguarding training. They are also aware of the procedure to be followed should a child make an unexpected disclosure.	LOW	Reassure the child making the disclosure that they will be listened to and will be phoned afterwards. Notify the DSL as soon as possible - record on CPOMS.	Ongoing	
Inappropriate sharing of personal information/contact details.	Staff/ Children Sharing of personal information verbally, through messaging or through details visible in background of camera.	Ground rules sent prior to the meeting, Adults should ensure that they are in a neutral space without personal information visible. Adult leaders to visually scan each screen shot at earliest opportunity to seek to establish any inappropriate / sensitive background etc… Parents to ensure that the background area is free from personal items like family photos, links to address etc.	LOW	Leader to remind children of the Code of Conduct at the start of the meeting.	Prior and ongoing	
Lack of parental presence/consent.	Child School Allegations/ litigation	Obtain consent from parents prior to commencement of the meeting. Ensure an adult is present in the room with the child during the session.	LOW	Leader to check that an adult is present with the child – quick hello.	Prior and ongoing	
Inappropriate clothing/setting for sessions.	Staff and children participation in meeting while wearing inappropriate clothing or location e.g. bedroom.	Clear guidelines to all students on wearing suitable clothing and being in a suitable location for the meeting.	LOW	Leader to request change of location or change of clothes and will end the meeting for them if this isn't adhered to.	Prior and ongoing	
Inappropriate content from an external visiting speaker.	Children	Prior to the meeting, the teacher will ascertain the content of what the visiting speaker will share and discuss in the meeting. A member of staff will be present throughout.	LOW	The member of staff will terminate the meeting straight away if any inappropriate content is shared or discussed	Prior and ongoing	