

RISK ASSESSMENT - CONNECTING WITH CHILDREN REMOTLEY USING ZOOM



Name completing form:	Date:	School:
Jo Phillips	10.7.20	Wyton Primary School

Zoom sessions: Important disclaimer: By accessing the zoom meeting, parents will be agreeing to share personal information and data within the controlled school group. Parents will also be agreeing to 'The terms of use' (emailed to all households on Class Dojo Prior to meeting).

Education: Identified risks / vulnerabilities:	0-4	Education : Action to mitigate risk	Reduction value 0-4	Other factors to consider	Total Risk score 0-4
1 Children exposed to other adults (not family members).	4	<ul style="list-style-type: none"> A grown up must oversee their child/ren on the zoom meeting Videos may be muted for both pupils and staff if other children in the household become unsettled or cause a disruption. The Zoom page will be password protected. Households will need the details via Class Dojo to parents for the username; the password will be the same as the passcode for the session. 	3	Ensure 'Terms of use' are emailed prior to any meeting.	1
2 Children giving out sensitive information e.g. where they live.	4	<ul style="list-style-type: none"> A grown up must oversee their child/ren on the zoom meeting Videos may be muted for both pupils and staff if other children in the household become unsettled or cause a disruption. 	3	Ensure 'Terms of use' are emailed prior to any meeting.	1

3 Stranger danger – Other adults not connected with school attending meetings.	4	<ul style="list-style-type: none"> • A grown up must oversee their child/ren on the zoom meeting • The Zoom page will be password protected. Households will need to access the login details via Class Dojo; the password will be the same as the passcode for the session. • Host to control waiting room area and assess (as much as practically possible) individuals entering the chatroom. • Meeting to be recorded and reviewed if required. 	3	Ensure 'Terms of use' are emailed prior to any meeting.	1
4 Children being able to chat in private without the host monitoring.	3	<ul style="list-style-type: none"> • A grown up must oversee their child/ren on the zoom meeting • Zoom setting profile to disable chat function 	2		1
5 Recording of sessions at home and video used inappropriately.	4	<ul style="list-style-type: none"> • A grown up must oversee their child/ren on the zoom meeting • Sessions are told <u>NOT</u> to be recorded by parents or pupils. 	2	The function to disable recording is not an option on Zoom and parents or children could still record the session.	2
6 Allegations against staff using zoom with children at home.	4	<ul style="list-style-type: none"> • Make sure the adult you see has a school lanyard on • Switch the settings to have microphones and videos off when joining a session. • Ideally, no 1:1 lessons should take place, groups only, unless SEND meetings – All these meetings recorded and logged following terms of use. • Staff and pupils will wear suitable clothing, as should anyone else in the household. 	2/3	Ensure 'Terms of use' are emailed prior to any meeting.	1/2

		<ul style="list-style-type: none"> • Language must be professional and appropriate, including any family members in the background. • All sessions will be recorded by the school for safeguarding reasons. These recordings will be stored safely on the school server and removed in compliance with the school's GDPR policy for data retention. • Be conscious of background environments and others in the room. 			
7 Video sessions in an inappropriate area of the home. E.g. bedroom or other adults' inappropriate behaviour.	4	<ul style="list-style-type: none"> • A grown up must oversee their child/ren on the zoom meeting • Pupils and other adults in household will wear suitable clothing, as should anyone else in the household. • Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background. • Be conscious of background environments and others in the room. • Children to be removed by host if their behaviour and/or setting is deemed inappropriate 	3	Ensure 'Terms of use' are emailed prior to any meeting.	1
8 Inappropriate behaviour of children whilst on zoom.	3	<ul style="list-style-type: none"> • A grown up must oversee their child/ren on the zoom meeting • Be yourself and respect others – Think about what you are going to say. • Ask questions using chat function or put your hand up using the hand feature if wanting to ask a question live • Use reactions to engage with your class • Think before you write • Any behaviour deemed not appropriate, pupils will be warned once then the next time removed from the chatroom. • Focus on what is being said, rather than distracting others. 	2	Ensure 'Terms of use' are emailed prior to any meeting.	1

		<ul style="list-style-type: none"> • Videos may be muted for both pupils and staff if other children in the household become unsettled or cause a disruption. • Children to be removed by host if their behaviour and/or setting is deemed inappropriate 			
SEND 1:1 zoom meetings – Concerns of allegation of staff		<ul style="list-style-type: none"> • 			

*****Terms of use to be sent to parents prior to meeting*****

Zoom sessions:

Important disclaimer: By accessing the zoom meeting, you are agreeing to share your personal information and data within a controlled school group. You are also agreeing to the terms of use below.

Meeting IDs will be sent to parents via Class Dojo.

The 9-digit number is the passcode you need to access the session.

Please be aware that the following apply to live sessions:

- A grown up must oversee their child/ren on the zoom meeting
- Switch the settings to have microphones and videos off when joining a session.
- Sessions are **NOT** to be recorded by parents or pupils.
- During sessions, screen shots using the devise or other devices are strictly **NOT** allowed.
- Ensure the host (Teacher) is in control of who can control the screen.
- Learn how to mute and unmute, including video screens.
- Be conscious of background environments and others in the room.
- Staff will have a school lanyard on during the meeting
- No 1:1 lessons should take place, groups only.

- Staff and pupils will wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Language must be professional and appropriate, including any family members in the background.
- Videos may be muted for both pupils and staff if other children in the household become unsettled or cause a disruption.
- Please note if you are late for the session, you can still join.

All sessions will be recorded by the school for safeguarding reasons. These recordings will be stored safely on the school server and removed in compliance with our GDPR policy for data retention.

The Zoom page will be password protected. You will need the details via Class Dojo to parents for the username; the password will be the same as the passcode for the session. Please opt out of the video option if you do not want your child to be videoed and posted during the session.

Children should sign on using their first name only.

Helpful tips for pupil's success using Zoom:

- Make sure you are muted when not talking
- Be yourself and respect others – Think about what you are going to say.
- Ask questions using chat function or put your hand up using the hand feature if wanting to ask a question live.
- Use reactions to engage with your class.
- Think before you write .
- Any behaviour deemed not appropriate, pupils will be warned once then the next time removed from the chatroom.
- Focus on what is being taught or said, rather than distracting others.
- Check the adult you see is wearing a school lanyard.