



## ALBERT PRIMARY ONLINE / REMOTE WORKING RISK ASSESSMENT

<b>Location/Premises/School: Albert Primary School</b>	<b>Date: 12/01/2021</b>
<b>Completed by: Adapted by A Gilbert</b>	<b>Review date: as and when required.</b>
<p><b>Activity/Description/Area:</b></p> <p>This risk assessment takes into account the following Welsh Government operational guidance: Live-streaming and video-conferencing: safeguarding principles and practice. Keeping safe online – Hwb (January 2021)</p> <p><b>AIM:</b></p> <p>To ensure that both staff and pupils can participate in effective and safe online learning sessions</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Date action completed
Awareness of policies and procedures	Staff & pupils	All staff and pupils are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>- <b>Child Protection and Safeguarding Policy</b></li> <li>- <b>Data Protection Policy</b></li> <li>- <b>Staff Code of Conduct</b></li> </ul>	Direct parents to polices available on website	Staff	Ongoing	

		<ul style="list-style-type: none"> <li>- <b>Pupil Code of Conduct</b></li> <li>- <b>Online Safety Policy</b></li> <li>- <b>Pupil Remote Learning Policy</b></li> </ul> <p>All staff have due regard for relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>- Data Protection Act 2018</li> <li>- <a href="#">Live-streaming and video-conferencing: safeguarding principles and practice - Keeping safe online - Hwb (gov.wales)</a></li> </ul> <p>The <b>headteacher</b> and <b>DSL</b> review this risk assessment as and when required to ensure it addresses the school's circumstances and remote learning approach. The <b>governing body</b> schedules a review of this risk assessment <b>annually</b>. Parents and pupils are made aware of the risks associated with live online sessions and the measures in place to mitigate them.</p> <p>The school provides parents and pupils with online safety information</p> <p>The <b>ALNCO</b> is consulted, by staff if applicable, to aid the live online lesson provision for pupils with <b>ALN</b>.</p>				
Systems and technology	Staff & Pupils	<p>Staff and pupils are told to only download software from a trusted source, e.g. the provider's official website.</p> <p>The ICT lead conducts research into the best provider to use for live online sessions [Microsoft TEAMS is the agreed main platform for Albert Primary].</p> <p>Staff ensure privacy settings are adjusted appropriately on the provider's site or app.</p> <p>The Microsoft TEAMS link is unique and private for only the members of that class.</p> <p>Staff test the service before conducting their first live session using the 'test' function, if applicable. Staff ensure they understand how to mute the microphone and turn off the camera at a minimum.</p> <p>Staff understand what features are available through the system, e.g. recording calls, sharing files or screensharing.</p> <p>The school ensures all pupils due to attend live online sessions have access to equipment which will enable them to participate, e.g. a laptop and internet access.</p> <p>Staff ensure online chat functions are disabled for pupils if not suitable for use.</p>	Regular staff feedback/reviews; Survey to ascertain children who do not have access to technology; Liaise with parents in order to provide equipment.	Head Teacher  Staff	Ongoing	

Safeguarding	Staff & pupils	<p>Staff always have due regard for the school's <b>Child Protection and Safeguarding Policy</b> whilst carrying out <i>live</i> online sessions.</p> <p>The school ensures the system used for live online sessions does not have a minimum age requirement above the age bracket of pupils attending the lesson. Pupils are reminded not to share private information through the live online session system.</p> <p>Pupils are reminded not to respond to contact requests from people they do not know when using systems for live sessions.</p> <p>Pupils are made aware of the reporting lines, should they see or hear anything inappropriate during live sessions.</p> <p>Staff ensure all video and phone calls are not set to public, and meetings are protected with passwords. Meeting links and passwords are not posted publicly. Support staff are on hand to supervise and handle any sudden changes or developments that may occur during the live online sessions.</p> <p>Staff are reminded of their safeguarding obligations and report any incidents or potential concerns in line with the school's <b>Child Protection and Safeguarding Policy</b>.</p>			Ongoing	
Personal data	Staff & pupils	<p>Staff have due regard for the school's <b>Data Protection Policy</b> at all times when conducting live online sessions.</p> <p>The school obtains consent from parents.</p> <p>The school obtains consent from parents if any images or identifying information about any pupil may be used during the live online session</p> <p>The school communicates to parents the details of how to access the live online session and any additional information regarding online learning to parents.</p> <p>Pupils are provided with a school email address and login for the chosen live online session platform to ensure no personal email addresses or usernames are used.</p> <p>Staff ensure data is only transferred between devices if it is necessary to do so for the purposes of live online sessions.</p> <p>Any data transferred between devices is suitably encrypted – where this is not possible, other data protection measures are in place.</p> <p>If/when recording a live session is necessary, prior permission from parents is obtained in writing via email and all members of the live session are notified before the session commences</p>	Online learning policy and letter sent to parents on a regular basis	Staff & pupils	Ongoing	

Pupil conduct	Pupils	<p>The school provides pupils with a copy of the <b>Pupil Code of Conduct</b> via <b>email</b> to ensure they understand their responsibilities with regard to conduct during live online sessions.</p> <p>The school ensures that pupils sign and return the <b>Acceptable Use Agreement – Pupils</b>.</p> <p>Pupils are reminded that they should not be in an inappropriate setting during live online lessons</p> <p>The <b>Remote Learning Policy</b> is available on the school website and parents/pupils are expected to adhere to the measures outlined within it.</p> <p>Pupils are reminded not to record live online sessions.</p> <p>Pupils are reminded not to speak during live online sessions unless they are prompted to do so or have a question.</p> <p>Pupils are reminded that they should report any technical issues to <b>their teacher</b> as soon as possible, using a parent’s device if they cannot access their own technology.</p> <p>Pupils are reminded to adhere to the school’s Behavioural Policy at all times during live online sessions, as they would during a normal school day.</p> <p>Pupils who breach the code of conduct may have the opportunity for live sessions withdrawn.</p>	Behaviour policy	SLT	Ongoing	
Parent Conduct	Parents	<p>Parents aware that the online wellbeing / check-in session is for pupils only via email.</p> <p>Parents aware that no screen shots or recordings of sessions are to be taken of live online sessions.</p> <p>Comments for the teacher to be made via email.</p>	Regular reminders to be sent out Staff to inform HT of any parents who do not adhere to protocol	Staff / HT	<b>Ongoing</b>	
Staff Conduct	Staff	<p>Staff are required to re-read the <b>Staff Code of Conduct</b> prior to carrying out live online sessions to ensure they understand their responsibilities.</p> <p>Staff only use school email addresses and phone numbers that can be anonymised to communicate with pupils.</p>	Staff code of conduct and acceptable	Staff	Ongoing	

Pupils with ALN		<p>Staff only use school devices for conducting live online sessions, where possible.  Staff do not share personal information whilst conducting live online sessions.  Staff conduct live sessions with appropriate surroundings, e.g. sitting somewhere with a neutral background.  Staff communicate with pupils within school hours as far as possible (or within hours agreed with the school to suit the needs of staff).  Staff only communicate and conduct live online sessions through channels approved by the <b>SLT</b>.  Staff do not commence online sessions without confirmation that at least one other colleague is aware that the live online session is taking place.</p> <p>The school ensures pupils with SEND receive additional support with live online sessions where needed, e.g. from an additional member of staff within the online session.  Staff are sensitive to the needs of any pupils who may be sensitive to certain topics or issues that may arise during the live online session.  The SLT, teacher and ALNCO consider whether one to-one sessions are appropriate in some circumstances for pupils with ALN.  Additional measures are considered for pupils with ALN to mitigate the risk of pupils falling behind their peers in terms of education, e.g. text transcripts being used in video lessons.</p>	use agreement		Ongoing	
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