

Live online lesson risk assessment

Broadbent Fold Primary School and Nursery.



Assessment conducted by: CP/NS	Job title: Head teacher / Computing Leader	Covered by this assessment: teachers, TAs, support staff and pupils.
Date of assessment: July 2020	Review interval: annually	Date of next review: July 21

Related documents

[Online Safety Policy, Staff Code of Conduct, Child Protection and Safeguarding Policy, Pupil Code of Conduct, Technology Acceptable Use Agreement – Staff, Technology Acceptable Use Agreement – Pupils, Pupil Remote Learning Policy, Data Protection Policy, Records Management Policy.](#)

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Systems and technology	H	<ul style="list-style-type: none"> • Staff and pupils are told to only download software from a trusted source, e.g. Apple App Store, Google Play or the provider's official website. • The ICT technician conducts research into the best provider to use for live online lessons. School currently using Zoom. • Staff ensure privacy settings are adjusted appropriately on the provider's site or app. • Staff ensure their live lesson service account is protected with a strong password – autosaving passwords is not permitted. • Staff test the service before conducting their first live lesson using the 'test' function, if applicable. Staff ensure they understand how to mute the microphone and turn off the camera at a minimum. • Staff understand what features are available through the system, e.g. recording calls, sharing files or screensharing. • The school ensures all pupils due to attend live online lessons have access to equipment which will enable them to participate, e.g. a laptop and internet access. • Staff ensure streaming and online chat functions are disabled for pupils. 	Y	SLT/ computing lead share information to staff on settings	Ongoing	M
Safeguarding	H	<ul style="list-style-type: none"> • Staff always have due regard for the school's Child Protection and Safeguarding Policy whilst carrying out live online lessons. • The planning of live lessons is always carried out in conjunction with the school's DSL. • The school ensures the system used for live online lessons does not have a minimum age requirement above the age bracket of pupils attending the lesson. 	Y	SLT/ computing lead / Teachers	Ongoing review on each session	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Pupils are reminded not to share private information through the live online lesson system. • Pupils are reminded not to respond to contact requests from people they do not know when using systems for live lessons. • Pupils are made aware of the reporting lines, should they see or hear anything inappropriate during live lessons. They are provided with the phone number of the DSL to report any concerns. • 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 lesson. • Staff are reminded of their safeguarding obligations and report any incidents or potential concerns in line with the school's Child Protection and Safeguarding Policy. • Zoom lessons are recorded and deleted after the academic year. 				
Personal data	H	<ul style="list-style-type: none"> • Staff have due regard for the school's Data Protection Policy at all times when conducting live online lessons. • Staff follow updated guidance from Global Policing – DPO. • The school obtains consent from parents for any online lessons via letter. E-mail sent regarding this – parent gives consent on access. • The school obtains consent from parents if any images or identifying information about any pupil may be used during the live online lesson via letter. • The school communicates to parents the details of how to access the live online lesson and any additional information regarding online learning to parents. 	Y	DSL / Teachers	Continuous for each online lesson	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Pupils are provided with a school email address and login for the chosen live online lesson platform to ensure no personal email addresses or usernames are used. Staff ensure data is only transferred between devices if it is necessary to do so for the purposes of live online lessons. Any data transferred between devices is suitably encrypted – where this is not possible, other data protection measures are in place. When recording a live lesson is necessary and all members of the live lesson are notified before the lesson commences. 				
Pupil conduct	M	<ul style="list-style-type: none"> The school ensures that pupils sign and return the Acceptable Use Agreement – Pupils. Pupils are reminded that they should not be in an inappropriate setting during live online lessons, e.g. a bedroom. Pupils are provided with a copy of the Pupil Remote Learning Policy via email and are expected to adhere to the measures outlined within it. Pupils are reminded not to record live online lessons. Pupils are reminded not to speak during live online lessons unless they are prompted to do so or have a question. Pupils are reminded that they should report any technical issues to their teacher as soon as possible, using a parent’s device if they cannot access their own technology. Pupils are reminded to adhere to the school’s Behavioural Policy at all times during live online lessons, as they would during a normal school day. Pupils who breach the code of conduct will be disciplined in line with the Behavioural Policy. 	Y	Staff in zoom email letters home reminded	ongoing	L
Staff conduct	M	<ul style="list-style-type: none"> Staff are required to re-read the Staff Code of Conduct prior to carrying out live online lessons to ensure they understand their responsibilities. 	Y	SLT	Review each year	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • The school ensures that staff read, sign and return this assessment – Staff prior to commencing live online lessons. • Staff only use school email addresses and phone numbers to communicate with pupils. • Staff only use school devices for conducting live online lessons, where possible. • Staff do not share personal information whilst conducting live online lessons. • Staff conduct live lessons 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 lessons through channels approved by the SLT. • Staff do not commence online lessons at least one other colleague is aware that the live online lesson is taking place. A plan is forwarded to all teachers and parents. • Staff keep a log / record everything that happens during the live online lesson and ensure this is properly documented in line with the school's P'drive system. 				
Pupils with SEND	M	<ul style="list-style-type: none"> • The school ensures pupils with SEND receive additional support with live online lessons where needed, e.g. from an additional member of staff within the online lesson. • 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 lesson. • The SLT, teacher and SENCO consider whether one-to-one lessons are appropriate in some circumstances for pupils with SEND. • Additional measures are considered for pupils with SEND to mitigate the risk of pupils falling behind their peers in terms of education, e.g. text transcripts being used in video lessons. 	Y	SEND Leader	Ongoing	L

