



Organisation name: Brighstone Church of England (VA) Primary School

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom? | Action by when? | Done |
|---|--|---|---|-----------------|----------------------------------|------|
| Security/privacy issues related to use of Zoom software. | Children – having access to age-inappropriate material. | <ul style="list-style-type: none"> • 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. | <ul style="list-style-type: none"> • Close the meeting if anything suspicious occurs during the meeting, and notify parents immediately. • Inform HT and LADO. | The leader | Time of meeting and throughout | |
| Uninvited / unknown person gaining access to the meeting. | Children – having access to inappropriate and unknown persons. | <ul style="list-style-type: none"> • Link only sent to a parent/guardian'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. | <ul style="list-style-type: none"> • The leader to regularly check the 'participants' button throughout the meeting to check who is attending and to see if no-one else has joined the meeting who shouldn't be there. | The leader | Prior to and during the meeting. | |
| Children having access to your computer/laptop. | Children - GDPR breach. | <ul style="list-style-type: none"> • The leader leads the meeting themselves and doesn't allow any child to be the host. | <ul style="list-style-type: none"> • Remind children of the guidelines. | The leader | Prior and throughout the meeting | |

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| Unauthorised recording of sessions | Staff and children – breach of GDPR | <ul style="list-style-type: none"> • Ensure parents read the ground rules stipulating that the meetings will not be recorded or screenshot. | <ul style="list-style-type: none"> • Ensure all participants are aware that the session must not be recorded by any person who is not the leader. | 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 | <ul style="list-style-type: none"> • Staff read, understand and follow this risk assessment and the E-Safety policy. • Zoom meetings will be recorded by the host via the official Zoom recording. • At least two members of staff will be present throughout a meeting during remote home learning. • A parent/guardian will be present to supervise their child throughout the meeting during remote home learning. • All meetings are group ones rather than 1:1 – all parties are aware. • ‘No join before host’ setting enabled. • The host of the meeting is a staff member with DBS clearance. | <ul style="list-style-type: none"> • In the unlikely event that one of the two adults is called away from the session, the session will cease early. • There must be at least two adults present and visible within the session at all times. | The leader | Ongoing | |
| Unexpected disclosure. | Child and the rest of the attendees. | <ul style="list-style-type: none"> • Leaders must have at least Level 2 Safeguarding training. They are also aware of the procedure to be followed should a child make an unexpected disclosure. | <ul style="list-style-type: none"> • Reassure the child who makes the disclosure that they will be listened to and will be called on the telephone afterwards. • Notify the DSL as soon as possible and record on MyConcern. | The leader | Ongoing | |

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| Inappropriate sharing of personal information/contact details. | Staff Children Sharing of personal information verbally, through messaging or through details visible in background of camera. | <ul style="list-style-type: none"> • 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. | <ul style="list-style-type: none"> • Leader to remind children of the ground rules at the start of the meeting. | Leader and parents of attendees | Prior and ongoing | |
| Lack of parental presence/consent. | Child School Allegations / litigation | <ul style="list-style-type: none"> • Obtain consent from parents prior to commencement of the meeting. • Ensure an adult is present in the room with the child during the session. | <ul style="list-style-type: none"> • Leader to check that an adult is present with the child – quick hello. | Leader and parent/guardian | Prior and ongoing | |
| Inappropriate clothing/setting for sessions. | Staff and children Participation in meeting while wearing inappropriate clothing or in inappropriate location e.g. bedroom. | <ul style="list-style-type: none"> • Clear guidelines to all students on wearing suitable clothing and being in a suitable location for the meeting. | <ul style="list-style-type: none"> • Leader to request change of location or change of clothes and will end the meeting for them if this isn't adhered to. | Leader and parent/guardian | Prior and ongoing | |
| Inappropriate content from an external visiting speaker. | Children | <ul style="list-style-type: none"> • Prior to the meeting, the teacher will ascertain the content of what the visiting speaker will share and discuss within the meeting. • A member of staff will be present throughout. | <ul style="list-style-type: none"> • The member of staff will terminate the meeting straight away if any inappropriate content is shared or discussed. | Leader | Prior and ongoing | |



Zoom Ground Rules

Using Zoom in school as part of Collective Worship or when meeting visitors

- A member of staff will always be present.
- Zoom calls will take place as a whole class on one shared laptop, rather than with individual children.
- No other device will be used to record the call.
- The call will be ended if there are any safeguarding concerns.
- Any meetings will be recorded by the host for safeguarding reasons.

Using Zoom from home as part of remote learning

- Make sure that a parent or other adult in the family is present.
- Make sure you wear appropriate clothing.
- Make sure you are not in a bedroom.
- Make sure there is nothing personal or sensitive on show in the room.
- Do not share any personal details; e.g. your address.
- Make sure you're muted when not talking.
- Put your hand up if you want to talk.
- Be yourself and respect others.
- Do not record on another device, or take pictures or screen shots of the session.
- Your meeting name must be your known first name.
- Only talk about things that you don't mind others hearing.
- The session will be recorded by the host for safeguarding reasons.