



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 Google Classroom or Zoom.	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. 	<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 virtual 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 Google Classroom or 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. Virtual meetings will be recorded by the host via the official virtual meeting 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 members of staff is called away from the session, the session will cease early. There must be at least two members of staff present and visible. 	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 (when in school).	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	



Virtual Meetings Ground Rules and Consent

- Make sure your parent, guardian or teacher is present in the room.
- 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.
- Use 'reactions' to engage with your class.
- Do not record the meeting 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.
- I will be removed from the meeting if I say or do anything inappropriate.

* If I am in school, I know that my teacher will make sure that these rules are followed and that I will be sharing a school laptop with the other children and staff in school.