Risk Assessment and Outbreak Management Plan
2021-2022

Risk Assessment and Outbreak Management Plan

Location / Site	
Brighstone CE Aided Primary School	
Activity / Procedure	
Covid-19 Arrangements for opening of school to all pupils from September 2021 – subject to change according to changes in government guidance	
Assessment date	
10.8.21 – to be updated when needed according to changes in government guidance, advice from H&S team, Track and Trace, Public Health - Health Protection Team or when monitoring the assessments on a daily basis	

Updates/amendments:
27.8.21: Slight amendments following recommendations from Ross Burroughs at the H&S team
29.11.21: Amended following updated guidance from the DfE re: the new variant Omicron; addition of section 11 re: whole school Christmas events

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

DfE guidance 29th November 2021
- In primary schools, we recommend that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings. Face coverings do not need to be worn when outdoors.
- From Step 4, education settings will no longer be expected to undertake contact tracing. Close contacts will only be contacted through NHS Test and Trace.
- Unless an individual has been notified of a positive case of the new variant Omnicron, individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:
  - they are fully vaccinated
  - they are below the age of 18 years and 6 months
  - they have taken part in or are currently part of an approved COVID-19 vaccine trial
  - they are not able to get vaccinated for medical reasons
- Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.
- Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.

- Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine or they are a close contact of a suspected or confirmed case of the Omicron variant of COVID-19).
- All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately and asked to book a PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation.
- Settings will have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.
- This risk assessment has been written following the recommendations that, in Step 4, bubbles will no longer be necessary. Assemblies (Collective Worship) can resume, and there is no longer a need to make alternative arrangements to avoid mixing at lunch.
- After-school clubs and wrap-around provision can resume as normal, with no limits on group size. However, the usual hygiene measures will continue to be in place (see below).
- There are no restrictions on parents attending events, although control measures will be put in place (see below).
- All of the information in this document is subject to change according to local or national guidance, or the school's own amendments to control measures.

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1 Outbreak Management Plan

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

Local outbreak resulting in direct transmission of the Covid-19 virus

Existing level of risk	Consider current level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

This Outbreak Management Plan will outline how the school will operate if there were an outbreak in the school or local area. The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned. For most education and childcare settings, whichever of these thresholds is reached first:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

The DfE states that any measures will only be considered as a last resort, kept to the minimum number of groups possible, and for the shortest amount of time possible. Identifying a group that is likely to have mixed closely will be different for each setting. The annex gives examples for each sector, but a group will rarely mean a whole setting or year group.

Identifying close contacts
Identifying a group that is likely to have mixed closely will be different for each setting. Below are some examples from the DfE:
For schools, this could include:

- a form group or subject class
- a friendship group mixing at breaktimes
- a sports team
- a group in an after-school activity

1. The school (Debbie Pelosi, Rebecca Lennon or Melissa Jones) will call the dedicated DfE advice service (0800 046 8687 opt 1) who will escalate the issue to the local health protection team where necessary and advise if any additional action is required.
2. The school will work with NHS Test and Trace or the local public health team in identifying close contacts where necessary, in exceptional circumstances.
3. Staff and children will carry out PCR tests if advised to do so.
4. If there is an outbreak in the school itself, we will follow the advice of a director of public health, which may include reintroducing some control measures for a temporary period, which will be found in the risk assessment for 2020-2021 (updated 25.6.21). At the point of reaching a threshold, the school will review and reinforce the testing, hygiene and ventilation measures we already have in place. We will also consider:
   - Whether any activities could take place outdoors, including exercise, assemblies, or classes
   - Ways to improve ventilation indoors, where this would not significantly impact thermal comfort

- One-off enhanced cleaning focusing on touch points and any shared equipment measures may include:
    - The reintroduction of bubbles
    - The wearing of face coverings by staff in communal areas or classrooms
    - The wearing of face visors or shields (following the advice on p6 of the DfE operational guidance July 2021)
    - Increased frequency of testing of staff
5. In extreme cases, and as a last resort where all other risk mitigations have not broken chains of in-school transmission, a Director of Public Health may advise introducing short-term attendance restrictions in a setting, such as sending home a class or year group (as they could any workplace experiencing a serious infectious disease outbreak).
6. Remote education plans will be put into place for children who are not able to attend school (see risk assessment 6) and are well enough to learn from home. On-site provision will be retained for vulnerable children and young people and the children of critical workers.
7. Communication to parents and carers of any changes will be via email and text in the first instance, with a letter also available on the school website Covid page and home page.
8. Communication to staff of any changes will be by Debbie, Rebecca or Melissa via an emergency briefing (if it is possible to hold with adequate social distancing measures in place) and via email and text.
9. Where they have advised settings to take extra measures, DsPH and HPTs will work closely with their Regional Partnership Teams and keep the situation under regular review. They will inform settings when it is appropriate to stop additional measures, or if they should be extended.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

Poor hygiene leading to direct or indirect transmission of the Covid-19 virus

Existing level of risk	Consider current level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Ensure good hygiene for everyone
   a. Hand hygiene:
      i. Encourage all children and staff to continue frequent and thorough hand cleaning, using warm soapy water or hand sanitiser. Hand sanitiser gel (at least 60%) dispensers available in classrooms, in school foyer, in the office, in the staff room, in the hall, by the photocopier and outside the door from Lobster Lagoon.
      ii. Washing hands posters maintained in all washing areas.
      iii. Reminders how to wash hands properly – videos and posters.
      iv. Children bring in and use their own water bottles that are taken home each night
   b. Respiratory hygiene:
      i. Remind all children and staff of the 'catch it, bin it, kill it' approach.
      ii. Reminders to cough or sneeze into elbows if no tissue to hand. Put used tissues down the toilet or in allocated pedal bins in classrooms and in the office and hall, and wash hands thoroughly afterwards.
      iii. Maintain the posters around the school.
2. Maintain appropriate cleaning regimes, using standard products such as detergents
   a. Regular cleaning of areas and equipment:
      i. Door handles, tables, sink areas, floors, toilets, and others, every afternoon by the cleaning staff.
      ii. Frequently touched surfaces and equipment will be cleaned at the end of the morning by other staff.
3. Keeping occupied spaces well ventilated
   a. Open external windows in rooms where ventilation is poor; e.g. the Music room; the middle room; the staff room.
   b. Open external windows in rooms where visitors, such as parents, are on site.
   c. Open internal doors to assist with the throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).
   d. Balance the need for increased ventilation while maintaining a comfortable temperature.
   e. Use of CO2 monitors in place in every classroom to identify where ventilation needs to be improved.

Remaining level of risk	Consider level of risk following use of control measures

HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

When an individual develops Covid-19 symptoms or has a positive test leading to direct transmission of the virus

Existing level of risk	Consider current level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Pupils, staff and other adults will follow public health advice on when to self-isolate and what to do.
2. They must not come into school if they have symptoms, have had a positive test result or if they are required to quarantine.
3. If anyone develops Covid symptoms, however mild, they will be sent home where they should follow public health advice.
    a. They should avoid using public transport
    b. When a pupil is awaiting collection, they should be sat in the music room with open windows. The supervising staff member will wear appropriate PPE (face covering, visor, disposable gloves, disposable apron. Any rooms they use will be cleaned after they have left.
    c. The household (including siblings) should follow the PHE 'stay at home guidance for households with possible or confirmed coronavirus infection'
4. Staff and pupils with a positive LFD test should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have Covid-19. Whilst awaiting the PCR result, the individual should continue to self-isolate.
5. If the PCR test is taken within 2 days of the positive LFD test, and is negative, it overrides the LFD test and they can return to school, as long as they don't have Covid symptoms.
6. From Step 4, close contacts will be identified via NHS Test and Trace.
7. If a parent or carer insists on a pupil attending the school even if they have symptoms, the school can take the decision to refuse the pupil if it is necessary to protect other pupils and staff from possible infection of Covid-19.

Remaining level of risk	Consider level of risk following use of control measures

HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

Assymptomatic individuals resulting in direct transmission of the Covid-19 virus			

Existing level of risk	Consider current level of risk		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Staff will undertake twice weekly LFD home tests (Sunday evenings and Wednesday evenings) when they are on site.
2. The results will be emailed to the school's dedicated email 'covidlft@brighstoneprimary.org.uk' as well as recorded on the government website.
3. Visitors, including contractors, will be asked to carry out an LFD home test before coming on to the school site. Visitors can bring in proof of this but this is not a requirement.
4. The one-way system at drop off and collection times will remain in place. Families will enter via the back gate on Warnes Lane, and exit via the front gate on New Road. Families will be advised to stand at safe social distances while waiting at drop off and collection times.
5. Parents and carers will be able to attend Golden Worship if their child is in the Golden Book that week, and they will sit socially distanced in the hall. They will enter and exit the hall via the external door, and will be signed in and out by a member of staff. Face coverings are recommended when attending Golden Worship.
6. Face coverings are now recommended for all visitors and staff in communal areas.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

Non attendance resulting in lack of education			

Existing level of risk	Consider current level of risk		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Clear communication to parents and carers stating that school attendance is mandatory for all pupils of compulsory school age.
2. Where a child is required to self-isolate or quarantine, they should be recorded as code X (not attending in circumstances related to coronavirus).
3. Where a child is unable to attend because they have a confirmed case of Covid-19, they should be recorded as code I (illness).
4. For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply.
5. See 'school attendance guidance' for further information.
6. Parents travelling abroad are advised to bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon their return.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

Lack of education or food due to self-isolation or lockdown

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Where a child is required to self-isolate but they don't have symptoms and are well enough to work/learn, the school will provide a remote education.
2. For individual self-isolating pupils:
    a. Class email addresses will be used to communicate with the parents/children and to send work home.
    b. Emergency packs will be sent home with the child/ren, to be used for the first few days of self-isolation to provide time for the teacher to adapt their current learning journeys for remote learning.
    c. Work will be sent home to the parents via the class email address.
    d. There won't be any expectation to use virtual meetings in these circumstances, as the class teacher will be teaching the rest of the class.
3. For self-isolating groups of children:
    a. Remote learning provision will be put in place (see 'Remote Education Provision at Brighstone Primary School' available on our school website)
4. Laptops/tablets and routers/dongles provided for those children without access to adequate technology.
5. There are specific expectations of schoolwork in the day. As a minimum we will provide:
    a. Key Stage 1: 3 hours a day on average across the cohort, with less for younger children.
    b. Key Stage 2: 4 hours a day.
6. The school will work collaboratively with families and put in place reasonable adjustments so that pupils with SEND can successfully access remote education.
7. The school will continue to provide free school meal support to any pupils who are eligible for benefits-related free school meals and who are learning at home during term time, as a result of self-isolation or local outbreak.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

| **Emotional distress and anxieties of children and families due to Covid-19** ||

Existing level of risk	Consider current level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Covid 19 social stories to support children with any changes in school or home circumstances, where required.
2. ELSA provision available for children who are distressed.
3. Children's wellbeing supported throughout the school year, for groups of children or identified individuals, including through MAP club, ELSA sessions, circle times, emotion coaching, Jigsaw PSHE lessons.
4. Short, enjoyable learning activities with regular brainbreaks and physical activity.
5. Familiar learning activities where possible, to revisit previous learning.
6. Lots of planned activities to promote talking and collaborative work.
7. Lots of social activities where needed.
8. Staff being sensitive to children's emotional needs and experiences.
9. Be aware of the potential concerns of pupils, parents and households who may be reluctant or anxious about Covid - FLO to provide appropriate support to address this.
10. Publish the Covid-19 risk assessment on the school website, to provide reassurances of the measures put in place – ensure it states that it is subject to change depending on government guidance.

Remaining level of risk	Consider level of risk following use of control measures

HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

Emotional distress and anxieties of staff due to Covid-19			

Existing level of risk	Consider current level of risk		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Inclusion in risk assessment process – input into hazard identification and control measures.
2. Staff are encouraged to discuss concerns and share control measures.
3. Sharing of support helplines – Employee Assistance Progamme offered by Strictly Education.
4. Risk assessments reviewed and amended where needed.
5. Children reminded that they can't go too close to adults where applicable.
6. PPE for cleaners if requested – disposable gloves, face masks and visors.
7. PPE available for staff if requested, especially if they are clinically extremely vulnerable (CEV).
8. PPE available for staff when supervising a child who has symptoms of Covid-19 - disposable gloves, face masks and visors.
9. Staff to continue to carry out twice weekly LFD testing at home.
10. Encourage staff to take up the vaccine if they haven't already done so.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

Failing to communicate changes to staff and parents leading to transmission of Covid-19

Existing level of risk	Consider current level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Regular emails and letters (sent by email or paper copies where needed) detailing any updated advice from the DfE, school routines and procedures, any changes to these, how to access support, and contact details sent to staff and parents.
2. All Covid-related letters/emails sent to parents are put on the Covid-19 page of the school website.
3. Any useful links to the DfE guidance, along with other pertinent advice, are emailed to parents and are put on the Covid-19 page of the school website and on the school's Facebook page.
4. Staff meetings to disseminate information and provide training where appropriate and necessary.
5. A copy of this risk assessment will be sent to all staff and parents, and will be available on the Covid-19 page of the school website.

Remaining level of risk	Consider level of risk following use of control measures

HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

| **Lack of hygiene measures on domestic educational day and overnight visits** leading to transmission of Covid-19 ||

Existing level of risk	Consider current level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Liaise with the destination/provider to request and check their risk assessments and Covid-secure measures which should meet the current requirements; we will pay particular attention to how the centre will manage any Covid-19 cases during our visit/stay.
2. Make use of outdoor spaces on visits and in the local area to support delivery of the curriculum.
3. Visit leaders ensure they are aware of wider advice on visiting indoor and outdoor venues.
4. Visit leaders access advice and support from EVOLVE website, EVOLVE team and the school's EVC (R. Lennon).
5. Visit leaders and EVC consult the health and safety guidance on educational visits when considering visits: https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits.
6. Parents, carers and children will be fully informed about the organisation of the visit and the Covid-19 measures in place. School will share the full risk assessments with all relevant staff, and the risk assessments will be available on request for parents and carers, to ensure that, as far as is practicably possible, the visit is and will remain Covid-19 compliant.
7. The usual full and thorough risk assessments in relation to all educational visits will still be undertaken, with additional measures for Covid-19, ensuring that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. They will be written by referring to educational visits guidance from the DfE and Hampshire Outdoors.
8. Members of staff and any volunteer helpers will wear face coverings in indoor communal areas on educational visits.

Remaining level of risk	Consider level of risk following use of control measures

HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

Whole school Christmas events with external visitors leading to transmission of Covid-19

Existing level of risk	Consider current level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

Guidance from the LA:

While indoor events can continue under current Government guidelines, education setting event organisers are encouraged to consider alternative formats such as outdoor or remote (broadcast online) performances. Doing so will also mitigate the impact of any change in Government guidelines.

1. A review of the decision to proceed with the event approx. 7 days prior to the scheduled event will be taken, taking into account COVID-19 cases among staff and pupils, as well as in the community. If the live event is cancelled, the performance will be recorded and shared with parents.
2. School will carry out an assessment of the setting's own staffing capacity to continue with events.
3. School will review Government guidelines for any changes in policy with regards to events.
4. The following specific measures will be taken:
   a. Clear communication with audience and participants of basic COVID mitigations:
      i. Remind people with symptoms not to attend and to seek a PCR test
      ii. Parents and carers to take an LFD test prior to attendance with exclusion on a positive test result, unless followed by a negative PCR
      iii. Face coverings are recommended to be worn by staff and audience members unless exempt for medical reasons
      iv. Where face coverings are not worn universally then the audience are encouraged not to participate in any activity that can create aerosols, suchas singing or shouting
      v. Ensure adequate ventilation by opening windows and doors; all those attending to wear warm winter clothing
   b. Limit audience numbers to help with social distancing (two tickets per family; parents/carers only attend one performance)
   c. Cleaning and ventilation of the church between performances
   d. Social distancing at the entrance to the church – audience members ensure 2m distance between family groups
   e. Plentiful provision of hand sanitizer at the entrance to the church

Remaining level of risk	Consider level of risk following use of control measures

HIGH	MEDIUM	LOW	NEGLIGIBLE

Risk assessment for the use of virtual meetings and teaching (Zoom, Google Meet)

RISK ASSESSMENT FOR – Use of virtual meetings and teaching during Collective Worship, when meeting visitors and when taking part in remote learning

Written by – Rebecca Lennon, Lucy Aram and Melissa Jones

Date: 14.7.20; amended on 3.9.20; amended on 6.1.21; amended on 15.1.21

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.	• 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.	• 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.	• Link only sent to a parent/guardian's or child's verified email address. • Ensure that the 'waiting room' function is enabled. • 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.	• 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.	• The leader leads the meeting themselves and doesn't allow any child to be the host.	• Remind children of the guidelines.	The leader	Prior and throughout the meeting	

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
Unauthorised recording of sessions.	Staff and children – breach of GDPR	• Ensure parents read the ground rules stipulating that the meetings will not be recorded or screenshot.	• 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	• 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. • All virtual meetings organised by school will have at least one member of staff present. Where breakout rooms are used, enough members of staff will be present in the meeting to enable at least one per breakout room. • 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, unless previously arranged between the parent and member of staff. • 'No join before host' setting enabled. • The host of the meeting is a staff member with DBS clearance.	• In cases of staff absence, an alternative member of staff will be present for breakout rooms. Where this isn't able to happen, breakout rooms won't take place.	The leader	Ongoing	
Unexpected disclosure.	Child and the rest of the attendees.	• 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.	• 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	

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
Inappropriate sharing of personal information/contact details.	Staff Children Sharing of personal information verbally, through messaging or through details visible in background of camera.	• Ground rules sent prior to the meetings and made available on the school website. • 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.	• 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	• Obtain consent from parents prior to commencement of the meetings. • Ensure an adult is present in the room with the child during the session.	• 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.	• Clear guidelines to all students on wearing suitable clothing and being in a suitable location for the meeting.	• 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	• 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.	• 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.

Virtual Meeting Ground Rules and Consent

I give permission for (child) ………………………………………………………… to attend virtual meetings with their teacher and classmates every day.

I agree to the above rules and understand that the meeting will end for me and my child if there are any safeguarding concerns.

Signature of parent/guardian:…………………………………………