



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	
2.1.22: Amended following updated guidance from the DfE re: self-isolation rules	
11.1.22: Slight amendments following updated rules from the government re: positive LFD tests	
Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

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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	
<p>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:</p> <ul style="list-style-type: none"> • 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 <p>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.</p> <p>Identifying close contacts</p> <p>Identifying a group that is likely to have mixed closely will be different for each setting. Below are some examples from the DfE:</p> <p>For schools, this could include:</p> <ul style="list-style-type: none"> • a form group or subject class • a friendship group mixing at breaktimes • a sports team • a group in an after-school activity <ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> • 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 			

<ul style="list-style-type: none"> • One-off enhanced cleaning focusing on touch points and any shared equipment • 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 • Daily testing of close contacts (staff and pupils) <p>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).</p> <p>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.</p> <p>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.</p> <p>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/text.</p> <p>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.</p>			
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	
<ol style="list-style-type: none"> 1. Ensure good hygiene for everyone <ol style="list-style-type: none"> a. Hand hygiene: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> a. Regular cleaning of areas and equipment: <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> 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	
<ol style="list-style-type: none"> 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. <ol style="list-style-type: none"> 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. As from 11.1.22, those with a positive LFD test are no longer required to book a confirmatory PCR test but should isolate for 7 days, and register your result on Gov.uk so that NHS Test and Trace can trace your contacts. 5. Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason. 6. Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 8. 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. 8. For close contacts, see section 4 below. 			
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 and close contacts 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	
<ol style="list-style-type: none"> 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. 7. For those who have been identified as close contacts, the following actions will be undertaken: <ul style="list-style-type: none"> • People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time. • Children under 5 are not being advised to take part in daily testing of close contacts. If a child under 5 is a contact of a confirmed case, they are not required to self-isolate and should not start daily testing. If they live in the same household as someone with COVID-19 they should limit their contact with anyone who is at higher risk of severe illness if infected with COVID-19, and arrange to take a PCR test as soon as possible. They can continue to attend an education or childcare setting while waiting for the PCR result. If the test is positive, they should follow the stay at home: guidance for households with possible or confirmed COVID-19 infection. 			
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	
<ol style="list-style-type: none"> 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	
<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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	
<ol style="list-style-type: none"> 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	
<ol style="list-style-type: none"> 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 Programme 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

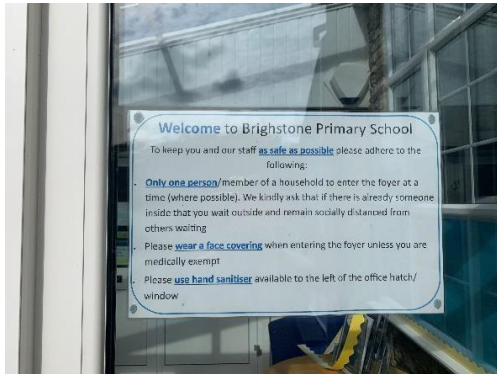
Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Failing to communicate changes to staff and parents leading to transmission of Covid-19			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 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	
<ol style="list-style-type: none"> 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	
<p>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.</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a. Clear communication with audience and participants of basic COVID mitigations: <ol style="list-style-type: none"> 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, such as 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

Appendix 1

Photos of some of the Covid-19 control measures in place



Appendix 2

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.	<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 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. 	<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	

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	<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. 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. 	<ul style="list-style-type: none"> 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.	<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	

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.	<ul style="list-style-type: none"> • 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. 	<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 meetings. • 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.

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:.....