# Live online lesson risk assessment

## St Ann's Church of England Primary School

| Assessment conducted by: Laura Rynn | Job title: Headteacher | Covered by this assessment: staff and pupils |
|---|---|---|
| Date of assessment: 29.1.21 | Review interval: Annually (or more often as necessary) | Date of next review: 29.1.22 (or earlier if necessary) |

| Related documents |
|---|
| E-Safety Safety Policy, Staff Code of Conduct, Child Protection and Safeguarding Policy, Safeguarding Addendum, Relationships & Behaviour Policy (inc Addendum), Home School Agreement, Acceptable Use Agreement – Staff, Acceptable Use Agreement – Pupils/Parents, Remote Learning Policy, Data Protection Policy, Retention & Destruction 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 |
|---|---|---|---|---|---|---|
| Awareness of policies and procedures | H | • All staff and pupils are aware of all relevant policies and procedures including, but not limited to, the following:<br>  - Child Protection and Safeguarding Policy<br>  - Safeguarding Addendum<br>  - Data Protection Policy<br>  - Code of Conduct<br>  - E Safety Policy<br>  - Remote Learning Policy<br>  - Acceptable Use Agreement – Staff,<br>  - Acceptable Use Agreement – Pupils/Parents,<br>  - Retention & Destruction Policy<br>  - Relationships & Behaviour Policy<br>  - Home School Agreement<br><br>All staff have due regard for relevant guidance and legislation including, but not limited to, the following:<br><br>  - Data Protection Act 2018<br>  - DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'<br>  - DfE (2019) 'Keeping children safe in education'<br>• The headteacher and DSL review this risk assessment weekly to ensure it addresses the school's circumstances and remote learning approach.<br>• The School Committee schedules a review of this risk assessment annually.<br>• Parents and pupils are made aware of the risks associated with live online lessons and the measures in place to mitigate them.<br>• The school provides parents and pupils with online safety information via the newsletter. | Y | Headteacher | February 2021 | 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 |
|---|---|---|---|---|---|---|
| | | • The SENCO is consulted to aid the live online lesson provision for pupils with SEND. | | | | |
| Systems and technology | M | • 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.<br>• The ICT technician conducts research into the best provider to use for live online lessons.<br>• Staff ensure privacy settings are adjusted appropriately on the provider's site or app.<br>• Staff ensure their live lesson service account is protected with a strong password – autosaving passwords is not permitted.<br>• 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.<br>• Staff understand what features are available through the system, e.g. recording calls, sharing files or screensharing.<br>• Where possible, 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. | Y | Headteacher | February 2021 | L |
| Safeguarding | H | • Staff always have due regard for the school's Child Protection and Safeguarding Policy whilst carrying out live online lessons.<br>• The planning of live lessons is always carried out in conjunction with the school's DSL.<br>• 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.<br>• Pupils are reminded not to share private information through the live online lesson system.<br>• Pupils are reminded not to respond to contact requests from people they do not know when using systems for live lessons. | Y | Headteacher | February 2021 | 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 |
|---|---|---|---|---|---|---|
| | | • 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.<br>• 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.<br>• Where possible, support staff are on hand to supervise and handle any sudden changes or developments that may occur during the live online lesson.<br>• 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. | | | | |
| Personal data | M | • Staff have due regard for the school's Data Protection Policy at all times when conducting live online lessons.<br>• The school obtains consent from parents for any online lessons via Arbor<br>• 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/email.<br>• The school communicates to parents the details of how to access the live online lesson and any additional information regarding online learning to parents.<br>• 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.<br>• Staff ensure data is only transferred between devices if it is necessary to do so for the purposes of live online lessons.<br>• Any data transferred between devices is suitably encrypted – where this is not possible, other data protection measures are in place. | Y | Headteacher | February 2021 | 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 |
|---|---|---|---|---|---|---|
| | | • When recording a live lesson is necessary, prior permission from parents is obtained in writing via letter and all members of the live lesson are notified before the lesson commences. | | | | |
| Pupil conduct | M | • The school provides pupils with a copy of the Acceptable User Policy via email to ensure they understand their responsibilities with regard to conduct during live online lessons.<br>• The school ensures that pupils sign and return the Acceptable Use Agreement – Pupils.<br>• Pupils are reminded that they should not be in an inappropriate setting during live online lessons, e.g. a bedroom.<br>• Only pupils with parental consent may have their cameras on<br>• Pupils are reminded not to record or share live online lessons.<br>• Pupils must wear suitable clothing<br>• Pupils are reminded not to speak during live online lessons unless permitted to do so.<br>• 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.<br>• Pupils are reminded to adhere to the Acceptable User Policy, Home School Agreement & Class Charter at all times during live online lessons, as they would during a normal school day.<br>• Pupils who breach the Acceptable User Policy, Home School Agreement & Class Charter will be disciplined in line with the Relationships & Behaviour Policy. | Y | Headteacher | February 2021 | L |
| Parent/ carer conduct | M | • The school provides parents with a copy of the Acceptable User Policy via email to ensure they understand their responsibilities with regard to conduct during live online lessons.<br>• The school ensures that parents sign and return the Acceptable Use Agreement – Parents. | Y | Headteacher | February 2021 | 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 |
|---|---|---|---|---|---|---|
|  |  | • Parents must ensure their child is in an appropriate setting during live online lessons<br>• Parents reminded not to download, record or share live online lessons.<br>• Parents and other household members must wear suitable clothing<br>• Parents and other household members to be aware of backgrounds and their language during live lessons.<br>• Parents who have not given their child permission to have their camera switched on during live lessons to ensure their child's camera is switched off.<br>• School to speak with parents who breach the Acceptable User Policy. |  |  |  |  |
| Staff conduct | M | • Staff are required to re-read the Staff Code of Conduct prior to carrying out live online lessons to ensure they understand their responsibilities.<br>• The school ensures that staff read, sign and return the Acceptable Use Agreement – Staff prior to commencing live online lessons.<br>• Staff only use school email addresses and phone numbers to communicate with pupils.<br>• Staff only use school devices for conducting live online lessons, where possible.<br>• Staff do not share personal information whilst conducting live online lessons.<br>• Staff conduct live lessons with appropriate surroundings, e.g. sitting somewhere with a neutral background.<br>• Staff to wear suitable clothing.<br>• Staff communicate with pupils within school hours as far as possible (or within hours agreed with the school to suit the needs of staff).<br>• Staff only communicate and conduct live online lessons through channels approved by the SLT.<br>• Staff to record all live lessons. | Y | Headteacher | February 2021 | 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 |
|---|---|---|---|---|---|---|
| | | • Staff should record the length, time and date of any sessions and download the attendance.<br>• Staff keep a log of everything that happens during the live online lesson and ensure this is properly documented in line with the school's Retention & Destruction Policy. | | | | |
| Pupils with SEND | M | • 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.<br>• 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.<br>• The SLT, teacher and SENCO consider whether one-to-one lessons are appropriate in some circumstances for pupils with SEND.<br>• Additional measures are considered for pupils with SEND to mitigate the risk of pupils falling behind their peers in terms of education. | Y | Headteacher | February 2021 | L |