

ESRA - EVENT SPECIFIC RISK ASSESSMENT

Visit details: **Use of Zoom for online learning**

Carried out by: Jane Taylor

Date: 11.01.21

ISSUE <small>List significant hazards which may result in serious harm or affect more than one person. Consider venue, activity, group, transport, plan B etc.</small>	HOW TO MANAGE IT <u>What procedures will we have? (Control measures)</u>	WHO TO BE INFORMED		
		PARENTS	STAFF	PUPILS
1. Safety of all participants when participating in a Zoom meeting	<ul style="list-style-type: none"> • Covid-19 Use of Zoom Behaviour Agreement devised and shared with parents, staff & pupils • By participating in a Zoom meeting all participants accept and understand the expectations outlined in the Behaviour Agreement. • Staff members to follow whole school safeguarding procedures at all time • Staff members to follow GDPR procedures at all times 			
2. Risk of inappropriate online contact/grooming or allegations	<ul style="list-style-type: none"> • No joining before host setting enabled. • Staff aware that 1 to 1 sessions are prohibited – a supporting adult MUST join these sessions • The 'host' of all meetings is an adult who has undergone safer recruitment/DBS clearance as a member of school staff. • Supporting adults have also gone through the same process. • When Zooming from home there SHOULD ideally be two adults present and visible within the session at all times there are occasions that this may not however be possible due to staffing constraints. • When Zooming from school the classroom door MUST remain open through the meeting • If a staff member has any safeguarding concerns then they must follow our whole school safeguarding procedures. • Ensure that recording is disabled for all participants 			
3. Parents being aware of the risks of using Zoom and online live learning	<ul style="list-style-type: none"> • Send parental internet guide specifically concerning Zoom - https://www.saferinternet.org.uk/blog/what-%E2%80%A6-zoom-guide-parentsandcarers#How%20Zoom%20works • Set out clear expectations for parents concerning their role in keeping the children safe • Set of guidelines shared with parents in advance of the meeting • Zoom meetings will be recorded and parents and children have been informed of this via the online learning booklet. If parents, choose to attend the zoom sessions they do so knowing that it will be recorded. If parents had concerns regarding this, they were given the opportunity to contact school. 			
4. Leaked link to Zoom meeting	<ul style="list-style-type: none"> • Ensure only class teachers or individual support assistants set up Zoom class calls • Staff to set up and use Zoom accounts using their professional email address only • Staff to set up a secure meeting with two step encryption • Staff to ensure a Random Meeting ID is set up and it is unique for each daily meeting 			

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	<ul style="list-style-type: none"> Zoom meeting ID and Password will only be shared with the primary carer from a school email address or via an online learning platform (Purple Mash or Google Classroom) prior to morning registration Staff to ensure that the waiting room is enabled. The teacher will admit one child at a time in order to verify identity Any unknown users in the session will be removed if they cannot reveal themselves in time Meeting will be ended immediately by teacher if an unexpected guest is seen Staff to lock the room once all participants have entered the meeting Teachers <u>MUST</u> be the last people to leave the session once all children have left. 			
<p>5. Parents not using a secure email and password for their Zoom account – e.g. logging on through Facebook</p>	<ul style="list-style-type: none"> Parents to ensure they have set up a Zoom account through their email address. Parent Zoom accounts to have a secure password Children should enter the session with their first name as their username (when on Zoom) and it should not be unknown e.g. iPad or Samsung Galaxy... 			
<p>6. Parents passing on Zoom meeting details to others</p>	<ul style="list-style-type: none"> Parents informed that they must keep the meeting ID and Password safe and not share it with anyone else, including on social media (WhatsApp groups, Facebook etc.) They must direct other parents to school staff to gain information. If another family member needs to receive the email regarding access details to the Zoom call (e.g. if a child is going to be staying with a different parent), parents must notify the school office so that the email can be sent to the relevant parent/carers Any unknown users in the session will be removed if they cannot reveal themselves in time 			
<p>7. Use of personal devices to stream zoom sessions</p>	<ul style="list-style-type: none"> Staff member <u>MUST NOT</u> use personal devices for Zoom sessions. School laptops/iPads are readily available and the only equipment which can be used for Zoom sessions with class/pupils If Zooming from home there <u>SHOULD</u> be a second school adult present in the sessions at all times – a timetable of adult support has been devised 11.01.21 and shared with staff at staff meeting – 11.01.21 If no second adult is available for the session then the session <u>MUST</u> be recorded For safeguarding purposes any recordings of Zoom sessions will be retained for two weeks of schooling (over a holiday this maybe three weeks or 4 weeks depending on the length of the holiday). Then deleted. Where the Zoom meeting is made on site, another adult <u>MAY</u> be present in the room or alternatively the classroom door <u>MUST</u> be left open. 			

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	<ul style="list-style-type: none"> To comply with GDPR and to protect all children and staff, there must be no adult or child recording during the session, other than the class teacher. 			
8. Area used in chat by staff member and child	<ul style="list-style-type: none"> The Zoom session must take place in a central area of the house e.g. not bedroom Staff to ensure their background area is free from personal information like family photographs, links to address. No use of inappropriate backgrounds that could cause offence for whatever reason. Class teacher to address issues with any child's background if needed Supporting adults to visually scan each screen shot at earliest opportunity to ensure no use of inappropriate backgrounds that could cause offence for whatever reason. Parents to ensure that the background area is free from personal items like family photos, links to address etc. 			
9. Children to not be in room being used alone	<ul style="list-style-type: none"> Avondale's Covid-19 Use of Zoom Behaviour Agreement has been shared with all parents, highlighting the expectation that an adult will be present in the room during meeting. The adult does not have to stay by their child for the meeting but must ideally be in the room Supporting staff member to also monitor the Zoom session and raise any issues immediately – children may be removed from the session if any inappropriate behaviour as deemed by the teaching team. 			
10. Inappropriate behaviour during Zoom meeting	<ul style="list-style-type: none"> Children's microphones to be muted when not needed – they should be invited to speak rather than a free for all High expectations for behaviour discussed with all children e.g. must be in a quiet environment and appropriately dressed – top and bottom part of the body must be covered. Everyone in the household should be made aware of the session taking place and that they are suitably dressed and do not use inappropriate language in the background. Staff will remove any person from the meeting if the child acts inappropriately or return them to the waiting room for 5 minutes 			
Date completed: 11.01.21	Assessed by: Jane Taylor	Reviewed & updated:		