VILLIERS PRIMARY SCHOOL
INFECTIOUS DISEASES COVID-19 | Online Live Communications
updated 04.09.21 (DM)   version 1.3

*Please note that this is a dynamic risk assessment which will be reviewed daily in line with updated guidance or changes to procedure.

Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	**NO**
Inappropriate conduct, for example grooming, exploitation, explicit language, sextortion or one individual forcing the other to take part in sexual activities or view inappropriate content	Staff Pupils	As per hazard	We have clear procedures in place for reporting concerns during partial closure, and these are set out in our child protection policy, safeguarding policy and eSafety policy. We'll ensure regular monitoring of any 1-to-1 sessions that take place, by having at least two designated members of staff/adults within the meeting. We'll encourage pupils to receive calls in the same room as a family member, and advise pupils not to take calls in their bedroom. We support pupils and their families to spot signs and report concerns of abuse by reminding them how to keep children safe online and letting them know to contact the school's DSL, the NSPCC, the police, MASH or CEOP depending on case if they have concerns about a child, even if they're unsure. [Use our home-school communication resources above to help you do this]	Medium		**N**
Video communication taking place at inappropriate times, for example late into the evening	Staff Pupils	As per hazard	We'll only contact pupils during normal school hours, or at times agreed by the SLT or FLO. We'll set out these times out in our relevant policies which we'll ask staff and pupils to confirm they have read. (8:30am until 4:00pm) Student channels are muted at the end of each day.	Low		**N**

							N
Video communication taking place through inappropriate channels, such as over social media	Staff Pupils	As per hazard	We'll make sure staff, parents and pupils are aware that video communication should only take place through our school's digital education platform. This is set out in the eSafety and Acceptable Use Polices. We'll also clarify this in any other relevant policies such as the safeguarding policy. Where possible, staff will use school devices over personal devices to access our digital education platform. We'll remind staff not to share personal information (such as social media details) with pupils as per the Staff Handbook.	Low			N
False accusations	Staff Pupils	As per hazard	We'll only use our school's chosen digital education platform for all video lessons and video calls. (Microsoft Teams for whole school meetings, secure Zoom meeting for 1-to-1 sessions). We'll keep a record of the date and time of any 1-to-1 sessions, and we'll make sure that staff let another member of staff know if they're going to have a 1-to-1 call with a pupil. We'll ensure regular monitoring of any 1-to-1 sessions that take place, by having designated members of present in the room or on the meeting. (FLO, SLT(SENCO) to oversee). No meetings are recorded. All passwords and any other relevant or required data is store in line with our data retention policy. For more information, see the remote learning policy and the GDPR.	Low			N
Staff and/or pupils viewing or hearing inappropriate content, either in an individual's environment, on their person or on their screen	Staff Pupil	As per hazard	We'll communicate our expectations to staff, pupils and parents in our relevant policies. If staff and pupils have their webcams on, they will be asked to: • Have a neutral background, or background filter applied via the Teams options. • Avoid being situated in their bedroom • Dress like they would for school	Low			N

Hazard	Who	Control	Existing control measures	Risk		
			• Use polite and professional language Additionally, staff will be asked to: • Double check that any tabs they have open in their browser would be appropriate for a pupil to see, if they're sharing their screen Children's accounts are restricted and are unable to activate their webcams. Account settings are checked on a two-weekly basis by our IT technicians and filter scripts run.			
1-to-1 sessions not always being the most appropriate choice of format	Individual Staff Individual Pupils	As per hazard	We'll decide on a case-by-case basis using dynamic risk assessment whether a session needs another adult present, and only run 1-to-1 sessions where both appropriate and necessary. 1-to-1 sessions will need approval by the senior leadership team before taking place. We'll clarify and adhere to staff:pupil ratios in every lesson, including in breakout rooms, so staff, parents and pupils are aware of when 1 staff member might be alone with 1 pupil.	Low		N
1-to-1 sessions not being appropriate for certain members of staff and/or pupils	Individual Staff Individual Pupils	As per hazard	Our leadership team has identified any staff for which 1-to-1 sessions may not be appropriate (for example NQTs) and works to ensure they are not left alone with pupils. If this cannot be avoided, the SLT regularly monitors interactions between these staff and pupils online. Where any vulnerable pupils are learning remotely, our DSL has identified which pupils these are and has put any necessary monitoring into place.	Low		N
Staff and/or pupils recording sessions without the other person knowing and, for example, sharing them online	Staff Pupils	As per hazard	Staff and pupils will adhere to the Acceptable Use Policy by using their Microsoft Teams account. Sanctions are clear if any material is shared online without consent. Children do not have the ability to record meetings to their device under the scripted account settings. Expectations are set at the start of every session using a standardized slide and script to communicate and reinforce message.	Medium		N

Staff not considering all normal child protection procedures when teaching remotely	Staff Pupils	As per hazard	We have a clear procedure for staff to report any safeguarding concerns or disclosures of abuse that they may have observed during a call or lesson using CPOMS and the school-based green form. We'll remind staff of the continued importance of safeguarding within the context of remote education, including staying alert to potential issues, and acting on concerns immediately in line with our procedures.	Low		**N**
Staff and/or pupils behaving inappropriately online, for example: • Sharing explicit content • Bullying/harassing each other	Staff Pupils	As per hazard	We'll set out our expectations, including a zero tolerance for bullying, in our relevant policies (Behaviour Policy, Acceptable Use Policy, eSafety Policy) which we'll ask staff and pupils to confirm they have read by using their Teams accounts. We've configured our digital education platform to limit when pupils can chat during lessons and who they can chat with. All communications via Teams are publically visible and can be traced back by system administrators. We take the measures outlined below to ensure staff, pupils and parents know how to stay safe online. We'll share these resources with staff, pupils and parents: • UK Safer Internet Centre, where they can report harmful content • Educate Against Hate for safeguarding from radicalisation, building resilience to extremism, and promoting shared values • The National Crime Agency's Child Exploitation and Online Protection Command for advice on reporting online abuse	Low		**N**
Certain teachers not understanding how to behave appropriately online	Staff Pupils	As per hazard	We'll make sure all staff have read and understood annex C of Keeping Children Safe in Education as part of our Safeguarding Training (delivered September 2020).	Low		**N**

			Our senior leadership team has identified which staff need more support here and provides regular opportunities to brief these staff on appropriate online behaviour.			
			Through monitoring, senior leaders regularly check in during 1-to-1 or small group sessions to ensure staff are behaving appropriately.			
			Staff understand how to use the privacy features on our digital education platform. Regular CPD is given.			
Parents and pupils not knowing how to keep pupils safe online	Staff Pupils	As per hazard	Our home-school communication includes materials that help parents keep their children safe online.	Low		**N**
			We monitor staff lesson plans to ensure that they regularly remind pupils of online safety principles.			
			We'll direct parents to the DfE's guidance for parents and carers to keep children safe online.			