Video lessons: risk assessment

This Risk assessment is informed by:

›   The advice from schools, experts and the NSPCC which we've also referred to in our guide to safeguarding during remote learning

›   Guidance from the DfE on keeping children safe online in annex C of Keeping Children Safe in Education and Safeguarding and remote education during coronavirus

Additional resources for staff to develop confidence to teach remotely, and find out how to track the quality of these sessions

›   Remote teaching: tried and tested ways to develop staff expertise

›   How to track the quality of your remote teaching: strategies and templates

›   Remote learning: how to make your own YouTube videos for effective teaching

HAZARD	CONTROL MEASURES	PERSON RESPONSIBLE	ADDITIONAL NOTES
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	We have clear procedures in place for reporting concerns during partial closure, and these are set out in our child protection policy and the Child Protection Policy and Procedures, addendum (V2]. We'll ensure regular monitoring of any 1-to-1 sessions that take place, by having designated members of staff drop into these regularly Staff who plan to engage in 1:1 virtual sessions, are requested to agree the merit of this with ML/SLT and then once approved, communicate with selected colleagues with an 'invitation' to join. Circumstances that inform a 1:1 such as poor attendance, will inform the need for invitations to be sent to pre-arranged support/line management. In either scenario, staff are to let the student know that at any time, another member of staff may join the session We'll encourage students to receive calls in the same room as a family member and advise pupils not to take calls in their bedroom. We support students 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 PCH/TST (DSL/Deputy DSL) if they have concerns about a child, even if they're unsure.	PCH All Teaching staff/Middle and SLT	Shared with staff electronically and attached to School website This section is reinforced in procedures linked to Online safety addendum policy promotion and linked student/parent communication

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Video communication taking place at inappropriate times, for example late into the evening	We'll only contact students for video communication during normal school hours (8.30-4.30). We'll set out these times out in our remote learning policy, which we'll ask staff, parents and students to read them	All staff DMC	Compliant with remote learning policy
Video communication taking place through inappropriate channels, such as over social media	We'll make sure staff, parents and students are aware that video communication should only take place through our school's digital education platform – Microsoft Teams. We'll also clarify this in our Remote Learning 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 students.	SLT (PCH/DMC)	Compliant with remote learning policy

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False accusations	We'll only use our school's chosen digital education platform for all video lessons and video calls.		
	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 student.	CDO – supported by all staff involved in live sessions	
	We'll ensure regular monitoring of any 1-to-1 sessions that take place, by having designated members of staff drop into these regularly Staff who are to engage in 1:1 virtual sessions, are requested to approve (via immediate ML/SLT line management) and then notify selected colleagues with an 'invitation' to join.	All Teaching staff/Middle and SLT	
	Circumstances that inform a 1:1 such as poor attendance, will inform the need for invitations to be sent to identified (pre-arranged) colleagues/line management as appropriate. In either scenario, staff are to let the student know that at any time, another member of staff may join the session	CDO – supported by all staff involved in live sessions	
	CDO will keep a central record of all 1:1 live session's and store them in line with separate policies.		
	Any member of staff who has been in a 1:1 live session, must either:	All staff involved in live sessions	
	• Access the record via the link 1:1 Session Information and populate the document, or • Email CDO with the Date and time of the session, the names of those colleagues invited to attend, and the name and year group of the student involved, or alternatively the participants list from the teams session		
	If teachers/leaders plan to record sessions, this should be communicated clearly:		
	• To parents and students, to ensure		

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Staff and/or students viewing or hearing inappropriate content, either in an individual's environment, on their person or on their screen	We'll communicate our expectations to staff, students and parents in our relevant policies which we'll continue to promote with parents, staff and students During video lessons where staff and students could have their webcams on, they will be asked to: • Have a neutral background, if possible • Avoid being situated in their bedroom • Dress appropriately • Use polite and professional language • Avoid direct observation/attendance of uninvited participants, such as wider family members Additionally, staff will be asked to: • Double check that any tabs they have open in their browser would be appropriate for a student to see, if they're sharing their screen	Teaching staff – who will routinely remind all students at the beginning of each session	
1-to-1 sessions not always being the most appropriate choice of format	We'll decide on a case-by-case basis 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 relevant Middle/Senior leadership link before taking place. We'll clarify and adhere to staff/student ratios in every lesson, including in breakout rooms, so staff, parents and students are aware of when 1 staff member might be alone with 1 student.		

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1-to-1 sessions not being appropriate for certain members of staff and/or students	Our leadership team has identified any staff for which 1-to-1 sessions may not be appropriate. (School Direct and NQTs for example will be supported to ensure they are not left alone with students. School Direct candidates are to invite their mentor and/or the linked teacher of the class to live sessions. NQT's should routinely communicate with LTH for advice re invitees Similarly, staff are aware of specific students who should not be supported on a 1:1 basis. Where there is a risk of a session becoming 1:1 with named students – the invited colleague must be aware that attendance is not optional. Where vulnerable students are learning remotely, our DSL's/LAC lead/Pastoral Middle Leaders have identified which students these are and will monitor their video sessions with regular pre-arranged drop in's.	LTH to ensure appropriate measures are in place HOY to circulate information All teaching staff/ML/SLT PCH/TST/JLE and HOY	Contained in student Classcharts provisions – Risk assessments/Behaviour Management Plans and/or Robins, as appropriate
Staff and/or students recording sessions without the other person knowing and, for example, sharing them online	Staff, parents and students are fully aware of our expectations, linked to our published Online Safety Addendum Policy (V1), this Risk Assessment and the Remote Learning Policy. They understand the sanctions involved if any material is shared online without consent.	SLT/T&L team	

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Staff not considering all normal child protection procedures when teaching remotely	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. 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.	PCH - ongoing	
Staff and/or students behaving inappropriately online, for example: • Sharing explicit content • Bullying/harassing each other • Outsiders invited by students to attend lessons	Our expectations, including a zero tolerance for bullying, are set out in our relevant policies that are routinely promoted with staff and students. We've configured our digital education platform to limit when pupils can chat during lessons and who they can chat with and staff have been trained to manage settings effectively, including how to admit attendees and avoid inappropriate external attendees. We take the measures outlined below to ensure staff, students and parents know how to stay safe online. These resources are regularly shared/promoted with staff, students and parents and are placed on our school website: • 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	PCH SSM AHP – via ongoing CPD flash publications PCH as DSL and SLT link to E-safety policy and procedures	Covered in Safeguarding and behaviour policies and addendum's and the online safety addendum policy

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Certain teachers not understanding how to behave appropriately online	We'll make sure all staff have read and understood annex C of Keeping Children Safe in Education. Our senior leadership team has provided clear guidance to staff on appropriate online behaviour. Middle and 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.	PCH SLT	Procedurally compliant – Sept 20, including updates CP policy documentation
Parents and students not knowing how to keep students safe online	Our home-school communication includes materials that help parents keep their children safe online. We monitor staff lesson plans to ensure that they regularly remind students of online safety principles. We'll direct parents to the DfE's guidance for parents and carers to keep children safe online.	PCH as DSL ML/SLT	Frequent promotion of advices and publication to website Actioned and available on the website