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| **VIDEO GROUP CONTACT WITH CHILDREN RISK ASSESSMENT** |

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| **Location / Site** |
| Teacher’s home or Buckminster School |
| **Activity / Procedure** |
| ZOOM MEETING WITH CLASS/CHILDREN AND WHOLE SCHOOL ASSEMBLIES |
| Date amended |
| 6th January 2021 |
| **Assessment date** |
| March 2021 |

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| **Identify hazard** | | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards | | |
| **Lack of supervision on the internet by parents** | | | | |
| **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 | | |
| 1. Parents asked to make themselves known to the host and asked to stay next to child for the meeting. 2. Parents asked to login for the child using the two stage authentication | | | | |

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| **Identify hazard** | | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards | | |
| **Members of the public attending – non-invited guests** | | | | |
| **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 | | |
| 1. Parents asked to change the name of the attendees to the child’s name when joining the meeting 2. Waiting room used – one attendee is accepted at a time. Parent and child must be present when in waiting room and teacher verifies the child is the child we are expecting 3. The meeting ID and the PASSWORD is sent via email to the parent 4. The meeting is closed 5 mins after the start time of the meeting | | | | |

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| **Identify hazard** | | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards | | |
| **Parents not being aware of the risks of using Zoom** | | | | |
| **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 | | |
| 1. Send parental internet guide specifically concerning Zoom   <https://www.saferinternet.org.uk/blog/what-%E2%80%A6-zoom-guide-parents-and-carers#How%20Zoom%20works>   1. Set out clear expectations for parents concerning their role in keeping the children safe 2. Parents asked to ensure children are dressed appropriately. 3. Parents told to ensure meeting is taking place in public space i.e. the living room / dining room – not child’s bedroom | | | | |

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| **Identify hazard** | | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards | | |
| **Children acting inappropriately whilst on Zoom call** | | | | |
| **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 | | |
| 1. HT / DSL/SLT present on all class Zoom calls – in safeguarding role 2. Children will be muted and unmute permission removed for all users 3. HT/SLT will remove any child from the meeting if the child acts inappropriately or return them to the waiting room for 5 minutes 4. Parents requested to remove child from the meeting – LEAVE MEETING if child behaves inappropriately | | | | |

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| **Identify hazard** | | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards | | |
| **Adult or other children acting inappropriately by accident or deliberately.** | | | | |
| **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 | | |
| 1. HT / DSL may be present on class Zoom calls – in safeguarding role 2. Children will be muted and unmute permission removed for all users 3. HT or class teacher will remove any person from the meeting if the child acts inappropriately or return them to the waiting room for 5 minutes | | | | |

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| **Identify hazard** | | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards | | |
| **Parents making judgement about each other’s homes** | | | | |
| **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 | | |
| 1. Parents suggested to ensure nothing in the background they do not want others to see – blank wall | | | | |

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| **Identify hazard** | | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards | | |
| **Illegal or inappropriate content in the houses of the children** | | | | |
| **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 | | |
| 1. HT/DSL/SLT may be in meetings and will remove any family from the meeting if this is necessary 2. Check will be made when accepting children into the meeting and message sent to parent via text if necessary. 3. Safeguarding procedures started if concerns raised | | | | |

**ZOOM CLASS MEETING INSTRUCTIONS AND REQUIRMENTS FOR PARENTS**

* **Read the following safety guide for parents concerning ZOOM**

<https://www.saferinternet.org.uk/blog/what-%E2%80%A6-zoom-guide-parents-and-carers#How%20Zoom%20works>

* Receive the meeting details of class ZOOM meeting via email (school email service)
* Receive the password for class ZOOM meeting via email
* Join meeting <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>
* Change attendees name to your child’s name – we know it is you then in the waiting room. Ensure you are present for the whole meeting, in the same room and we will check this when your child is invited to the meeting from the WAITING ROOM
* Change the background if you can or make sure there is a blank background, or anything behind your child you are happy for all other parents to see.

<https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>

* Ensure your child is clothed appropriately – as they would be for a non-uniform day here in school ☺
* Explain to your child they will be in a waiting room at first until Class teacher invites them. This might take a while as each person has to be invited in one at a time and we have to check they are who they say they are. Ensure you child is present when invited from the Waiting Room and video is switched on – we will be using old style FACE RECOGNITION! ☺
* Please ensure you have logged on 5 minutes before the scheduled time and entered the waiting room as the meeting will be closed 5 minutes after the scheduled time and no one can enter the meeting or the waiting room once the meeting is closed.
* Ensure you know how to leave the meeting so you can leave the meeting if your child starts to behave inappropriately or someone enters the shot who is not dressed appropriately or is behaving inappropriately.
* Explain that Class teacher will send anyone out of the meeting who is behaving inappropriately, without any warnings.
* Explain to your child Class teacher will be in charge of the sound for everyone and will unmute you when it is your turn to talk. They will not need to unmute themselves and they should not. Most of the time everyone but the class teacher or one person at a time will be muted.