



Risk Assessment for Livestreaming school content

Risk	Mitigation
Inappropriate behaviour or conduct from adults	<ul style="list-style-type: none"> • Clear expectations in staff professional values; remote learning protocols and remote learning policy. • Remote learning protocols remind parents to be appropriately dressed and ensure their behaviour and conversations are appropriate. • Teachers have clear guidance in remote protocols about adhering to usual professional conduct. • A second adult may be present as per 'face to face teaching' but this is not always needed.
Inappropriate behaviour or conduct from children	<ul style="list-style-type: none"> • Clear guidelines in the Parent Protocols for expected online behaviour • School behaviour expectations still apply. • Teacher can mute or remove the child from the classroom if needed. • Remote Learning Protocols state that parents must be present in the live sessions and monitoring their child's behaviour.
Unauthorised recording by pupils, parents, or staff	<ul style="list-style-type: none"> • Remote learning protocols state that participants must not record or take screenshots of the assembly/lesson, the host or of other participants. • The staff member leading the live session will record the session and may store it as per our guidelines if necessary. • Parents or pupils must not share the zoom link/Google Classroom links with anyone other than the pupils who should be accessing the assembly/lesson.
Unauthorised sharing of content	<ul style="list-style-type: none"> • Remote learning protocols state that participants must not record or take screenshots of the assembly/lesson, the host or of other participants. • If staff were made aware that this has had occurred, the individual would be asked to delete the copy immediately.
Inappropriate contact with pupils outside lesson time	<ul style="list-style-type: none"> • Online live sessions will only occur as planned with the parent. • The lead member of staff will ensure that the children has logged off before the staff member leaves by ending meeting for all. • If the staff member's internet connection drops out, parents must ensure pupils log out immediately and try to re-join the meeting allowing the teacher to re start it. All parents will be informed of this via information on the website, a text and reminder from SLT leader.



<p>Inappropriate contact with pupils in a different account or a different platform</p>	<ul style="list-style-type: none"> • Staff will only use Google Classroom or Zoom for live teaching. Staff and pupils will only use their school email accounts. • If pupils attempt to make contact via other platforms the class teacher will email the parent and remind them of protocols. If a child raises a safeguarding concern using a different platform the concern will be logged by staff following our Safeguarding policy and dealt with by the DSLs. • If a child emails a teacher, the Headteacher will be copied in to all responses.
<p>Inappropriate language in chat function</p>	<ul style="list-style-type: none"> • Unless needed in the lesson or assembly, chat functions will be turned off by teachers. If they are used, they will be actively monitored and at the end of the session, cut and paste will be used to save a record of these, and to monitor the use of the facility. • Any children using the function inappropriately will be muted.
<p>Inappropriate dress, conduct, or location</p>	<ul style="list-style-type: none"> • Remote Education Policy and Remote Education Protocols require staff to be professionally dressed and in a quiet and suitable location. Pupils are requested to be appropriately dressed and adults likewise. Children are requested to be in a suitable location (not a bedroom or bathroom). • Normal school behaviour expectations are applied.
<p>Unauthorised people invited into the video call</p>	<ul style="list-style-type: none"> • Participants will be invited to the call via an email to the parents email address. This is a private email and parents are told not to share it. • Participants will only be allowed in if their name is recognised (child's own full name). Parents are asked to ensure they log out of their own accounts and log the child in under their name. • Children's camera's will be on to allow staff to identify pupils. • If any unknown user tries to join the teacher will remove them from the call.
<p>Unauthorised people crashing into video call</p>	<ul style="list-style-type: none"> • Remote protocols remind parents that 'Your child will only be allowed to join the assembly/lesson if they use their full name; Participants must keep their cameras on and be visible on screen for the duration of the assembly/lesson.' • A second member of staff monitors children while the lead adult is teaching to ensure no authorised participants are present.
<p>Unauthorised streaming to another platform</p>	<ul style="list-style-type: none"> • Parents are told via remote learning policy and protocols not to record sessions and not to share log on details with any other user.



<p>Unauthorised streaming to the wider public</p>	<ul style="list-style-type: none"> • Remote learning protocols make clear that parents or pupils must not share the zoom link/Google Classroom links with anyone other than the pupils who should be accessing the assembly/lesson.
<p>Data breach. For example, showing pupils on camera without permission, sharing personal data</p>	<ul style="list-style-type: none"> • By entering the call, parents are giving consent to be part of the session. • Names appearing are 'industry standard' and part of a closed group, parents are clear that their child must display their full name. • Personal data will not be shared 'live' by teachers and the GDPR policy will be followed. • Birthday celebrations will say 'birthday this week' not give the day.
<p>Data breach showing confidential information whilst online</p>	<ul style="list-style-type: none"> • Teachers/ staff leading sessions will ensure that no confidential data is in the background whilst live teaching. • Teachers will ensure that no confidential data is on their screen whilst screen sharing.
<p>Unauthorised sharing of inappropriate content via share screen</p>	<ul style="list-style-type: none"> • Teachers / staff leading sessions will adhere to professional standards and only access appropriate content. • All live sessions will be using school machines with appropriate filters. • Before screen sharing teachers will ensure all web pages that are not needed are closed and only documents needed for the session are open. • A second member of staff will be in the session to monitor.
<p>Unauthorised lessons that SLT are unaware of</p>	<ul style="list-style-type: none"> • All teachers must inform the SLT lead when planning and carrying out sessions. • A second adult must be present online or in the same room as the teacher/ staff leader in all sessions. • Sessions may only occur between 9am and 3pm unless with prior permission from the SLT lead.
<p>Pupils accidentally being online early or afterwards without staff being aware</p>	<ul style="list-style-type: none"> • Waiting room is enabled, so children can only join the session once the SLT lead lets them in. • Staff will end session for all to make sure children are not left online unsupervised.
<p>Unauthorised chats or video whilst monitoring adult is offline</p>	<ul style="list-style-type: none"> • Protocols ask parents and pupils to log off immediately if the adult loses connection; they can then re-join when the teacher/ lead adult lets them. • Children can only enter the session once the lead adult allows them, and will be forced off the session once the adult ends it. • Parents are requested to supervise.



<p>Use of livestream platform by unauthorised staff or untrained staff</p>	<ul style="list-style-type: none"> • Only authorised staff have Google classroom log-ins. • Only authorised staff can invite pupils to sessions. • All staff must have training and permission from their SLT before leading sessions. • A second member of staff must be in the room or in the online session at all times.
<p>What action is to be taken if a disclosure or concern is raised by pupil whilst online?</p>	<ul style="list-style-type: none"> • Staff will follow the safeguarding policy. • Staff will endeavour to find a way to listen to the child (ensuring another adult is with them when they do this). • Staff will seek advice from the DSLs if unsure.
<p>How will concerns be raised about any livestream issues by pupils, parents or staff witnessing?</p>	<ul style="list-style-type: none"> • Remote protocols state that 'If a participant becomes aware of the breaking of these rules, or of any other poor behaviour online from others, they must report this to their class teacher as soon as possible'. • Any concern from a parent or staff member must be emailed to the class teacher and SLT leader. These will be forwarded to the Headteacher. <p>Live sessions may be recorded. They may be backed up on the school network in the 'Live teaching folder' on a separate drive, if any safeguarding issues arise, so the video can be reviewed. Teachers will make the decision if this is needed. Data protection: a toolkit for schools' (DfE, 2018) suggests four 'tiers' of retention:</p> <ul style="list-style-type: none"> • Tier 1: Short term – date of first recording plus 1 month • Tier 2: Medium Term – 1 year • Tier 3: Long Term – 5 years • Tier 4: Very long term – until pupil is 25 years of age or older <p>All recorded live lessons will be stored at Tier 1.</p>
<p>Concerns about sessions should be self-reported. How should this be done?</p>	<ul style="list-style-type: none"> • Any concerns about a live session should be self-reported immediately by the teacher/ lead adult concerned to the SLT lead and Headteacher.