

Activities Covered by this Assessment	Recording live lessons		
Site Address / Location	Maplewell Hall School, Woodhouse Eaves, LE129QY	Department / Service / Team	Teaching and Learning
Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity Homeworking and DSE risk assessments are completed separate to this risk assessment			

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done ?
Recording / sharing images / video of children	Risk that images / video of children during recorded lessons could be shared outside of the school arena.	<ul style="list-style-type: none"> Recording of video conferencing should only take place if it is deemed beneficial to the wellbeing and education of the class. Alternatives should be considered such as; limited use of video which is not recorded, only teacher's video is visible during the recording. Ensure that a senior member of staff is aware that the online lesson is taking place and that it is being recorded, and for what precise purpose. If other student's visible parental consent must be given before images shared. 			L	- All live lessons will be conducted on a school device and may be recorded by the teacher for safeguarding reasons.						

		<ul style="list-style-type: none"> • At all times, unless directed otherwise by the teacher, students' microphone function must remain switched off. • During a live lesson, students will be able to hear and/or see teachers. Students should not be able to use their cameras. • Where video sharing is permitted school to implement an acceptable use policy, which is in line with the terms of use relating to the collaboration platform, which may include; • Students will be able to communicate with the teacher through the typed chat function. • As part of a live lesson, students might be asked to turn on their camera or microphone, but there is no obligation for students to do so • All staff and children must be wearing appropriate clothing during the lesson • Background of the video must be appropriate, care taken if videoing in bedroom, blur background. Shared space should ideally be used. 												
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		<ul style="list-style-type: none"> • Make sure background space is child-friendly, ensuring nothing inappropriate is on display. • Audio mute should be used by staff and children when not speaking to minimize risk of background sound. • No screenshotting or recording on third party device is permitted • Video must be turned off if suitable background cannot be found. • Use of blurred background feature to be used if a neutral background cannot be found. • No alcohol/tobacco/vaping consumed/used or visible during the video. • Staff must not; <ul style="list-style-type: none"> ○ Conduct a remote lesson with pupils outside of the operating times defined by senior leaders and vice versa. • When recording or streaming lessons teachers must be aware that other tabs that are open in browser need to be appropriate for a child to see, when sharing their screen 													
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		<ul style="list-style-type: none"> • Teachers to use professional language • Take or record images of pupils for their personal use. • Record virtual lessons or meetings using personal equipment (unless agreed). • Engage online while children are in a state of undress/semi-clothed. • All staff and children must be made aware of and agree to the acceptable use policy. • Children and parent/carer <ul style="list-style-type: none"> ○ must be made aware of and agree to the 'Home School Agreement for the Safe Use of Google Classroom' • If possible Parent/carer are asked to be able to check in with their children during the live lessons 												
	<p>Video / images /audio of inappropriate behaviour could be captured on video or mic and shared. Inappropriate</p>	<ul style="list-style-type: none"> • All staff and children must be made aware of and agree to the acceptable use policy, which covers issues such as dress code and background. • It is the responsibility of the staff member to act as a moderator; to outline 			L	<ul style="list-style-type: none"> - If possible two staff members present on the live conference, one to monitor the recording. - Videos should only be stored on school electronics 								

Recording and sharing of inappropriate behaviour	behaviour could include confidential conversations, child/adult in a state of undress, swearing etc.	<p>acceptable behaviour at the outset, raise any issues or suitability with the child / parent immediately and end the online interaction if necessary.</p> <ul style="list-style-type: none"> • If inappropriate behaviour is captured teacher must stop recording immediately. Video must be edited or deleted to ensure inappropriate behaviour is not shared and inappropriate images/audit must be reported and deleted. 				<ul style="list-style-type: none"> - Any pupil who behaves inappropriately during live lessons will be removed from the lesson and may be excluded from future live lessons and parent/carer will be contacted. 								
False allegation of inappropriate behaviour.	Risk that teacher could be subject to a false allegation.	<ul style="list-style-type: none"> • Staff to consent to Acceptable use policy and Remote Learning Contingency Plan • Only scheduled lessons to be recorded. • Staff not to take part in video conferencing with children or parents on personal devices. • Teacher to stop recording / video conference immediately if inappropriate behaviour is recorded. • Incidents must be reported following local procedures. • Prevent one to one situation unless approved by SLT in specific circumstances. Request that a parent is present in the 			L	<ul style="list-style-type: none"> - If virtual meeting cannot occur with 2 members of staff available within the lesson, or when Therapist sessions take place where 1 member of staff may be working with a small group of students, lessons should be recorded. These videos are not for release but are to support safeguarding. 								

		room for the duration or ask a colleague or member of the SLT to join the session.												
Recording images of looked after children	Risk that an image or video of a looked after child (who should not be found) could be shared which identifies their location.	<ul style="list-style-type: none"> School to be aware of who must not be identified on camera and video if a child must not be recorded. Consent must be gained before sharing images of any child. All staff and children must agree to the acceptable use policy. 			L									
GDPR	Risk that data protection laws are breached. Personal and physical security may be compromised.	<ul style="list-style-type: none"> Privacy notice to be put in place and made available to parents / carers to make their own decision on whether they are comfortable for their child to take part Recording is only kept for as long as it is necessary. Recording is kept secure and password protected. Recording remain the intellectual property of the school and must not be recorded, shared online via social media or otherwise in any format 												

		<ul style="list-style-type: none"> Control who has access to the recording. Collaboration platform aligns to GDPR principles described in the School's privacy policy. Make sure that no personal details are displayed, including information that may identify your home address or contact details. Report any GDPR breaches. 											
<p>Poorly organised invitation and meeting set up on Google Meet</p>	<p>Uninvited or unwanted visitors to the recording</p>	<ul style="list-style-type: none"> Ensure safety measures applicable to the collaboration platform in use are adhered to e.g.: Teachers to schedule meetings in Google Classroom every time they plan a live lesson Links to virtual meetings are send on 'Stream' in Google Classroom after teachers start lessons Do not allow screen sharing by pupils/students Ensure that suitable and sufficient software settings are applied 				<ul style="list-style-type: none"> Teachers stay in the meeting for that period after all the students have left, and then close the meeting. Teachers remove the link from the main 'Stream' area on Google Classroom page after the virtual meeting 							
<p>Poorly organised invitation and meeting set up</p>													

<p>Unsafe or unintended uploading of videos and photos</p>	<p>Chance that inappropriate material is shared leading to complaints and/or disciplinary action and investigation</p>	<ul style="list-style-type: none"> • Make parents/carers aware that children can upload videos/photos and make sure young people have parent/carer permission before uploading content • Be sure to triple check that the video/photo is suitable to display before uploading to make sure it is the correct video or photo. • Report any cases of inappropriate material being shared. 	<p style="background-color: red; color: white; text-align: center;">L</p>	<p style="background-color: green; color: white; text-align: center;">L</p>	<p style="background-color: yellow; color: black; text-align: center;">L</p>										
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To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

<p>During this activity, what could go wrong resulting in an emergency situation?</p>	<p>Information and data could be shared in breach of schools' policies and procedures, safeguarding rules and regulations.</p>	
<p>How could this emergency situation be prevented / controlled?</p>	<p>Acceptable use policy to be followed. Staff to use only approved devices.</p>	
<p>Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?</p>	<p>Close the video immediately. Tell parents/those concerned that an incident has occurred. Report to the police locally if incident is of a criminal nature. Report to [safeguarding team/insert team/s] to log the incident and the team to arrange to provide support to those affected.</p> <p>Staff to follow safeguarding training and local procedures where required.</p>	
<p>Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?</p>	<p>Staff must ensure they are familiar with the equipment and collaboration software they are using to prevent any mishaps.</p>	

Risk Assessor (s) Name(s):	Kasia Glinka	Risk Assessor(s) Signature (S):	
Authorised By:		Authoriser Signature:	Initial
Date Conducted:	February 2021	Date of Next Review:	
		Date of Review:	
		Date of Review:	
		Date of Review:	
		Date of Review:	

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
		Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.

Likelihood of Harm Occurring

Risk Rating Definitions

Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.