

Live online lesson risk assessment

The Priory School

Assessment conducted by: M Flatt	Job title: Headteacher	Covered by this assessment: Pupils, parents, carers and staff
Date of assessment: 10/01/2020	Review interval:	Date of next review: 10/01/2021

Related documents

Live Online Lesson Policy, Online Safety Policy, Staff Code of Conduct, Child Protection and Safeguarding Policy, Pupil Code of Conduct, Technology Acceptable Use Agreement – Staff, Technology Acceptable Use Agreement – Pupils, Remote Learning Policy, Data Protection Policy, Health and Safety Policy, Behaviour Policy, Accessibility Policy, Special Educational Needs and Disabilities (SEND) Policy, Attendance and Absence Policy, ICT Acceptable Use Policy,

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	M	<ul style="list-style-type: none"> • [Updated] All staff and pupils are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Child Protection and Safeguarding Policy - Data Protection Policy - Code of Conduct - Online Safety Policy - Remote Learning Policy - [New] Live Online Lesson Policy - [New] Behaviour Policy - Accessibility Policy • All staff have due regard for relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - Data Protection Act 2018 - The General Data Protection Regulation (GDPR) - Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction - DfE (2020) 'Guidance for full opening: schools' - DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)' - DfE (2020) 'Keeping children safe in education' - DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years' - DfE (2020) 'School attendance: guidance for schools' - DfE (2020) 'Remote education good practice' • The headteacher and DSL review this risk assessment weekly to ensure it addresses the school's circumstances and remote learning approach. • The governing board ensures that online safety training for staff is integrated, aligned and considered as part of the school's overarching safeguarding approach. 	Y	Headteacher and Computing teacher	28/01/2020	L

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		<ul style="list-style-type: none"> The <u>governing board</u> schedules a review of this risk assessment <u>annually</u>. Parents and pupils are made aware of the risks associated with live online lessons and the measures in place to mitigate them. The school provides parents and pupils with online safety information prior to the commencement of live online lessons via <u>letter</u>. The <u>SENCO</u> is consulted to aid the live online lesson provision for pupils with <u>SEND</u>. In collaboration with the <u>governing board</u>, the headteacher ensures that the school's live online lesson arrangements follow the legal obligations regarding remote education, as outlined in the Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction, and the school's <u>Remote Learning Policy</u>. 				
Systems and technology	L	<ul style="list-style-type: none"> Staff and pupils are told to only download software from a trusted source, e.g. Apple App Store, Google Play or the provider's official website. The <u>ICT technician</u> researches the providers the school uses for live online lessons, taking into account ease of use, privacy measures and suitability for the purposes of live online lessons. Where necessary, they refer to government-approved resources, e.g. from the <u>National Cyber Security Centre (NCSC)</u> and from the <u>SWGfL at the UK Safer Internet Centre</u>, when selecting their recommended providers. Teachers review the DfE's list of <u>online education resources</u> and utilise these resources as necessary. The school ensures that the live online lesson provision expected from staff is accessible to staff with additional needs which may be impacted by the online format, e.g. staff who are visually impaired. Staff ensure privacy settings are adjusted appropriately on the provider's site or application. 	Yes			

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		<ul style="list-style-type: none"> • Staff ensure their live lesson service account is protected with a strong password – autosaving passwords is not permitted. • Staff test the service before conducting their first live lesson using the ‘test’ function, if applicable. Staff ensure they understand how to mute the microphone and turn off the camera before their first live online lesson. • Staff understand what features are available through the system, e.g. recording calls, sharing files or screensharing, and how to operate these features. • The school ensures all pupils due to attend live online lessons have access to equipment which will enable them to participate, e.g. a laptop and internet access. • Staff ensure streaming and online chat functions are disabled for pupils. • For aspects of the curriculum which are difficult to deliver through online provision, e.g. science experiments, teachers consider using video demonstrations accompanied by supporting explanation. • For live online PE lessons where replicating in-person teaching is difficult to achieve, teachers consider using video demonstrations accompanied by supporting explanation. Pupils are encouraged to take regular physical exercise to maintain fitness. 				
Safeguarding	L	<ul style="list-style-type: none"> • Staff always have due regard for the school’s Child Protection and Safeguarding Policy whilst carrying out live online lessons. • The planning of live lessons is always carried out in conjunction with the school’s DSL. • The school ensures the system used for live online lessons does not have a minimum age requirement above the age bracket of pupils attending the lesson. • Pupils are reminded not to share private information through the live online lesson system. 	Yes			

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		<ul style="list-style-type: none"> • Pupils are reminded not to respond to contact requests from people they do not know when using systems for live lessons. • Pupils are made aware of the reporting lines, should they see or hear anything inappropriate during live lessons. They are provided with the contact details of the DSL to report any concerns. • Staff ensure all video and phone calls are not set to public, and meetings are protected with passwords. Meeting links and passwords are not posted publicly. • Support staff are on hand to supervise and handle any sudden changes or developments that may occur during the live online lesson. • Staff are reminded of their safeguarding obligations and report any incidents or potential concerns in line with the school's Child Protection and Safeguarding Policy. • Parents are informed of what pupils are expected to do for a live online lesson, including the websites pupils will be asked to use and the school staff pupils will interact with online. • The school communicates the importance of online safety to parents, and encourages parents to set-appropriate parental controls on digital devices and use internet filter to block malicious websites. The school informs parents of the government-approved resources on child online safety to support parents further. • Staff are sensitive to the needs of any pupils who may be sensitive to certain topics or issues that may arise during live online lessons. 				
Personal data	L	<ul style="list-style-type: none"> • Staff have due regard for the school's Data Protection Policy at all times whilst conducting live online lessons. • The school obtains consent from parents for any online lessons via letter. 	Yes			

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		<ul style="list-style-type: none"> The school obtains consent from parents if any images or identifying information about any pupil may be used during the live online lesson via letter. The school communicates to parents the details of how to access the live online lesson and any additional information regarding online learning to parents. Pupils are provided with a school email address and login for the chosen live online lesson platform to ensure no personal email addresses or usernames are used. Staff ensure data is only transferred between devices if it is necessary to do so for the purposes of live online lessons. Any data transferred between devices is suitably encrypted – where this is not possible, other data protection measures are in place. When recording a live lesson is necessary, prior permission from parents is obtained in writing via letter and all members of the live lesson are notified via email before the lesson commences, and again once they have joined the live online lesson before recording commences. 				
Pupil conduct	M	<ul style="list-style-type: none"> The school provides pupils with a copy of the Code of Conduct to ensure they understand their responsibilities with regard to conduct during live online lessons. The school ensures that pupils sign and return the Technology Acceptable Use Agreement – Pupils prior to taking part in live online lessons. Pupils are reminded that they should take part in live online lessons in an appropriate setting, e.g. a quiet space with a neutral background. Pupils are provided with a copy of the Remote Learning Policy and are expected to adhere to the measures outlined within it. Pupils are reminded not to record live online lessons. 	Yes			

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		<ul style="list-style-type: none"> • Pupils are reminded not to speak during live online lessons unless they are prompted to do so or have a question. • Pupils are reminded that they should report any technical issues to their teacher as soon as possible, using a parent's device if they cannot access their own technology. • Pupils are reminded to adhere to the school's Behaviour Policy at all times during live online lessons, as they would during a normal school day. • Pupils who breach the code of conduct will be disciplined in line with the school's Behaviour Policy. 				
Staff conduct	L	<ul style="list-style-type: none"> • Staff are aware of the requirements set out in the Staff Code of Conduct and ensure they understand their responsibilities with regard to conduct during live online lessons. • The school ensures that staff read, sign and return the Technology Acceptable Use Agreement – Staff prior to commencing live online lessons. • Staff only use school-provided email addresses to communicate with pupils. • Staff only use school-owned devices for conducting live online lessons, where possible. • Staff do not share personal information whilst conducting live online lessons. • Staff conduct live online lessons from an appropriate location – either the classroom, or if this is not possible, from a quiet area in their home which has a neutral background. • Staff communicate with pupils within school hours as far as possible (or within hours agreed with the school to suit the needs of staff). • Staff only communicate and conduct live online lessons through channels approved by the SLT. 	Yes			

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		<ul style="list-style-type: none"> Staff do not commence online lessons until at least one other member of staff is in the live lesson 'room', and not without confirmation that at least one other colleague is aware that the live online lesson is taking place. Staff keep a log of what happens during the live online lessons, e.g. behavioural issues or technical glitches, and ensure this is properly documented and communicated. 				
Pupils with SEND	L	<ul style="list-style-type: none"> The school ensures pupils with SEND receive additional support with live online lessons where needed, e.g. from an additional member of staff within the online lesson. Staff are sensitive to the needs of any pupils with SEND that may be affected by having the live online lesson online, e.g. not having live access to their usual support. The SLT, SENCO and relevant teacher consider whether one-to-one lessons are appropriate in some circumstances for pupils with SEND. Additional measures are considered for pupils with SEND to mitigate the risk of pupils falling behind their peers in terms of education, e.g. text transcripts being used in video lessons. 	Yes			