

*Together unlocking the potential of every child; inspiring children and changing lives.*

## RISK ASSESSMENT - CONNECTING WITH CHILDREN REMOTLEY USING TEAMS

<b>Name completing form: Michelle Munday</b>	<b>Date: 07.01.21</b>	<b>School: Beaupré Community Primary School</b>
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<b>Education: Identified risks / vulnerabilities:</b>	<b>0-4</b>	<b>Education : Action to mitigate risk</b>	<b>Reduction value 0-4</b>	<b>Other factors to consider</b>	<b>Total Risk score 0-4</b>
1 Children exposed to other adults (not family members).	4	<ul style="list-style-type: none"> <li>An adult must oversee their child/ren on the Teams meeting</li> <li>Sound should be muted for both pupils and staff if other children in the household become unsettled or cause a disruption.</li> </ul>	3	Ensure 'Terms of use' are emailed to all staff and parents and are available on the school website.	1
2 Children giving out sensitive information e.g. where they live.	4	<ul style="list-style-type: none"> <li>An adult must oversee their child/ren on the Teams meeting</li> <li>Sound must be muted for both pupils and staff if other children in the household become unsettled or cause a disruption.</li> </ul>	3	Ensure 'Terms of use' are emailed to all staff and parents and are available on the school website.	1
3 Stranger danger – Other adults not connected with school attending meetings.	4	<ul style="list-style-type: none"> <li>Host to control waiting room area and assess entering the online classroom.</li> <li>Meeting to be recorded and reviewed if required.</li> <li>Access is only via Beaupre logins</li> </ul>	3	Ensure 'Terms of use' are emailed to all staff and parents and are available on the school website.	1

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4 Recording / taking photos of sessions at home and video/photographs being used inappropriately.	4	<ul style="list-style-type: none"> <li>• A grown up must oversee their child/ren on the Teams meeting</li> <li>• Sessions are <b>NOT</b> to be recorded by parents or pupils.</li> <li>• Photographs are <b>NOT</b> to be taken of live lessons</li> </ul>	2	Ensure 'Terms of use' are emailed to all staff and parents and are available on the school website.	2
6 Allegations against staff using Teams with children at home.	4	<ul style="list-style-type: none"> <li>• An adult must oversee their child/ren on the TEAMS meeting</li> <li>• Switch the settings to have microphones off when joining a session unless the teacher asks for it to be otherwise</li> <li>• No 1:1 lessons should take place, groups only, unless SEND meetings with parents</li> <li>• Staff, pupils and anybody visible to the screen will wear suitable clothing</li> <li>• Language must be professional and appropriate, including any family members in the background.</li> <li>• Staff where possible will ensure that there is another adult in the room when they make a call (e.g. TA).</li> <li>• The host (Teacher) is in control of who can control the screen</li> <li>• Any device used should be in an appropriate area, for example; at a table, and where possible, be against a neutral background</li> <li>• Staff have the right to remove a child if they are behaving inappropriately in a lesson</li> <li>• Live lessons will be recorded so that they can be accessed for up to a maximum of 20 days</li> </ul>	2/3	Ensure 'Terms of use' are emailed to all staff and parents and are available on the school website.	1/2
7 Video sessions in an inappropriate area of the home.	4	<ul style="list-style-type: none"> <li>• An adult up must oversee their child/ren on the Teams meeting</li> <li>• Pupils and other adults in household will wear suitable clothing, as should anyone else in the household.</li> <li>• Any computers used should be in appropriate areas, for example, at a table; and where possible be against a neutral background.</li> </ul>	3	Ensure 'Terms of use' are emailed to all staff and parents and are available	1

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		<ul style="list-style-type: none"> <li>• Be conscious of background environments and others in the room.</li> <li>• Children to be removed by host if deemed inappropriate</li> </ul>		on the school website.	
8 Inappropriate behaviour of children whilst on Teams.	3	<ul style="list-style-type: none"> <li>• An adult up must oversee their child/ren on the Teams meeting</li> <li>• Respect others – Think about what you are going to say / write</li> <li>• Ask questions using chat function or put your hand up using the hand feature if wanting to ask a question live</li> <li>• Focus on what is being taught or said, rather than distracting others.</li> <li>• Videos may be muted for both pupils and staff if other children in the household become unsettled or cause a disruption.</li> <li>• Children to be removed by host if deemed inappropriate.</li> </ul>	2	Ensure 'Terms of use' are emailed to all staff and parents and are available on the school website.	1