The Topsham School

This risk assessment is to help us keep pupils and staff safe during video lessons and 1-to-1 video calls.

HAZARD	CONTROL MEASURES	PERSON RESPONSIBLE	ADDITIONAL NOTES
Inappropriate conduct, for example grooming, exploitation, explicit language, sextortion or one individual forcing the other to take part in sexual activities or view inappropriate content	We have clear procedures in place for reporting concerns during partial closure, and these are set out in our child protection policy and remote learning policy. We will ensure 1 to 1 sessions are kept to a minimum and when they do happen the child's parent will be asked to be present and the teacher must do these sessions in a space where other staff are present. If at all possible, children involved in live sessions should be in a part of the house that is not their bedroom unless this is the designated quiet workspace for the child. Regular monitoring and drop-ins of any live sessions will be carried out by members of the SLT regularly We support pupils and their families to spot signs and report concerns of abuse by reminding them how to keep children safe online and letting them know to contact a designated member of staff, for example our DSL and DDSLs if they have concerns about a child, even if they are unsure.	ALL staff Emma Pipe DSL SLT	FSU and KS1 staff to do any live sessions in the library area. FSU may choose to do their 'live' sessions in the shared area outside FSU if children in Yr 1 are not outside working in their shared area at this time. It may be that identified Yr 1 children who normally work out in the Yr 1 shared area could be taken into the classroom during FSU live sessions- teachers to negotiate this together as needed KS2 to do their live sessions in the KS2 shared area and if they are doing sessions in the Yr 5 and 6 classroom, so children at home and in school can see each other, the other class teacher to be in the same room: i.e. if AG is leading live session, CdW to be sat in same class as AG and vice versa.
Video communication taking place at inappropriate times, for	We will only contact pupils during normal school hours.	All staff	Any extra sessions must be recorded on the timetable and shared with the phase leader prior to the session taking place: Staff will be informed of this

example late into the evening	We will set out these times in timetables shared with parents Teachers have a clear timetable of the day and these include live sessions. Any extra sessions must be recorded on the timetable and shared with the phase leader prior to the session taking place	Monitored by Phase Leaders and SLT	
Video communication taking place through inappropriate channels, such as over social media	We will make sure staff, parents and pupils are aware that video communication should only take place through our school's digital education platform. We will also clarify this in our relevant policies: as a school we use Google Classroom. Our FSU uses Tapestry for Nursery and may continue to use this for Reception if this platform supports engagement. Where possible, staff will use school devices over personal devices to access our digital education platform. We will remind staff not to share personal information (such as social media details) with pupils. This is clear in safeguarding policy and staff code of conduct.	All staff SLT Head	
False accusations	We will only use our school's chosen digital education platform for all video lessons and video calls: for our school it is Google Classroom or Tapestry We will keep a record of the date and time of any 1-to-1 sessions, and we will make sure that staff let another member of staff know if they are going to have a 1-to-1	All staff SLT Head	FSU and KS1 to do their live sessions in the library area. KS2 to do their live sessions in the KS2 shared area and if they are doing sessions in the Yr 5 and 6 classroom, so children at home and in school can see each other, the other class teacher to be in the

	call with a pupil. These sessions will be held with another member of staff present i.e. in shared spaces where others are available		same room: i.e. if AG is leading live session, CdW to be sat in same class as AG and vice versa.
	We will ensure regular monitoring of any 1-to-1 sessions that take place, by having designated members of staff drop into these regularly. Staff having a 1:1 session must ensure their phase leader or a member of the SLT is aware and someone is present with them at these times. Live sessions will take place in shared spaces, so staff can be seen by other adults and also can access support swiftly if needed.		We have explored recording the 'live sessions' and should we enter another National Lockdown this is something we will do from the outset- when we have had time to inform parents and answer any queries or concerns.
Staff and/or pupils viewing or hearing inappropriate content, either in an individual's environment, on their person or on their screen	We will communicate our expectations to staff, pupils and parents in our relevant policies, this includes our remote learning policy and our remote learning home/school agreement, which we will ask parents, staff and pupils to confirm they have read. If staff and pupils have their webcams on, they will be asked to: ● Have a neutral background, if possible ● Avoid being situated in their bedroom; unless this is what parents have designated as the quiet workspace ● Dress like they would for school ➔ for staff-smart and professional ➔ for children appropriately dressed- not in nightwear ● Use polite and professional language Additionally Staff need to:	All staff SLT Head	

	● Double check that any tabs they have open in their browser would be appropriate for a pupil to see, if they are sharing their screen.		
1-to-1 sessions not always being the most appropriate choice of format	We will only run 1-to-1 sessions where both appropriate and necessary. 1-to-1 sessions will need approval by the senior leadership team before taking place. Staff will need to have another adult present to safeguard them. We will clarify and adhere to staff:pupil ratios in every lesson, including in breakout rooms, so staff, parents and pupils are aware of when 1 staff member might be alone with 1 pupil.	All staff SLT	
1-to-1 sessions not being appropriate for certain members of staff and/or pupils	Our leadership team has identified any staff for which 1-to-1 sessions may not be appropriate (for example NQTs) and works to ensure they are not left alone with pupils. If this cannot be avoided, the SLT regularly monitors interactions between these staff and pupils online. Where any vulnerable pupils are learning remotely, our DSL has identified which pupils these are, and monitors any sessions; NO 1 to 1 sessions will be held with these pupils unless a member of the SLT and parent present for child.	All staff Head and SLT	
Staff and/or pupils recording sessions without the other person knowing and, for example, sharing them online	We will inform all parents prior to recording any 'live sessions and communicate this clearly to all staff, pupils and families. At present the school is not recording any sessions. The school has chosen to instigate other measures to mitigate risk.	All staff Head and SLT	

	Staff have signed our staff code of conduct and understand the sanctions involved if any material is shared online without consent. Parents understand that if they or their child should share any material online without consent, the Head would report this to the Chair of Governors and the Governing board would follow appropriate protocols and procedures such the acceptable parent behaviour policy.		
Staff not considering all normal child protection procedures when teaching remotely	We have a clear procedure for staff to report any safeguarding concerns or disclosures of abuse that they may have observed during a call or lesson. We will remind staff of the continued importance of safeguarding within the context of remote education, including staying alert to potential issues, and acting on and recording concerns immediately in line with our procedures.	All staff Head and SLT	
Staff and/or pupils behaving inappropriately online, for example: ● Sharing explicit content ● Bullying/harassing each other	We will set out our expectations, including a zero tolerance for bullying, in our relevant policies, which we will ask staff and pupils to confirm they have read. We have configured our digital education platform to limit when pupils can chat during lessons and who they can chat with. SWGL has guidance on how to manage your settings for Google Meets and the school uses SCOMIS to support us in this area We take the measures outlined below to ensure staff, pupils and parents know how to stay safe online. We will share these resources with staff, pupils and parents: ● UK Safer Internet Centre, where they can report harmful content	All staff Head and SLT	

	● Educate Against Hate for safeguarding from radicalisation, building resilience to extremism, and promoting shared values ● The National Crime Agency's Child Exploitation and Online Protection Command for advice on reporting online abuse		
Certain teachers not understanding how to behave appropriately online	We will make sure all staff have read and understood annex C of Keeping Children Safe in Education. P 102 of this document	All staff	
	Our senior leadership team has identified which staff need more support here and provides regular opportunities to brief these staff on appropriate online behaviour. Senior leaders regularly check in during 1-to-1 or small group sessions to ensure staff are behaving appropriately. Staff understand how to use the privacy features on our digital education platform.	Head and SLT	
Parents and pupils not knowing how to keep pupils safe online	Our home-school communication includes materials that help parents keep their children safe online. We monitor staff lesson plans to ensure that they regularly remind pupils of online safety principles. We will direct parents to the DfE's guidance for parents and carers to keep children safe online.	All staff Head and SLT	