



RISK ASSESSMENT FOR: Remote Learning Live Lesson		
Establishment: Rokeby Park Primary School	Assessment by: Rosie Driscoll – Remote Learning Lead Claire Smith – Head Teacher	Date: 2.2.2021

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Awareness of policies and procedures	<p>Any member of the live session</p> <p>Exposure to inappropriate actions, images or content that is inappropriate</p>	<ul style="list-style-type: none"> 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 Staff Code of Conduct Pupil Code of Conduct Online Safety Policy Staff, parent and pupil live lesson agreement (Appendix A) 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 DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)' DfE (2020) 'Keeping children safe in education' - The Remote Learning Lead, headteacher and DSL review this risk assessment weekly to ensure it addresses the school's circumstances and remote learning 	<ul style="list-style-type: none"> All policies to be made available to staff on SharePoint and relevant policies to be available to parents online. SENCo to review support plans for SEND pupils to ensure that they can access live sessions 	<p>CS RD</p> <p>RD KW</p> <p>SC CS RD</p>	<p>Feb 2021</p> <p>Feb 2021</p> <p>Feb 2021</p>	

		<p>approach</p> <ul style="list-style-type: none"> • Parents and pupils are made aware of the risks associated with live online lessons and agreements in place to mitigate them • The school provides parents and pupils with online safety information prior to the commencement of live online lessons via letter. • The SENCO is consulted to create support plans to include online lesson support for pupils with SEND who require additional support 	<ul style="list-style-type: none"> • Communicate parent and pupil agreement for live sessions with a covering letter • Parent and pupil online agreements to be published on the school website 	<p>RD</p> <p>RD</p>	<p>Feb 2021</p> <p>Feb 2021</p>	
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<p>Systems and technology</p>	<p>Staff pupils and parents All members of the live session may view activity or content that is sensitive or appropriate</p>	<ul style="list-style-type: none"> • Staff and pupils are fully aware that they should only download and use TEAMS to contact pupils • Staff ensure that only pages relevant to live session are open in the web browser before the live session starts (should the staff screen be shared) • Staff ensure that apps relevant to live session are open in the web browser before the live session starts and that no sensitive information is open (should the staff screen be shared) • Trust policy has set out Teams as the online platform for remote learning • All members of the live session have read and agreed to the agreement statement (appendix A) • 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 at a minimum. • Staff understand what features are available through the system, e.g. recording calls, sharing files or screensharing. • 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. 	<ul style="list-style-type: none"> • Staff live session agreement to be shared with teaching staff • Staff training videos provided in use of MS Teams meeting functions • Check in calls to families to monitor access to technology 	<p>RD</p> <p>RD</p> <p>All teaching staff</p>	<p>Feb 2021</p> <p>Jan 2021</p> <p>Jan 2021</p>	

			<ul style="list-style-type: none">• Pupils and parent agreements to published on the school website• Staff agreement to be shared with staff	RD	Feb 2021	
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<p>Safeguarding</p>		<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. • Staff, pupils and parents consistently adhere to every point on the live lesson agreement document (appendix A) • 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 • All live sessions will include two members of school staff in separate locations • 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. 		<p>All staff</p>	<p>Jan 2021</p>	
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<p>Personal data</p>		<ul style="list-style-type: none"> • Staff have due regard for the school's Data Protection Policy at all times when conducting live online lessons. • 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 • Recorded Lessons are only stored within the organisation's Office365 platform following the school format (SharePoint > Remote Learning) • All recorded lessons are deleted after 6 months of being recorded 	<ul style="list-style-type: none"> • Letters to parents to communicate live session procedure 	RD	Feb 2021	

<p>Staff Conduct</p>		<ul style="list-style-type: none"> • Staff are required to re-read the Staff Code of Conduct prior to carrying out live online lessons to ensure they understand their responsibilities • The school ensures that staff read the staff live lesson agreement (appendix A) • Staff only use school email addresses and phone numbers to communicate with pupils • Staff only use school devices for conducting live online lessons, where possible • Staff do not share personal information whilst conducting live online lessons. • Staff conduct live lessons with a blurred background or a plain 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 via the schools Office 365 and Teams platform • Staff do not commence online lessons until at least one other colleague is present in the meeting • Staff record all live sessions and keep a register of all pupils who were present in the meeting 	<ul style="list-style-type: none"> • Staff agreement to be shared with staff 	<p>RD</p>	<p>Feb 2021</p>	
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<p>SEND</p>		<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 who may be sensitive to certain topics or issues that may arise during the live online lesson.• The SLT, teacher and SENCO 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		KW RD	Jan 2021	
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<p>Pupil conduct</p>		<ul style="list-style-type: none"> • Pupils are to adhere to follow the pupil agreements at all times (appendix A) • Pupils are reminded that they should not be in an inappropriate setting during live online lessons, e.g. a bedroom. • 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 agreement of behaviour (appendix A) at all times during live online lessons and as they would during a normal school day. • Pupils who breach the code of conduct will be potentially be removed from a live session 	<ul style="list-style-type: none"> • Pupil agreements are to be made available to pupils • Training videos to be provided to all staff in the use of MS Teams functions 	<p>All teaching staff RD</p>	<p>Feb 2021</p>	

Appendix A

Live Session Agreements

As the teacher...

I will record all live sessions using MS Teams.

I will always ensure that two members of school staff are in a live meeting.

I will ensure that the background is blurred at all times.

I will be dressed appropriately for the online session.

I will make sure I have all the resources I need for the session.

I will be on time for the online session.

I will host the online session in an appropriate environment, quiet and free from distractions.

I will only use the schools agreed online platform for the online session.

I will only use my school email/log in details and the child's email/school log in details.

No personal information will be shared.

I will remind children of the expectations from the checklist at the start of each session and register pupils that attend the session.

I will give prior notice of any meetings including the length of any online sessions and the resources the children will need.

If I have any concerns about the child (or other members of the household) using unsuitable language, dress or location the session will be ended for the child. Concerns will be logged and passed on to the Headteacher/SLT member to be followed up.

If I make a phone/live online video call, I will speak first with the parent/carer to check they are aware of the call. The parent/carer must stay in the room for the duration of the call.

As a pupil I agree that...

I understand that the online platform is an extension of the classroom and I will behave as I would in school.

I will take part in my online session in an area that is safe, quiet and free from distractions, preferably not a bedroom.

I will be on time for my online session.

I will make sure I have all the resources I need for the online session.

I will be dressed appropriately for my online session.

I will blur my background or have a blank background throughout the session.

At the start of the session, I will mute my microphone and turn my camera off.

I will use the 'raise hand' feature to show that I want to speak.

I will only unmute and turn my camera on when my teacher tells me to.

When contributing to the chat my comments will be relevant, kind and respectful because they can be seen by all the people in the session.

I will remain focused during sessions. I will interact patiently and respectfully with my teachers and peers.

I will not record or take any photos/screenshots during the online session.

I will not use any of the 'tools' unless I am asked to by the teacher.

I will leave the session when my teacher tells me to.

When I am posting photos of my learning, I will always check with my parent/carer before uploading a photo, and I will try to make sure my photo is of the learning and does not include anyone in my house.

As a parent I agree that...

I will make sure the online session takes place in an appropriate area, for example, somewhere quiet, preferably not in a bedroom and in a place with minimum distractions.

I will make sure my child and other members of the household are aware the online session is happening.

I will make sure members of the household are wearing suitable clothing if there is the possibility of them appearing on the session.

I will adopt the same conversation and language expectations in the online session as normal school conduct and ensure family members adhere to this.

I will supervise my child's internet use and online learning - making sure I am aware of what they have been asked to do and the online resources they need to access.

I will not record, take or share photos/screenshots from online sessions. No details of the meeting will be shared or retained and no comments will be posted on social media.

If I have any concerns about the session I will discuss these after the session with the teacher or contact the Headteacher.

If a member of staff calls/live online video calls to speak to my child, I will check that I know who they are, speak to them before my child and stay in the room during the conversation.

I understand that any safeguarding issues which arise from the meeting will be reported following the school's Safeguarding Policy and Procedure.