



**Nettlesworth Primary Microsoft Teams Live Sessions Risk Assessment  
February 2021**

HAZARD	CONTROL MEASURES	PERSON RESPONSIBLE	ADDITIONAL NOTES
<p>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</p>	<p>We have clear procedures in place for reporting concerns during partial closure, and these are set out in our Child protection policy.</p> <p>We'll encourage pupils to attend lessons and receive calls in the same room as a family member, and advise pupils not to be situated in their bedroom.</p> <p>If a staff member needs to call an individual pupil, wherever possible another staff member will also be on the call.</p> <p>We'll ensure regular monitoring of any 1-to-1 sessions that take place, by having designated members of staff drop into these regularly.</p> <p>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 DSL/the NSPCC/the police/CEOP – delete as appropriate] if they have concerns about a child, even if they're unsure.</p>	<p>HT/DSL/SLT</p> <p>All Staff</p>	

HAZARD	CONTROL MEASURES	PERSON RESPONSIBLE	ADDITIONAL NOTES								
<p>Video communication taking place at inappropriate times, for example late into the evening</p>	<p>We'll only contact pupils during normal school hours, or at times agreed by our leadership team</p> <table border="0" data-bbox="495 443 1010 719"> <tr> <td><b>Class 1</b></td> <td><b>9.30am-9.45am</b></td> </tr> <tr> <td><b>Class 2</b></td> <td><b>9.15am-9.30am</b></td> </tr> <tr> <td><b>Class 3</b></td> <td><b>9.00am-9.15am</b></td> </tr> <tr> <td><b>Class 4</b></td> <td><b>9.45am-10.00am</b></td> </tr> </table> <p>We'll set out these times out in our relevant policies which we'll ask staff and pupils to confirm they have read.</p>	<b>Class 1</b>	<b>9.30am-9.45am</b>	<b>Class 2</b>	<b>9.15am-9.30am</b>	<b>Class 3</b>	<b>9.00am-9.15am</b>	<b>Class 4</b>	<b>9.45am-10.00am</b>	<p>HT/DSL/SLT</p> <p>All Staff</p>	
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<p>Video communication taking place through inappropriate channels, such as over social media</p>	<p>We'll make sure staff, parents and pupils are aware that video communication should only take place through our school's digital education platform. We'll also clarify this in our relevant policies.</p> <p>Where possible, staff will use school devices over personal devices to access our digital education platform.</p> <p>We'll remind staff not to share personal information (such as social media details) with pupils.</p>	<p>HT/DSL/SLT</p> <p>All Staff</p>	

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False accusations	<p>We'll only use our school's chosen digital education platform for all video lessons and video calls.</p> <p>If a staff member needs to call an individual pupil, wherever possible another staff member will also be on the call.</p> <p>We'll keep a record of the date and time of any 1-to-1 sessions, and we'll make sure that staff let another member of staff know if they're going to have a 1-to-1 call with a pupil.</p> <p>We'll ensure regular monitoring of any 1-to-1 sessions that take place, by having designated members of staff drop into these regularly</p> <p>Where we decide it is necessary to help keep our pupils and staff safe, we'll record sessions and store them in line with our data retention policy.</p>	<p>HT/DSL/SLT</p> <p>All Staff</p>	

HAZARD	CONTROL MEASURES	PERSON RESPONSIBLE	ADDITIONAL NOTES
<p>Staff and/or pupils viewing or hearing inappropriate content, either in an individual's environment, on their person or on their screen</p>	<p>We'll communicate our expectations to staff, pupils and parents in our relevant policies which we'll ask parents, staff and pupils to confirm they have read.</p> <p>If staff and pupils have their webcams on, they will be asked to:</p> <ul style="list-style-type: none"> <li>• Have a neutral background, if possible</li> <li>• Avoid being situated in their bedroom</li> <li>• Dress like they would for school</li> <li>• Use polite and professional language</li> </ul> <p>Additionally, staff will be asked to:</p> <ul style="list-style-type: none"> <li>• Double check that any tabs they have open in their browser would be appropriate for a pupil to see, if they're sharing their screen</li> </ul>	<p>HT/DSL/SLT</p> <p>All Staff</p> <p>Parents</p>	
<p>1-to-1 sessions not always being the most appropriate choice of format</p>	<p>We'll decide on a case-by-case basis whether a session needs another adult present, and 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.</p> <p>We'll 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.</p>	<p>HT/DSL/SLT</p> <p>All Staff</p>	

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<p>1-to-1 sessions not being appropriate for certain members of staff and/or pupils</p>	<p>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.</p> <p>Where any vulnerable pupils are learning remotely, our DSL has identified which pupils these are, and monitors any sessions with them</p>	<p>HT/DSL/SLT</p> <p>All Staff</p>	
<p>Staff and/or pupils recording sessions without the other person knowing and, for example, sharing them online</p>	<p>Where we decide it is necessary to help keep our pupils and staff safe, we'll record sessions. We'll communicate this clearly to all staff, pupils and families.</p> <p>Staff and pupils will sign our code of conduct and understand the sanctions involved if any material is shared online without consent.</p>	<p>HT/DSL/SLT</p> <p>All Staff</p>	
<p>Staff not considering all normal child protection procedures when teaching remotely</p>	<p>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.</p> <p>We'll remind staff of the continued importance of safeguarding within the context of remote education, including staying alert to potential issues, and acting on concerns immediately in line with our procedures.</p>	<p>HT/DSL/SLT</p> <p>All Staff</p>	

HAZARD	CONTROL MEASURES	PERSON RESPONSIBLE	ADDITIONAL NOTES
<p>Staff and/or pupils behaving inappropriately online, for example:</p> <ul style="list-style-type: none"> <li>• Sharing explicit content</li> <li>• Bullying/harassing each other</li> </ul>	<p>We'll set out our expectations, including a zero tolerance for bullying, in our relevant policies , which we'll ask staff and pupils to confirm they have read.</p> <p>We've configured our digital education platform to limit when pupils can chat during lessons and who they can chat with.</p> <p>We take the measures outlined below to ensure staff, pupils and parents know how to stay safe online.</p> <p>We'll share these resources with staff, pupils and parents:</p> <ul style="list-style-type: none"> <li>• <a href="#">UK Safer Internet Centre</a>, where they can report harmful content</li> <li>• <a href="#">Educate Against Hate</a> for safeguarding from radicalisation, building resilience to extremism, and promoting shared values</li> <li>• The National Crime Agency's <a href="#">Child Exploitation and Online Protection Command</a> for advice on reporting online abuse</li> </ul>	<p>HT/DSL/SLT</p> <p>All Staff</p>	

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<p>Certain teachers not understanding how to behave appropriately online</p>	<p>We'll make sure all staff have read and understood annex C of <a href="#">Keeping Children Safe in Education</a>.</p> <p>Our senior leadership team has identified which staff need more support here and provides regular opportunities to brief these staff on appropriate online behaviour.</p> <p>Senior leaders regularly check in during 1-to-1 or small group sessions to ensure staff are behaving appropriately.</p> <p>Staff understand how to use the privacy features on our digital education platform.</p>	<p>HT/DSL/SLT</p> <p>All Staff</p>	
<p>Parents and pupils not knowing how to keep pupils safe online</p>	<p>Our home-school communication includes materials that help parents keep their children safe online.</p> <p>We monitor staff lesson plans to ensure that they regularly remind pupils of online safety principles.</p> <p>We'll direct parents to the DfE's <a href="#">guidance for parents and carers to keep children safe online</a>.</p>	<p>HT/DSL/SLT</p> <p>All Staff</p>	