



| Activities Covered by this Assessment | Recording live lessons | | | | | | | |
|---|---|--|--|--|--|--|--|--|
| Site Address / Location | Snarestone Primary School Department / Service / Team | | | | | | | |
| Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity | | | | | | | | |

Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity Homeworking and DSE risk assessments are completed separate to this risk assessment

| Hazard (Something with a | Who might be | Existing Controls | Initial Risk Rating (S x L) | | g | Further Controls Required | Final Risk Rating (S x L) | | g | Action Required | | |
|--|---|---|-----------------------------------|---------------------------------|---|---|---------------------------------|------------|-------------|------------------|--------------------|-----------|
| potential to cause harm) | Harmed & How? | (Consider Hierarchy of Control) | Severity | Severity Likelihood Risk Rating | | (Consider Hierarchy of Control) | Severity | Likelihood | Risk Rating | Who (Initial) | Date By: (/) | Done ? |
| Recording / sharing images / video of children | Risk that images / video of children during recorded lessons could be shared outside of the school arena. | Recording of video conferencing should only take place if it is deemed beneficial to the wellbeing and education of the class. Alternatives should be considered such as; limited use of video which is not recorded, only teacher's video is visible during the recording. Ensure that a senior member of staff is aware that the online lesson is taking place and that it is being recorded, and for what precise purpose. | | | | School to implement a video review process to ensure image of child is not visible before releasing the recording. To reduce the risk further ensure only teacher's video is visible on the recording. | | | | | | |





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| | Only record lessons which include | |
| | the image or video of a child where | |
| | the pupil and their parent/carer has | |
| | given explicit written consent to do | |
| | SO. | |
| | | |
| | Where video sharing is permitted | |
| | school to implement an acceptable | |
| | use policy, which is in line with the | |
| | terms of use relating to the | |
| | collaboration platform, which may | |
| | include; | |
| | - All staff and children must be | |
| | wearing appropriate clothing | |
| | during the lesson | |
| | - Background of the video must | |
| | be appropriate, care taken if | |
| | videoing in bedroom, blur | |
| | background? Shared space | |
| | should ideally be used. | |
| | - Make sure background space is | |
| | child-friendly, ensuring nothing | |
| | inappropriate is on display. | |
| | - Audio mute should be used by | |
| | staff and children when not | |
| | speaking to minimize risk of | |
| | background sound. | |
| | - No screenshotting or recording | |
| | on third party device is | |
| | permitted | |
| | permees | |





| - Video must be turned off if suitable background cannot be found Use of blurred background feature to be used if a neutral background cannot be found No alcohol/tobacco/vaping consumed/used or visible during the video. | |
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| Staff must not; - Conduct a remote lesson with pupils outside of the operating times defined by senior leaders and vice versa Take or record images of pupils for their personal use Record virtual lessons or meetings using personal equipment (unless agreed) Engage online while children are in a state of undress/semiclothed. All staff and children must be made aware of and agree to the acceptable use policy If age required, Parent/carer supervise accessing the collaboration platform and remain nearby during the video | |





| | | (younger children will require closer supervision). | | | | | |
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| Recording and sharing of inappropriate behaviour | Video / images /audio of inappropriate behaviour could be captured on video or mic and shared. Inappropriate behaviour could include confidential conversations, child/adult in a state of undress, swearing etc. | All staff and children must be made aware of and agree to the acceptable use policy, which covers issues such as dress code and background. It is the responsibility of the staff member to act as a moderator; to outline acceptable behaviour at the outset, raise any issues or suitability with the child / parent immediately and end the online interaction if necessary. If inappropriate behaviour is captured, teacher must stop recording immediately. Video must be edited or deleted to ensure inappropriate behaviour is not shared and inappropriate images/audit must be reported and deleted. | | Two staff members present on the live conference, one to monitor the recording. School to implement a video review process to ensure image of child is not visible before releasing the recording. To reduce the risk further ensure only teacher's video is visible on the recording. | | | |
| | Risk that teacher could be subject to a false allegation. | Staff to consent to acceptable use policy. Only scheduled lessons to be recorded. | | School could reduce the risk further by ensuring two staff members are present on live conferencing. | | | |





| False allegation of inappropriate | | Staff not to take part in video conferencing with children or parents on personal devices. | | • | Ensure parent or another member of staff is present for 1:1 sessions. | | | |
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| behaviour. | | Teacher to stop recording / video conference immediately if inappropriate behaviour is recorded. | ı | | | | | |
| | | Incidents must be reported following local procedures. | ı | | | | | |
| | | Prevent one to one situation unless approved by SLT in specific circumstances. Request that a | ı | | | | | |
| | | parent is present in the room for the duration or ask a colleague or member of the SLT to join the session. | | | | | | |
| | Risk that an image or video of a looked after child | School to be aware of who must not be identified on camera and video if a child must not be recorded. | | • | School must ensure looked after children are not visible on the recording. | | | |
| Recording images of looked after children | (who should not be found) could be shared which identifies their | Consent must be gained before sharing images of any child. All staff and children must agree to | | • | School to implement a video review process to ensure image of child is not visible before releasing the recording. | | | |





| GDPR | Risk that data protection laws are breached. Personal and physical security may be compromised. | Data Protection Impact Assessment to be put in place and made available to parents / carers to make their own decision on whether they are comfortable for their child to take part. Controls in place: Recording is only kept for as long as it is necessary. Recording is kept secure and password protected. Recording must not be shared on public networks. Control who has access to the recording. Collaboration platform aligns to GDPR principles described in the School's privacy policy. Make sure that no personal details are displayed, including information that may identify your home address or contact details. Report any GDPR breaches. | | | | | | | | |
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| | | Ensure safety measures applicable | | | | | |
| | | to the collaboration platform in use | | | | | |
| | | are adhered to e.g.: | | | | | |
| | | - Change meeting passwords | | | | | |
| | | periodically | | | | | |
| | | - Change meeting settings to | | | | | |
| | Uninvited or | allow only signed-in users to | | | | | |
| | | join | | | | | |
| | unwanted visitors | - Operate a waiting room to | | | | | |
| | to the recording | prevent unexpected or | | | | | |
| | | unwanted persons joining | | | | | |
| Poorly organised | | - Do not allow screen sharing by | | | | | |
| invitation and meeting | | pupils/students | | | | | |
| set up | | - Ensure that suitable and | | | | | |
| set up | | sufficient software settings are | | | | | |
| | | applied | | | | | |
| | | Make parents/carers aware that | | | | | |
| | | children can upload videos/ photos | | | | | |
| | | and make sure young people have | | | | | |
| | Chance that | parent/carer permission before | | | | | |
| | inappropriate | uploading content. | | | | | |
| Unsafe or unintended | material is shared | aproading content. | | | | | |
| uploading of videos | leading to | Be sure to triple check that the | | | | | |
| and photos | complaints and/or | video/photo is suitable to display | | | | | |
| and photos | | before uploading to make sure it is | | | | | |
| | disciplinary action | the correct video or photo. | | | | | |
| | and investigation | the correct video of photo. | | | | | |
| | | Report any cases of inappropriate | | | | | |
| | | material being shared. | | | | | |
| | | material being sharea. | | | | | |

To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.





| During this activity, what could go wrong resulting in an emergency situation? | Information and data could be shared in breach of school's policies and procedures, safeguarding rules and regulations. |
|--|---|
| How could this emergency situation be prevented / controlled? | Acceptable use policy to be followed. Staff to use only approved devices. |
| Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation? | Close the video immediately. Tell parents/those concerned that an incident has occurred. Report to the police locally if incident is of a criminal nature. Report to Tim Jewitt to log the incident and the team to arrange to provide support to those affected. Staff to follow safeguarding training and local procedures where required. |
| Could any non – routine changes affect the safety | Staff must ensure they are familiar with the equipment and collaboration software they are using to prevent |
| arrangements in place for this activity? (E.g. weather, | any mishaps. |
| people, equipment etc.) What can be done? | |

| Risk Assessor (s) Name(s): | Tim Jewitt | Risk Assessor(s) Signature (S): | Tjewill | |
|----------------------------|------------|---------------------------------|----------|---------|
| Authorised By: | | Authoriser Signature: | | Initial |
| Date Conducted: | 08/02/21 | Date of Next Review: | 08/03/21 | |





| Date of Review: | |
|-----------------|--|
| Date of Review: | |
| Date of Review: | |
| Date of Review: | |

| erity | High Death, paralysis, long term serious ill health. | Medium | High | | | |
|-------------------------------|---|---|---------------------------------------|--|--|--|
| Potential Severity of Harm | Medium An injury requiring further medical assistance or is a RIDDOR incident. | Low | Medium | High | | |
| Pot | Low Minor injuries not resulting in any first aid or absence from work. | Low | Low | Medium | | |
| | | Low The event is unlikely to happen. | Medium It is fairly likely to happen. | High It is likely to happen. | | |
| | | Likelihood of Harm Occurring | | | | |

| Risk Rating Definitions | | Risk Rating Definitions |
|-------------------------|--------|--|
| | Low | This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur. |
| | Medium | It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to. |





High

This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a **High**, then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.

