

Generic Risk Assessment – live lessons as part of remote learning



Activity	Hazard	People Harmed	Risk control
Teaching lessons live as part of remote education.	Inappropriate dress, behaviour, location or conduct from adults.	Children / Adults	<ul style="list-style-type: none"> • Code of conduct for live lessons sent out to parents and children. • Live lessons recorded. • Teacher only to start and stop lesson. • Wherever possible live lessons to take place in school with another adult present. • One to one sessions only held with permission and knowledge of SLT. • Lesson stopped if inappropriate conduct.
	Inappropriate dress, behaviour, location or conduct from children.	Children / Adults	<ul style="list-style-type: none"> • Code of conduct for live lessons sent out to parents and children. • Live lessons recorded. • Teacher only to start and stop lesson. • Wherever possible live lessons to take place in school with another adult present. • One to one sessions only held with permission and knowledge of SLT. • Lesson stopped if inappropriate conduct.
	Unauthorised sharing of content.	Children / Adults	<ul style="list-style-type: none"> • Secure remote platform used. • Staff trained in teams and aware of procedures to ensure that the platform is secure. • Children in class only invited to participate in live lessons. • Lessons recorded and kept securely.
	Unauthorised streaming to another platform.	Children / Adults	<ul style="list-style-type: none"> • Teachers received instructions on how to safely use learning platform and streaming strictly forbidden. • Staff disciplined if the above takes place and lesson removed from platform.

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	Data breach for example, showing pupils on camera without permission, sharing personal data	Children / Adults	<ul style="list-style-type: none"> • Addendum to safeguarding policy in place during national lockdown and remote learning. • All parents, staff and children made aware of safeguarding procedures during national lockdown and remote learning. • Follow procedures in GDPR policy. • Report data breach to ICO
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Code of Conduct for live lessons : -

- We will not offer one to one pupil sessions without SLT permission, only groups or whole classes.
- Parents must be present for live lessons.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- No eating to take place during live lessons please.
- Any computers used should be in appropriate areas, for example, not in bedrooms, and preferably the background should be blurred.
- The live lesson will be recorded so that if any issues were to arise, the video can be reviewed.
- Live lessons will be kept to a reasonable length of time, no longer than 30 minutes
- Language must be professional and appropriate, including any family members in the background.
- We will only be using Microsoft Teams to offer live lessons, no other platforms.
- Staff will record, the length, time, date and attendance of any sessions held.
- We would expect all parents to respect other children present in the lesson and to follow closely the instructions given by the class teacher, eg. when asked to mute please do so.

This Risk assessment has been seen and agreed by:

Name	Signature	Date

