

# **The Abbey School Remote Learning Risk Assessment**

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HAZARD	WHO MAY BE AFFECTED	CONTROL MEASURES	PERSON RESPONSIBLE	PROBABILITY	SEVERITY	RISK
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	Students	<p>Clear procedures in place for reporting concerns set out in our safeguarding and child protection, remote learning and online safety policies.</p> <p>All students to be encouraged to attend lessons and receive calls in the same room as a family member, and advised not to be situated in their bedroom.</p> <p>If a staff member needs to call an individual student, wherever possible another staff member will also be on the call or the session will be recorded.</p> <p>Ensure regular monitoring of any 2-to-1 sessions that take place, by having designated members of staff drop into these regularly [SLT have access to Teams, recorded sessions are saved in Teams for GDPR &amp; Safeguarding purposes. These are monitored by the network lead].</p> <p>Support provided to students and their families to identify</p>	<p>All staff (Report to DSLs/SLT)</p> <p>Students</p> <p>All staff</p> <p>SLT Pastoral Team Student Support Team</p>	1	5	5

		signs and report concerns of abuse by reminding them how to keep children safe online and letting them know who to contact (tutor/DSLs/Headteacher and other relevant agencies) if they have concerns about a child, even if they're unsure. Guidance provided in newsletters, on school website and in lessons to students.	DSLs (SLT), Online Safety Committee				
Video communication taking place at inappropriate times, for example late into the evening	Staff Students Parent/Carer	Contact with students will be made during normal school hours, or at times agreed by our leadership team.	All Staff	1	3	3	
Video communication taking place through inappropriate channels, such as over social media	Staff Students Parent/Carer	Ensure staff, parents and students are aware that video communication should only take place through our school's digital education platform.  Where possible, staff will use school devices over personal devices to access our digital education platform.  Staff will be reminded not to share personal information (such as social media details) with students.	All Staff  All Staff  All Staff	1	4	4	
False accusations	Staff Students	Ensure staff, parents and students are aware that video	All Staff	1	3	3	

	<p>Parent/Carer</p>	<p>communication should only take place through our school's digital education platform.</p> <p>If a staff member needs to call an individual student, wherever possible another staff member will also be on the call or the session will be recorded.</p> <p>A log of the date and time of any 2-to-1 sessions will be recorded.</p> <p>Ensure regular monitoring of any 2-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 students and staff safe, we'll record sessions and store them in line with our data retention policy.</p> <p>School policies and consents, sent to staff, parents and students, communicate clearly the procedures in place for recording sessions.</p>	<p>All Staff</p> <p>Lead Staff member of the session</p> <p>SLT Pastoral Team Student Support Team</p> <p>All Staff</p> <p>All Staff</p>			
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Staff and/or students viewing or hearing inappropriate content, either in an individual's environment, on their person or on their screen	Staff Students	<p>Expectations communicated to staff, students and parents in our remote education policy.</p> <p>If staff and students 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>• Ensure content visible whilst sharing their screen is appropriate</li> </ul>	Remote Education Lead  All Staff	2	3	6
2-to-1 sessions not always being the most appropriate choice of format	Staff Students	Decisions will be taken on a case-by-case basis as to whether a session needs another adult present, and only run 2-to-1 sessions where both appropriate and necessary. 2-to-1 sessions will need approval by the senior leadership team before taking place.	Inclusion Manager (SLT) Student Support Lead (SLT) Pastoral Lead (SLT)	1	1	1
2-to-1 sessions not being appropriate for	Staff Students	Leadership team has identified any staff for which 2-to-1 sessions may not be	SLT	1	1	1

certain members of staff and/or students		<p>appropriate (for example NQTs) and works to ensure they are not left alone with students.</p> <p>Where any vulnerable students are learning remotely, our DSL has identified which students these are, and monitors any sessions with them with feedback from staff.</p>	<p>DSL (SLT) Teachers Teaching Assistants</p>			
Staff and/or students recording sessions without the other person knowing and, for example, sharing them online	Staff Students	Member of staff notifies students that session is being recorded. TEAMS notifies participants that session is being recorded.	Teachers Teaching Assistants	2	2	4
Staff not considering all normal child protection procedures when teaching remotely	Staff Students	<p>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>Staff regularly reminded at staff meetings 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>DSL (SLT) Online Safety Committee</p>	1	3	3
Staff and/or students behaving inappropriately online, for example:	Staff Students	Expectations clearly established, including a zero tolerance for bullying, in our	Remote Education Lead Behaviour Lead (SLT)	1	3	3

<ul style="list-style-type: none"> <li>• Sharing explicit content</li> <li>• Bullying/harassing each other</li> </ul>		<p>remote learning and our behaviour policies.</p> <p>Student to Student chat/call function disabled on digital education platform -TEAMS. Whole class chat function is enabled but monitored by staff members in that team.</p> <p>We take the measures outlined below to ensure staff, students and parents know how to stay safe online.</p> <p>Links and guidance shared with staff, students and parents on online safety area of the school website.</p>				
Teachers not understanding how to behave appropriately online	Staff Students	<p>We'll make sure all staff have read and understood Part 1 of <u>Keeping Children Safe in Education</u>.</p> <p>Senior leaders regularly check in during 2-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>DSL (SLT)</p> <p>SLT (Student Support Lead)</p> <p>Remote Education Lead Network Lead All Staff</p>	1	2	2
Parents and students not knowing how to	Staff	Home-school communication includes materials that help	All Staff	2	1	2

keep students safe online	Students Parents	parents keep their children safe online.  We monitor SOLs to ensure that they regularly remind students of online safety principles.	Teaching & Learning Lead (SLT) Computing Lead Online Safety Committee			
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		Consequence of event occurring (Severity)				
		Negligible	Minor	Moderate	Major	Critical
Likelihood of event occurring (Probability)	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25
	Likely	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20
	Possible	Trivial 3	Tolerable 6	Substantial 9	Intolerable 12	Intolerable 15
	Unlikely	Trivial 2	Tolerable 4	Tolerable 6	Substantial 8	Substantial 10
	Rare	Trivial 1	Trivial 2	Trivial 3	Tolerable 4	Tolerable 5