



USE OF ZOOM FOR CHILDREN RISK ASSESSMENT

| | | | |
|------------------------------------|--|---|---|
| Assessment by (Name/ Role): | Mrs Joanne Warren (Headteacher) Mrs Lesley Williams (Data protection lead) Mr Neil Thompson, (Deputy and computing/online safety lead) | | |
| School Setting | Kingsmoor Primary School | | |
| Date of assessment: | 11/1/21 | Date for periodic review (annually): | Daily review during current circumstances – then half termly. |

| Potential Risk / Hazard description | Who might be harmed? How is that harm brought about? | Action to be taken | By whom | By when | Action complete Y/N? | Level of risk now |
|---|---|---|---|---------|----------------------|-------------------|
| Security/privacy issues related to use of Zoom software | Meeting links are public | <ul style="list-style-type: none"> Do not publish on social media or in public forums. Date and time, together with link to meeting to be emailed to parents from school. Recurring meetings to be set up to avoid multiple emails being sent. 1 email with have all details of meetings up to Feb half term. Both parents and participants to be directed not to pass on link details to other persons, regardless as to how well they know them. If login is mislaid please ring the school office. Only Kingsmoor teaching staff to provide parents with login details – via JW and email system in school. | Host Teachers Office Team/JW Parents of participants All staff | Ongoing | Y | Low |

| Potential Risk / Hazard description | Who might be harmed? How is that harm brought about? | Action to be taken | By whom | By when | Action complete Y/N? | Level of risk now |
|---|---|---|---|-----------|----------------------|-------------------|
| Uninvited /unknown person gaining access to the meeting | Unintentional facilitation of access to students of meeting | <ul style="list-style-type: none"> The 'Waiting Room' function to be enabled on all sessions. The host must visually or at least by audio, confirm that the expected child is watching/ listening, and is not an unknown person. The host teacher to admit only those participants on the register for that session. A register to be taken before the lesson begins. The 'participants' tab to be monitored periodically throughout the lesson. Log in name should be appropriate if using an adult account - check that a joke or inappropriate word name hasn't been used. | Core Team Host Teachers Support staff | Ongoing | Y | Low |
| Using Personal Meeting ID to host public events | This creates a continuous meeting – anyone can access, switch off in account settings | <ul style="list-style-type: none"> Only staff school email addresses used to create Zoom accounts. These accounts to be used for the sole purpose of the Zoom online lessons. Unique Meeting IDs to be created for recurring meetings scheduled. | All staff | All staff | Y | Low |
| Inadvertently providing access to personal information | <p>Using Facebook to log in – access personal information</p> <p>Intellectual property rights issues</p> <p>Adverts not in keeping with the content and meaning of the lesson</p> | <ul style="list-style-type: none"> Staff to sign in using accounts set up using school email addresses. Parents to ensure they have set up their zoom account via their email address not Facebook. Ensure sign in through email account. Ensure the zoom ID name is appropriate. NB. It is not a requirement to log in to zoom to join a meeting. It is possible to just click on the link and the zoom app opens on the tablet or PC without a zoom account. | Host Teachers Parents of Participants | Ongoing | Y | Low |

| Potential Risk / Hazard description | Who might be harmed? How is that harm brought about? | Action to be taken | By whom | By when | Action complete Y/N? | Level of risk now |
|---|--|---|--|--|----------------------|-------------------|
| Unauthorised recording of sessions | Host and potentially participants may record meeting | <ul style="list-style-type: none"> Staff to be informed that sessions are to be recorded by the host teacher only. Recording of sessions by participants to be disabled in account settings. All participants to be informed that the session must not be recorded by any person other than the host. Participants to be reminded at the start of each session that recording is not permitted. Any suspected recording to be brought to the attention of JW immediately. | JW Head Host teachers | Prior to the commencement of the lesson / meeting Ongoing | Y | Low |
| Transfer of additional information | Files can be shared in the following facilities: <ul style="list-style-type: none"> Chat Share Screen Private message | <ul style="list-style-type: none"> Share screen facility to be limited to 'Host Only' in Settings. Private message facility to be disabled. Chat facility to be monitored by the support staff throughout lesson. | Host Teachers Support Staff | Prior to the commencement of the lesson / meeting Ongoing | Y | Low |
| Risk of inappropriate online contact/ grooming or allegations | Inappropriate use of Zoom platform or contact on other electronic platforms There is a facility to private message during a meeting | <ul style="list-style-type: none"> All meetings to be group if possible. 1:1 ELSA sessions should have adult present with them. Two members of school staff should be present if at all possible. This could be an adult working in school attending the same meeting. Both the 'host' of the lesson and the support staff member to be an adult who has undergone safeguarding training and has DBS clearance as a member of school staff. Both members of staff to be familiar with Online Safety and safer use of technology guidelines. Both members of staff to be aware of the procedure to be followed should a child make an unexpected disclosure. The 'waiting room' feature to be used for all lessons so no participants can join before the host. Ensure Screen sharing is restricted to the host only. Ensure Private messaging facility is turned off. | Host Teachers Support Staff JW – Head NT – Computing lead | Ongoing Prior to the commencement of the lesson / meeting | Y | Low |

| Potential Risk / Hazard description | Who might be harmed? How is that harm brought about? | Action to be taken | By whom | By when | Action complete Y/N? | Level of risk now |
|--|--|--|---|---|----------------------|-------------------|
| Inappropriate sharing of personal information/ contact details | Sharing of personal information verbally, through messaging or through details visible in the background of the camera view. | <ul style="list-style-type: none"> School staff to ensure they are in a neutral space without personal information visible. Reminders not to share personal information, i.e. addresses, etc to be given to the children. School staff to visually scan each screen shot at earliest opportunity to seek to establish any inappropriate or sensitive background, etc. Parents to ensure that the background area is free from personal items like family photos, links to address etc. | Host Teachers Support Staff Parents of participants | Prior to the commencement of the lesson / meeting and then Ongoing | Y | Low |
| Lack of parental presence/ consent | Children may not adhere to the online safety expectations and put themselves at risk | <ul style="list-style-type: none"> All communication regarding timings and login details to be sent to parents via school email. An adult will be available / visible / within earshot / in the house at all times when remote contact takes place with a child. | Office Staff Parents of participants | Prior to the commencement of the lesson / meeting and then Ongoing | Y | Low |
| Inappropriate clothing/ setting for sessions | Participation in meeting while wearing inappropriate clothing or in an inappropriate Location e.g. bedroom | <ul style="list-style-type: none"> Clear guidelines to be given to all students, parents and staff on wearing suitable clothing and choosing a suitable location for accessing meeting. | Staff Pupils/Parents | Prior to the commencement of the lesson / meeting | Y | Low |
| Children/staff screen time too long/intensive | Increase in headaches/ health/eyesight implications/ increased anxiety | <ul style="list-style-type: none"> Staff conscious of screen time for their year group and adjust timings accordingly. Ensure breaks are given from screen. Advice to look away from the screen every so often to refocus eyes. | Staff | Ongoing consideration | Y | Low/ Medium |

| Potential Risk / Hazard description | Who might be harmed? How is that harm brought about? | Action to be taken | By whom | By when | Action complete Y/N? | Level of risk now |
|---|---|---|----------------------------|-----------------------|----------------------|-------------------|
| Children struggling mentally/emotionally with online/Zoom sessions – increasing own anxieties | Emotional outbursts/ highly anxious | <ul style="list-style-type: none"> High levels of communication required with parent/pupil and teacher – use of Homelearning email/school mobile/office to keep staff informed how child is feeling. Reassurance from teachers to child/family. Option to leave session to complete work independently if adult support available. (See Zooming at Kingsmoor information sheet for reassurance to parents/child.) All families to receive Zooming at Kingsmoor information sheet to relieve concerns/establish clear protocol for children. | Staff Parents Pupils | Ongoing consideration | Y | Low |



Zooming at Kingsmoor!



The Kingsmoor team are really impressed with all pupils and families, all trying their best with this new way of online learning – well done all! Just a few key pointers which will hopefully make the Zoom lessons run smoothly, ease anxieties and help support each child's/families' needs.

If you have any specific questions/queries/feedback or thoughts, please email your child's class teacher via the home learning email: homelearning.sch210@educ.somerset.gov.uk

Information for all pupils when on Zoom. Please...

- Keep yourself on mute unless your teacher tells you otherwise.
- Respect your friends/teacher when they are talking and listen to each other – one voice at a time.
- Have your work pack ready and be organised with your pen/pencil. Try and check the blog before the lesson to see what you will need to have ready.
- Sit in a comfortable place/position where you won't be distracted.
- Do not bring any toys/unnecessary devices to a zoom session with you – this is distracting for you and others.
- Treat your lessons like you would in the classroom – therefore ideally no eating during this time.
- Siblings should not join the sessions if at all possible – parents are welcome!
- Do not use the draw facility on zoom – no one should be drawing on the screen.
- **Only** use the chat/message facility if you are asked to do so by your teacher.
- Do not private message anyone during the sessions.
- When the teacher is sharing their screen, they are unable to see all children and may miss a 'hand up'. Please be patient or unmute yourself to talk to your teacher.
- If you need further help with your ask your teacher to explain further at the end of the session. It may be difficult to address everyone's needs during the main session, but your teacher will happily talk to you afterwards – **remember it doesn't matter if you don't understand absolutely everything – the majority of your learning is always revisited.**

Please note the school blogs state the structure for each day. The work for afternoon lessons such as topic/science/art etc. are shared on the blog. This work is also expected to be completed. Please keep this in your work pack ready for collection by your teacher.

What pupils/parents shouldn't worry about:

- Do not worry if your internet/signal drops out and you leave the meeting – these things happen. Teachers completely understand it is not your fault. Try and join again if possible – or send a message to school if experiencing difficulties. Please refer to the year group blogs on the Kingsmoor website: <http://www.kingsmoorprimaryschool.co.uk/remote-learning.html> for information on lessons if your signal does disappear.
- Zoom sessions will vary in times depending on the year group. We are aware that screen time can be intensive and exhausting for both pupils and staff! Staff will do their best to keep content and screen time to an appropriate amount per year group.
- If a lesson runs over time and you need to leave, it is perfectly ok to do so. Do as much as you can and if possible, complete the rest independently. We are aware parents may also need technology for their work too!
- Equally, if you are available to offer support after the initial introduction has been delivered by the teacher, you may prefer to support your child independently and decide not to stay for the whole zoom session. Let your class teacher know if this is the case.
- Contact your class teacher if your child is having difficulties accessing the content of the zooms – we will do our best to support.
- We know every child/family are doing their very best – so please be kind to yourself! No need to get upset if a particular lesson isn't completed or something comes up at home – email your teacher to explain – we will completely understand.

Work submission and next collection of packs

- This first work pack should be kept neat and tidy with all your work inside. It will be collected in when you are asked to collect your next work pack from school. The date for collection will be emailed to you around the 18th of January.
- Any work your child completes during the afternoon sessions should be **submitted to the home learning email** homelearning.sch210@educ.somerset.gov.uk **Please do not use the school mailbox for this.**
- Class 1 and Year 1 pupils should continue to use Tapestry as their means of uploading work and communication.
- Teachers will review and assess submitted work to gain a level of understanding for your child and identify any misconceptions for future learning.

Kingsmoor staff fully appreciate all the support you are giving your child to help them access this additional provision and online live lessons. We are extremely proud of the pupils and staff for implementing this so promptly and effectively, enabling your child's education to continue as best as we possibly can under the current challenging circumstances.

For the remaining weeks, please ensure you continue to communicate directly with your child's class teacher via the home learning email or alternatively, request they give you a call via the school office/text, should your child experience difficulties or appear anxious at any point. It really is ok to do this so please do not hesitate!

Most importantly...

We know every child/family are doing their very best – so please be kind to yourself and others! Do not compare yourself to others. Please don't get upset if a lesson isn't completed or something comes up at home. Email the class teacher to explain – we will completely understand. Please use:

homelearning.sch210@educ.somerset.gov.uk